

Delabole Parish Council

Parish Clerk: Holly Hutchins

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www.delaboleparishcouncil.gov.uk

Annual Meeting of the Council meeting – 18th May 2021 7pm

Location Saint Johns Church, High Street, Delabole

*Due to Covid 19 regulations this meeting will be adhering to current social distancing regulations. Capacity is limited to **30** people only. Facemasks must be worn by all attendees during the meeting unless exempt.*

TO MEMBERS OF THE COUNCIL: K.Cann, J Chapman,R. Chapman, H. Ferguson, C. Keat, N Hatch. A Pooley, E. Reynolds, A, Stacey

Dear Members,

I hereby give you notice that the Annual Meeting of the Delabole Parish council be held on **Tuesday 18th May 2021 at Saint John the Evangelist Church, High street, Delabole at 7pm.** All Members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder.



Yours sincerely,

Holly Hutchins, Parish Clerk.

For and on behalf of

Melanie O'Sullivan, Monitoring Officer of Cornwall Council, in accordance with Article 9 of The Cornwall (Reorganisation of Community Governance) No. 1 Order 2020.

Press and Public are invited to attend. Meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public.

AGENDA

- 21/001 Election of Chairman of the council for 2021 – 2022**
- 21/002 Appointment of Vice chairman of the council for 2021 – 2022**
- 21/003 Apologies for absence**
- 21/004 Acceptance of office**
- 21/005 Declaration of Interests**
- 21/006 Public Participation**
- 21/007 Cornwall Council – report from the Cornwall Council ward member.**
- 21/008 Clerks report- for information only**
- 21/009 Style and title of the council**
- 21/010 Appointment of clerk to the parish council**
- 21/011 Acceptance of reserves as a result of the reorder of community governance (No 1 order 2020)**
- 21/012 Policies**
- 21/013 Powers, duties and responsibilities**
- 21/014 Councillor roles and responsibilities**
- 21/015 Consideration of planning applications**

- a. PA21/03511 Extension to existing storage building (demolition of part of building) [Weblink](#)
- b. PA21/04683 Application for non material amendment following grant of planning permission PA20/04632 dated 14/2/2020. [Weblink](#)
- c. PA21/04167 Conversion of garage to studio/hobby room. Replacement of rear conservatory with dining room extension. [Weblink](#)

21/016	Precept
21/017	Appointment of bank
21/018	Appointment of signatories
21/019	Cornwall Association of Local Councils (CALC)
21/020	Information Commissioners Office (ICO)
21/021	Insurance
21/022	Cornwall Council parking services
21/023	SLCC
21/024	Local Council administration guide
21/025	Clerk Mobile phone contract
21/026	Utility bills
21/027	Decisions by councillor Dominic Fairman
21/028	Finance
21/029	Meeting dates
21/030	Exclusion of Press & public (Public Bodies Admission to meetings act 1960)
21/031	Toilet manager Contract of employment
21/032	Clerks contract of employment and wages
21/033	Local Government Pension scheme
21/034	Agenda items for next meeting
21/035	Close the meeting

