

ST WINNOW PARISH COUNCIL

Annual Parish Meeting Tuesday 7th May 2024

MINUTES

Present: Chair Penny Rowe (PR) Vice Judy Stephens (JS) Peter Champness (PC) Glenn Carwithen (GC) Katie Vine (KV) Dave Boraston (DB) Clerk Kerry Pearce (KP)

- 1. Apologies for Absence** PCSO Steve Cocks, Stephanie Chapman
- 2. Acting Chairman's Welcome and Public Participation.** *Members of the public may address the Council prior to the commencement of the meeting. This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.* KP confirmed the meeting was not being recorded.

PR invited members of the public to speak; Sue Daw in regarding the turning space/large puddle adjacent to the common land. PR asked if she would like to address the council at the parish meeting on item 17. Agreed.

Francis Clarke of Trewithen Dairy was in attendance to engage with the local community.

- 3. Minutes of Annual Parish Meeting 2023** PC proposed they were of a true account seconded by GC with all Councillors present in favour.
- 4. Chairman's Annual Report** PR reported all was in order and it had been a productive year, and thanked the Councillors for their hard work.
- 5. Devon & Cornwall Police Annual & Monthly Report** From 01/04/24 – 30/04/24 there was 1 crime of criminal damage which is under investigation. I have reported various potholes on the roads when patrolling the area which hopefully will be dealt with. Numerous patrols have been conducted around the Parish and all was found to be in order. If there are any questions or matters arising for my attention the please contact me in the usual manner.
- 6. Cornwall Councillors Annual Report was sent via email.**
- 7. Red Store Annual Report** No report as yet the AGM is this week and the minutes will be available online.

The Annual Parish Meeting was followed by a meeting of the Parish Council

Meeting of the Parish Council

AGENDA

1. **Election of Chairman** PC proposed PR to stay on as Chair seconded by DB with all councillors present in favour. PR accepted the role.
2. **Election of Vice Chairman** PC proposed JS to stay on as Vice seconded by GC with all Councillors present in favour. JS accepted the role.
3. **Declaration of Members Interest. (i) Disclosable Pecuniary Interest. (ii) Non Pecuniary Interest. NONE**
4. **To receive minutes of meeting held on 5th March 2024** DB proposed they were of a true account seconded by JS with all Councillors present in favour.
5. **Matters arising from those minutes. NONE**
6. **Planning Applications. NONE**
7. **Planning Results. NONE**
8. **Grant Funding, Applications & use of Funds.** PC confirmed the electric spur is in place and is awaiting the delivery and installation of the defibrillator.
9. **Neighbourhood Plan.** JS has put together the policies as discussed over email. The drafts will be sent for Councillors to read at their leisure for discussion at the next meeting.
10. **Common Land CL04 CL05** All three benches are in good working order. The jetty is currently inaccessible due to the vegetation at the access point on the common land.
11. **To Approve and Adopt the Financial Risk Assessment**
12. **To Approve and Adopt the Financial Regulations**
13. **To Approve and Adopt the Internal Financial Controls**
14. **To Approve and Adopt the Asset register**
15. **To Approve and Adopt the Standing Orders**

Documents for Items 11, 12, 13, 14 & 15 were sent by email prior to the meeting and proposed and adopted as one item by all Councillors present.

16. To Approve the Clerks Contract of employment and Rate of Pay

As of 1st April 2023, the clerk pay is on spinal point 9 on a rate of £12.06 per hour. The Clerk is Currently paid for 10 hours per month. In addition to this, the clerk works from home and claims expenses for the use of electricity and WIFI and telephone calls of £20.00 per month.

All Councillors agreed the Clerks salary to stay with same. PR & KP signed the contract.

17. Correspondence & Circulars – SC

Ethy Bench – SC has confirmed by email the bench will be replaced to match the old bench by the forestry commission in due course.

Email received from Sue Daw and other residents of Lerryn - Sue Daw addressed the council with details of the cause of the messy puddle/turning bay adjacent to the common land. As it has been used continuously by large vehicles turning after deliveries it has damaged the verge and created a puddle that never drains. Would the Council consider helping to resolve the issue. The road is private and maintained by the neighbours, it was suggested a "Private Road" Sign be erected at the start of the road. PR suggested all Councillors look into a solution and to discuss as an agenda item at the next meeting.

Email received from St Veep PC – Regarding the continuous building work going on at Bridge house without the correct permissions. KP confirmed we had reported this to enforcement in September.

Correspondence from SWW - JS had a site meeting regarding the waste water monitoring equipment needed by SWW. On going.

18. Finance, to confirm the drawing of the following cheques.

- I. Cheque No: 520 To the Clerk for Salary & Expenses (APRIL) 120.60 + 20.00 = £140.60
- II. Cheque No: 521 To the Clerk for Salary & Expenses (MAY) 120.60 + 20.00 = £140.60
- III. Cheque No: 522 To Diane Malley for Payroll for £120.00
- IV. Cheque No: 523 To Cornwall ALC for Membership for £238.73
The above items were proposed as one item by JS seconded by KV with all Councillors present in favour.
Any other invoices or requests for grant funding will be dealt with at this meeting.
- V. To consider quote for Councils Insurance for 2024/25
Cheque No: 524 was drawn for Zurich Insurance for £257.50 proposed by DB seconded by GC with all Councillors present in favour.
- VI. To consider grant to St Winnow PCC for year 2024/25 to be drawn at the next meeting as awaiting a new Cheque Book.
- VII. To consider donation to Cornwall Air Ambulance 2024/25 Cheque No: 525 was drawn for £200.00 proposed by KV seconded by DB with all in favour.

19. To Approve & Sign the Certificate of Exemption, of the annual governance and accountability return.

Approved and signed by PR & KP

20. To approve the income and expenditure against the cash book to be signed by the chair.

21. Date & Venue of Next Meeting. *Tuesday 2nd July 2024 in the Red Store at 7.30pm.*

22. Any Other Business.

PC discussed the rubbish collections being in adequate and how they can be improved in rural areas. CM said he would look into it.

PR asked CM to chase up the continuous blocked drains causing her problems within her well, ongoing for 6 years now.

The Meeting closed at 20.42