

Delabole Parish Council

Parish Clerk: Holly Hutchins

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Annual Meeting of the Council meeting minutes – 18th May 2021 7pm
Location Saint Johns Church, High Street, Delabole

Present: K. Cann, J. Chapman, R. Chapman, H. Ferguson, C. Keat, N. Hatch. A. Pooley, E. Reynolds, A. Stacey

In Attendance: Holly Hutchins Clerk, Cllr Roger Lyle (Presiding Chair St. Teath Parish Council), Cllr T. Weekes (Chairman of St Teath Parish Council), Cllr Dominic Fairman (Cornwall County Councillor) and 6 members of the public.

21/001	Election of Chairman of the council for 2021 – 2022 The presiding chairman of St. Teath Parish Council opened the meeting at 7pm. Cllr Roger Lyle thanked previous councillors for their hard work and wished the new councillors well. Request received prior to the start of the meeting for a signed vote for the election of chair. Proposed: Cllr H. Ferguson Seconded: Cllr. C. Keat Votes: unanimous The clerk received a nomination for chairman of Cllr R. Chapman. The vote was conducted and votes were unanimous. Cllr R Chapman was appointed as Chairman of Delabole Parish Council and signed a Declaration of Acceptance as Chairman. Proposed: Cllr N. Hatch Seconded: Cllr. H. Ferguson Votes: unanimous
Cllr Roger Lyle left the meeting : 7:15pm	
21/002	Appointment of Vice chairman of the council for 2021 – 2022 The clerk received nomination for Vice chairman of Cllr H. Ferguson. Cllr H. Ferguson was appointed as Vice Chairman of Delabole Parish Council. Proposed: Cllr K. Cann Seconded: Cllr. A. Pooley Votes: unanimous
21/003	Apologies for absence none
21/004	Acceptance of office The clerk confirmed all councillors had signed a Declaration of Acceptance.
21/005	Declaration of Interests None declared
21/006	Public Participation (15 minutes allowed for this) Member of the public wished the council well. Member of the public addressed Cllr Dominic Fairman regarding the setting of the precept at £41000. The member of the public expressed that this was too low. Cllr Dominic Fairman responded explaining that he had sought advice from Cornwall Association of Local Councils and Local experienced Clerks to help determined the precept for this year. He explained that it was his intention not to take away or increase reserves in the bank. The same member of the public addressed Cllr Dominic Fairman regarding the sharing of the budget. It was discussed that a condensed version of the precept was shared which combined values such as staff wages and that financial information will be included in future agendas and minutes from the council.

Signed: _____

Date: _____ 1

21/007	<p>Cornwall Council – report from the Cornwall Council ward member. Cllr Dominic Fairman thanked the present councillors for standing wished the new council good luck.</p>
21/008	<p>Clerks report – Information only The clerk distributed their report with the agenda. No questions raised on information presented. An additional item of correspondence from members of the public was relayed by the clerk regarding a request for the council to consider its support in partnership with the National Trust to protect and restore the Treligga Commons and Cliff path public right of way and for this to be considered as an agenda item for the next meeting.</p>
	5 members of the public left the meeting 7:21pm
21/009	<p>Style and title of the council The council voted in favour to adopt the name Delabole Parish Council. Proposed: Cllr E. Reynolds Seconded: Cllr. A. Pooley Votes: unanimous</p>
21/010	<p>Appointment of clerk to the parish council The appointment of Holly Hutchins as the parish Clerk was noted.</p>
21/011	<p>Acceptance of reserves as a result of the reorder of community governance (No 1 order 2020) Cllr T. Weekes (Chairman of St. Teath council) presented a cheque for £111980.19 to the Cllr R. Chapman (Chairman of Delabole Parish Council).</p>
	Cllr T. Weeks left the meeting 7:40pm
21/012	<p>Policies It was resolved to accept the following policies.</p> <ul style="list-style-type: none"> • Code of Conduct <p>Proposed: Cllr A. Pooley Seconded: Cllr. K. Cann Votes: unanimous</p> <ul style="list-style-type: none"> • Financial regulations <p>Proposed: Cllr J. Chapman Seconded: Cllr. A. Stacey Votes: unanimous</p> <ul style="list-style-type: none"> • Standing Orders <p>Proposed: Cllr A. Pooley Seconded: Cllr. N. Hatch Votes: unanimous</p>
21/013	<p>Powers, duties and responsibilities It was noted that all councillors should attend code of conduct training within the next 6 months and details to be forward to them by the clerk when dates and times have been arranged.</p>
21/014	<p>Councillor roles and responsibilities It was resolved to associate councillors to the Councils portfolio of assets in the village to aid in their maintenance and development. Councillors discussed the possibility of setting up committees and working groups at a later date.</p> <ul style="list-style-type: none"> • Play park and playing field – Cllr A. Pooley,Cllr J. Chapman • Footpaths – Cllr H. Ferguson, Cllr R. Chapman, Cllr K Cann • Clock & war memorial garden – Cllr E. Reynolds • Planning applications – Cllr C. Keat, Cllr A. Stacey, Cllr H. Ferguson, Cllr K. Cann • Cemetery – Cllr C. Keat, Cllr R. Chapman • Public toilets- Cllr A. Pooley, Cllr J. Chapman • Bus shelters- Cllr R. Chapman, Cllr, J Chapman, Cllr A. Pooley • Planters- Cllr N. Hatch <p>Proposed: Cllr N. Hatch Seconded: Cllr. A. Pooley Votes: unanimous</p>
21/015	<p>Consideration of planning applications It was resolved for the council to enter the following comments on each planning application discussed: a.PA21/03511 – resolved to submit a comment of support. Proposed: Cllr H. Ferguson Seconded: Cllr. A. Pooley Votes: unanimous b.PA21/04683 – resolved to submit a comment of support. Proposed: Cllr K. Cann Seconded: Cllr. J. Chapman Votes: unanimous c.PA21/04167 – resolved to submit a comment of support. Proposed: Cllr N.Hatch Seconded: Cllr. J.Chapman Votes: unanimous</p>