21/001	<p>Election of Chairman of the council for 2021 – 2022</p> <p>To resolve by appointing a Chairman for the period up to the Annual meeting of the Council in May 2022. The duly elected Chairman will take and sign their declaration of office.</p>
21/002	<p>Appointment of Vice chairman of the council for 2021 – 2022</p> <p>To resolve by appointing a Vice Chairman for the period up to the Annual Meeting of the Council in May 2022. The duly elected Vice Chairman will take and sign their declaration of office.</p>
21/003	<p>Apologies for absence</p> <p>To receive apologies for absence with reasons.</p>
21/004	<p>Acceptance of office</p> <p>To note that Councillor declarations of acceptance of office have been made and to receive any outstanding declarations. Any Councillor not having duly signed the declaration will not hold the office of Councillor.</p>
21/005	<p>Declaration of Interests</p> <ul style="list-style-type: none"> • Register of Interests: Councillors are reminded of the need to update their register of interests • To declare any personal interests in items on the agenda and their nature • To declare any prejudicial interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the room for the relevant items) • To declare any gifts received for the sum of £25 or more.
21/006	<p>Public Participation (15 minutes allowed for this)</p> <p>To note parishioners views shared and questions posed to the Parish Council on issues on this agenda as well as items for future consideration at the discretion of the Chairman.</p>
21/007	<p>Cornwall Council – report from the Cornwall Council ward member.</p> <p>To note updates from Cornwall Council ward member.</p>
21/008	<p>Clerks report – Information only</p> <p>To note information from the clerk as outlined in the clerks monthly report.</p>
21/009	<p>Style and title of the council</p> <p>To resolve the style and title of the council – Delabole Parish Council</p> <p>Recommendations: <i>Adopt the name Delabole Parish Council.</i></p>
21/010	<p>Appointment of clerk to the parish council</p> <p>To note the appointment of Holly Hutchins as the parish Clerk and to designate Holly Hutchins as the Proper Officer and Responsible Finance Officer to the Council.</p>
21/011	<p>Acceptance of reserves as a result of the reorder of community governance (No 1 order 2020)</p> <p>To accept payment which is equal to the amount of money remaining in the previous St Teath parish councils bank account at the year end 2020-2021 which is to be divided between Delabole Parish Council (67.5%) and St Teath Parish Council (32.5%).</p> <p>Recommendations: To receive payment in the form of cheque.</p>
21/012	<p>Policies</p> <p>To resolve by adopting the draft policies, as listed below:</p> <ul style="list-style-type: none"> • Code of Conduct • Financial regulations • Standing Orders
21/013	<p>Powers, duties and responsibilities</p> <p>The note principal powers and duties of parish councils are set out in the previously circulated good councillor guide published by the national association of local councils. It is recommended that the powers, duties and responsibilities of parish and councils be noted. Good councillor training will be available for those who wish to attend. Details to be forwarded to councillors when date set.</p>
21/014	<p>Councillor roles and responsibilities</p> <p>To resolve by associating councillors to the Councils portfolio of assets in the village to aid in their maintenance and development or to develop rotas for routine weekly checks.</p>

	<ul style="list-style-type: none"> • Play park and playing field • Footpaths • Clock & war memorial garden • Planning applications • Cemetery • Public toilets • Bus shelters • Planters <p>Recommendations: Responsibilities to be shared among councillors to ensure regular checking of assets in the village.</p>
21/015	<p>Consideration of planning applications</p> <p>To discuss and resolve upon comments for the following planning applications:</p> <ol style="list-style-type: none"> PA21/03511 Extension to existing storage building (demolition of part of building) Weblink PA21/04683 Application for non material amendment following grant of planning permission PA20/04632 dated 14/2/2020. Weblink PA21/04167 Conversion of garage to studio/hobby room. Replacement of rear conservatory with dining room extension. Weblink
21/016	<p>Precept</p> <p>To note the Precept for the Council for the Financial year 2021/2022, as approved by Cornwall Councillor Dominic Fairman. The precept planning document is attached to this agenda as a separate document.</p>
21/017	<p>Appointment of bank</p> <p>To note the appointment of Unity to be bankers for the parish council as arranged by the Dominic Fairman (Cornwall Councillor).</p>
21/018	<p>Appointment of signatories</p> <p>To resolve and appoint of three Members with authority to authorise payments and sign cheques.</p> <p>Recommendations: Members nominate three Members who will become signatories and can authorise payments via online banking and signing cheques.</p>
21/019	<p>Cornwall Association of Local Councils</p> <p>To note the council has subscribed as a member of the association as agreed by the Dominic Fairman (Cornwall Councillor).</p>
21/020	<p>Information Commissioners Office</p> <p>To resolve by agreeing the subscription for the ICO at a cost of £40.</p> <p>Recommendations: Members to agree to pay subscription for the ICO.</p>
21/021	<p>Insurance</p> <p>To note the Council currently has insurance provided by CAME and Co. based on value estimations recorded on draft asset register.</p> <p>Recommendations: To discuss instructing a surveyor at a later date to value assets once a register is fully complete. To request copy of register of asset from St. Teath parish council.</p>
21/022	<p>Cornwall Council Parking Services (Standard Service Level contract)</p> <p>To resolve the continuation of the SLA contact and agree a date to restart patrols .</p> <p>Recommendations: If resolved in favour to begin patrols 1st June 2021.</p>
21/023	<p>SLCC</p> <p>To resolve to pay the clerks membership to Society of Local council clerks (SLCC) at a cost of £130 per annum plus £10 joining fee.</p> <p>Recommendation: Members to agree to pay subscription for the SLCC.</p>
21/024	<p>Local Council administration guide</p> <p>To resolve to purchase a copy of the Arnold-Baker on Local Council Administration (edition 12) to aid in ensuring council decisions are lawful.</p> <p>Recommendations: Purchase copy of book after joining SLCC for a reduced price of £119.00 for members.</p>
21/025	<p>Clerk Mobile phone contract</p> <p>To resolve to take out 12 month mobile phone contact for direct line to clerk of the council.</p>

	<p>To agree payment by direct debit for term of contact. Once phone number is confirmed to replace plaque at entrance of cemetery with contact details. Recommendations: Three business – Simply business plan Unlimited calls, unlimited texts, 2GB data £6 per month inc Vat. There are other contracts available from different providers.</p>																																				
21/026	<p>Utility bills To resolve by agreeing to instate direct debit payments for utility bills for electricity and water for toilets and village clock. Recommendations: <i>To set up direct debit for monthly utility bills.</i></p>																																				
21/027	<p>Decisions To note decisions made during the month of April /May by councillor Dominic Fairman:</p> <ul style="list-style-type: none"> • Purchase of office equipment (laptop, printer) • Purchase of Core insurance from Came and Co. Ltd • Instruct Western Web to set up council website and councillor email accounts • Annual Membership to CALC • Agreed years contract with current contractor for grass cutting and maintenance. • April wages for Staff • Authorise research quotes for repair to slide step in play park. • Investigate water leak from downpipe from toilet block affecting playschool. • Instruct maintenance to varnish bench post vandalism removal • To postpone the annual meeting of the parish until July • To enrol and finance Clerk on ILCA training • Authorise payment for Aprils grass cutting work – Growing Concern • Instruct maintenance to be carried out on the following items – gate at entrance to playing fields, 2 x benches situated at the bottom of the playing fields, notice board in bus shelter. 																																				
21/028	<p>Finance To note the precept request of £41000. To note current bank balance as of 11/5/2021 : £18321.00 To note the income received:</p> <table border="1" data-bbox="193 1319 1407 1467"> <thead> <tr> <th>Name</th> <th>Budget line</th> <th>Payment method</th> <th>Total Value</th> </tr> </thead> <tbody> <tr> <td>Cornwall council</td> <td>Precept</td> <td>BACS</td> <td>£20,500.00</td> </tr> </tbody> </table> <p>To note the following payments agreed by Councillor Dominic Fairman in April/May 2021:</p> <table border="1" data-bbox="193 1574 1407 2116"> <thead> <tr> <th>Name</th> <th>Budget line</th> <th>Payment method</th> <th>Total Value (Inc Vat)</th> <th>VAT</th> </tr> </thead> <tbody> <tr> <td>H. Hutchins Val Roots</td> <td>April Staff wages</td> <td>Cheque No 300010 & 300011</td> <td>£1,057.50</td> <td></td> </tr> <tr> <td>HMRC</td> <td>May NI and tax</td> <td>Cheque No 300009</td> <td>£160.00</td> <td></td> </tr> <tr> <td>Western Web</td> <td>Deposit for website</td> <td>Cheque No. 300002</td> <td>£216.00</td> <td>£36.00</td> </tr> <tr> <td>Came and co</td> <td>Core insurance</td> <td>Cheque</td> <td>£344.74</td> <td>-</td> </tr> </tbody> </table>				Name	Budget line	Payment method	Total Value	Cornwall council	Precept	BACS	£20,500.00	Name	Budget line	Payment method	Total Value (Inc Vat)	VAT	H. Hutchins Val Roots	April Staff wages	Cheque No 300010 & 300011	£1,057.50		HMRC	May NI and tax	Cheque No 300009	£160.00		Western Web	Deposit for website	Cheque No. 300002	£216.00	£36.00	Came and co	Core insurance	Cheque	£344.74	-
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		No. 300001		
Currys/PC world	HP 15s- eq1510sa 15.6" Lapt op - AMD Ryzen 5, 256 GB SSD, Silver	Cheque No. 300003	£498.99	£83.16
HP online	HP OfficeJet Pro 7720 A3 Wireless All-in-One Printer	Cheque No. 300004	£149.99	£25.00
CALC	CALC Members hip Subscripti on	Cheque No. 300005	£645.68	£89.72
Western Web	Email address service	Cheque No.3000 06	£108.00	£18.00
SLCC	ILCA Fees – Holly Hutchins	Cheque No.3000 07	£144.00	£24.00
Growing Concern	April – Complete cut of grass as contracte d	Cheque No. 300008	£1,800.00	£300.00
Brisish Gas	Playing Field toilets - electric	Cheque No. 300015	£292.40	£6.73
Total			£5,417.30	£582.61