21/016	<p>Precept</p> <p>The precept was noted at £41000 and details of how it was calculated were circulated to councillors in their document packs.</p>
21/017	<p>Appointment of bank</p> <p>It was noted the appointment of Unity to be bankers for the parish council as arranged by Dominic Fairman (Cornwall Councillor).</p>
21/018	<p>Appointment of signatories</p> <p>It was agreed that the Chairman (Cllr R. Chapman), Vice chairman (Cllr H. Ferguson) and another councillor (Cllr C. Keat) should be signatories for the bank.</p> <p>Proposed: Cllr N. Hatch Seconded: Cllr. K. Cann Votes: unanimous</p>
21/019	<p>Cornwall Association of Local Councils</p> <p>It was noted the council has subscribed as a member of the association as agreed by Dominic Fairman (Cornwall Councillor).</p>
21/020	<p>Information Commissioners Office</p> <p>It was resolved to pay the subscription for the ICO at a cost of £40.</p> <p>Proposed: Cllr E. Reynolds Seconded: Cllr. A. Stacey Votes: unanimous</p>
21/021	<p>Insurance</p> <p>It was noted the Council currently has insurance provided by CAME and Co. based on value estimations recorded on draft asset register. Councillors discussed instructing a surveyor at a later date to value assets once a register is fully complete and resolved to revisit this at a later date.</p> <p>Proposed: Cllr J. Chapman Seconded: Cllr. A. Pooley Votes: 8 / 1 abstention</p>
21/022	<p>Cornwall Council Parking Services (Standard Service Level contract)</p> <p>It was resolved to continue of the SLA contact and agreed for patrols to start on the 1st June 2021.</p> <p>Proposed: Cllr J. Chapman Seconded: Cllr. A. Pooley Votes: unanimous</p>
21/023	<p>SLCC</p> <p>It was resolved 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>Proposed: Cllr H. Ferguson Seconded: Cllr. A. Pooley Votes: unanimous</p>
21/024	<p>Local Council administration guide</p> <p>It was resolved to purchase a copy of the Arnold-Baker on Local Council Administration (edition 12) to aid in ensuring council decisions are lawful.</p> <p>Proposed: Cllr J. Chapman Seconded: Cllr. K. Cann Votes: unanimous</p>
21/025	<p>Clerk Mobile phone contract</p> <p>It was resolved to take out 12 month mobile phone contact for a direct line to clerk of the council. This is to be paid by direct debit for the term of contact. Once a phone number is confirmed to replace plaque at entrance of cemetery with the clerks contact details.</p> <p>Proposed: Cllr H. Ferguson Seconded: Cllr. N. Hatch Votes: unanimous</p>
21/026	<p>Utility bills</p> <p>It was resolved by agreeing to instate direct debit payments for utility bills for electricity and water for toilets and electric for the village clock.</p> <p>Proposed: Cllr C. Keat Seconded: Cllr. A. Pooley Votes: unanimous</p>
21/027	<p>Decisions</p> <p>The decisions made during the month of April by Cllr Dominic Fairman were noted.</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.