To consider & authorise the below payments :

Name	Budget line	Payment method	Total Value(Inc VAT)	VAT
H. Hutchins V.Roots	May Staff wages (inc HMRC)	BACS	£1,254.50	
Employer Pension contributions	Pension	BACS	TBC	
Saint Johns Church	Hall Hire	Cheque	TBC	
ICO	Registration fee	Cheque	£40.00	
SLCC	Subs	Cheque	£140.00	
Arnold baker on Local council	Office	Cheque	£119.00	£23.80

	administration book				
	Came and Co. Insurance	Insurance	Cheque	£1,105.01	-
	Cornwall supplies company	Supplies for Public toilets	Cheque	£80.41	£13.40
	H. Hutchins	Office supplies - Stamps, Envelopes,	Cheque	£10.91	
	H.Hutchins (Amazon)	Office supplies - A4 printer paper A4 envelopes Hand Sanitiser x 2 Surface spray cleaner	Cheque	£41.32	£6.89
	Three Mobile	Clerk phone contact	DD	£6.00	£1.00
	Western Supply	Wood Stain and Brush	Cheque	£18.73	£3.12
			Total	£2,815.88	£48.21

21/029	<p>Meeting dates To fix the dates, and times of meetings of the Parish Council for 2021 – 2022. Recommendations : <i>During the first 6 months of council it is recommended that more frequent meetings are scheduled. Suggested 2nd Tuesday of each month.</i></p> <ul style="list-style-type: none"> • June 8th 2021 • July 13th 2021 • August 10th 2021 (summer) • September 14th 2021 • October 12th 2021 • November 9th 2021 • December 14th 2021 • January 11th 2022 • February 8th 2022 • March 8th 2022 • April 12th 2022
21/030	<p>Exclusion of Press & Public (Public Bodies Admission to Meetings Act 1960) To resolve whether there are any agenda items which require consideration for the exclusion of the press and public. Recommendations: <i>Close the meeting to press and the public.</i></p>
21/031	<p>Toilet manger contact of employment To resolve upon current contract and employment of toilet manger. Recommendations: <i>To adopt contract for toilet manger and allow a standing order to be set up to pay the toilet manager on a monthly basis.</i></p>
21/032	<p>Clerks contract of employment and wages To resolve upon current contract and employment for the clerk and agree to adopt NALC pay scales for 2020-2021. Recommendations: <i>To adopt contract for clerk and allow a standing order to be set up to pay the clerk on a monthly basis.</i></p>
21/033	<p>Local Government Pension scheme To resolve that all employees of the parish council shall be members of the Local Government Pension scheme if, in any particular case the individual makes a written</p>

	<p>request to the council and the council agrees that requests. Council's are at liberty to use whichever pension provider they see fit. However, the LGPS is the most common provider in the Local Government sector.</p> <p>Recommendations: <i>Members agree to join the Local Government Pension Scheme for employees of the Council beginning on the 6th April 2021.</i></p>
21/034	<p>Agenda items for next meeting</p> <p>To note any items to be added for discussion at next meeting.</p> <ul style="list-style-type: none"> • Planters • Cemetery • Wildflower section at bottom of King George V park • War memorial gardens maintenance and up keep. • Maintenance to park equipment • Water leak at public toilets
21/035	<p>Close the meeting</p>