Cllr Dominic Fairman addressed correspondence he had received from members of the public regarding his decision for appointing the councils web design company. He explained that the provider was the current provider for St. Teath Parish council prior to the separation of parishes and that he believed that the speed of set up and ability to meet the councils needs in terms of accessibility compliance made the company a suitable choice. He noted that the council can review this at a later date.

Cllr Dominic Fairman also discussed the decision to postpone the Annual Parish meeting to ensure more parishioners can attend. He suggested a topic and date be discussed at the next meeting.

21/028 Finance

The precept request of £41000 was noted..
 The current bank balance as of 11/5/2021 : £18321.00 was noted.
 The income received was noted:

Name	Budget line	Payment method	Total Value
Cornwall council	Precept	BACS	£20,500.00

The following payments agreed by Councillor Dominic Fairman in April/May 2021 were noted:

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	April 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 No. 300001	£344.74	-
Curry/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 Subscription	Cheque No. 300005	£645.68	£89.72
Western Web	Email address service	Cheque No.300006	£108.00	£18.00
SLCC	ILCA Fees – Holly Hutchins	Cheque No.300007	£144.00	£24.00
Growing Concern	April – Complete cut of grass as contracted	Cheque No. 300008	£1,800.00	£300.00
British Gas	Playing Field toilets - electric	Cheque No. 300015	£292.40	£6.73
Total			£5,417.30	£582.61

The following payments were authorised by the council:

Proposed: Cllr A.Pooley **Seconded:** Cllr. A.Stacey **Votes:** unanimous

Name	Budget line	Payment method	Total Value(Incl VAT)	VAT
H. Hutchins V.Roots	May Staff wages (inc HMRC)	Cheque No. 300022/300023/300024	£1,254.50	
Employer Pension contributions	Pension	BACS	TBC	
Saint Johns Church	Hall Hire	Cheque	TBC	
ICO	Registration fee	Cheque No. 300019	£40.00	
SLCC	Subs	Cheque No. 300018	£140.00	
Arnold baker on Local council administration book	Office	Cheque No.300020	£119.00	£23.80

Signed: _____

Date: _____

	Came and Co. Insurance	Insurance	Cheque No. 300017	£1,094.91	-
	Cornwall supplies company	Supplies for Public toilets	Cheque No. 300012	£80.41	£13.40
	H. Hutchins	Office supplies - Stamps, Envelopes,	Cheque No. 300014	£10.91	
	H.Hutchins (Amazon)	Office supplies - A4 printer paper A4 envelopes Hand Sanitiser x 2 Surface spray cleaner	Cheque No. 300013	£41.32	£6.89
	Three Mobile	Clerk phone contact	DD	£6.00	£1.00
	Western Supply	Wood Stain and Brush	Cheque No. 300016	£18.73	£3.12
			Total	£2,815.88	£48.21

21/029

Meeting dates

It was resolved that the council meet each second Tuesday of each calendar month.

- 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

Proposed: Cllr H. Ferguson **Seconded:** Cllr. J. Chapman **Votes:** unanimous

21/030

Exclusion of Press & Public (Public Bodies Admission to Meetings Act 1960)

It was resolved to close the meeting to press and public.

Proposed: Cllr N. Hatch **Seconded:** Cllr. J. Chapman **Votes:** unanimous

1 member of the public left the meeting – 8.05pm

21/031

Toilet manger contact of employment

It was resolved to adopt current contract and employment of toilet manger and to allow a standing order to be set up to pay the toilet manager on a monthly basis.

Proposed: Cllr A. Pooley **Seconded:** Cllr. C. Keat **Votes:** unanimous

21/032

Clerks contract of employment and wages

It was resolved to adopt the contract for the clerk and to adopt NALC pay scales with the increase to be paid from April 1st 2020-2021. It was also agreed for the clerk to set up and be paid by standing order to be paid on a monthly basis.

Proposed: Cllr K. Cann **Seconded:** Cllr. E. Reynolds **Votes:** unanimous

21/033

Local Government Pension scheme

	<p>It was resolved 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 request to the council and the council agrees that requests.</p> <p>Proposed: Cllr N. Hatch Seconded: Cllr. A. Pooley Votes: unanimous</p>
21/034	<p>Agenda items for next meeting</p> <p>The following items to be added for discussion at next meeting.</p> <ul style="list-style-type: none"> • Planters • Cemetery • Wildflower section at bottom of Kind George V park • War memorial gardens maintenance and up keep. • Maintenance to park equipment • Water leak at public toilets • Annual Parish Meeting • Treligga Commons and Cliff PROW • Slate Close roundabout • Footpaths • Slate plaque
21/035	Meeting closed 8:27pm