

Delabole Parish Council

Parish Clerk: **Holly Hutchins**

07869725450

clerk@delaboleparishcouncil.gov.uk

www.delaboleparishcouncil.gov.uk

Ordinary Meeting of the Council meeting – 14th September 2021 7pm

Location: St Johns Church, Delabole

MINUTES

- 21/146 Councillors present**
Cllr R Chapman (Chariman), Cllr H Ferguson (Vice Chariman), Cllr N Hatch, Cllr A Pooley, Cllr A Stacey, Cllr C Keat, Cllr K Cann, Cllr J Chapman.
In attendance: Holly Hutchins(Clerk), Cllr D Fairman, 6 members of the public.
- 21/147 Apologies for absence**
Apologies received from Cllr E Reynolds due to work commitments.
- 21/148 Declaration of Interests**
None declared.
- 21/149 To receive and approve minutes of last meeting**
Cllr K Cann asked for an amendment to minute number 21/134 that a resolution was not recorded correctly. Amendment was added and minutes approved.
Proposed: Cllr K Cann **Seconded:** Cllr A Pooley **Votes:** Unanimous
- 21/150 County Councillor report - Cllr D Fairman**
Cllr D Fairman discussed traffic calming in the village and methods of reducing cars mounting pavements. He discussed previous plans which are now being reviewed again to remove the requirement of compulsory purchasing. Cllr D Fairman reassured the council that the issues were still being worked on and that he would keep everyone informed.
- 21/151 Clerks report**
The clerks report was shared with councillors prior to the meeting and in the document pack. Councillors had no further questions. The Clerk explained that she had submitted her resignation to the chairman on 10th September. She requested it to be noted that her decision to resign was due to personal circumstances.
- 21/152 Public Participation (15 minutes allowed for this)**
One member of the public spoke on behalf of residents of Westdowns to object to planning application PA21/07080.

The clerk read an email sent to her via a resident to object to planning application PA21/07080 as requested.

Another member of the public questioned the council on the Freedom of Information act. The same member of the public then questioned the Chairman about not sharing and distributing planning documents given to them at a previous meeting. The Chairman responded explaining that they had not realised they were intended for the council as a whole and had misunderstood the member of the public's request. They asked if the member of the public would like the documents distributed now. The member of the public declined and then left the meeting.
One Member of the public left the meeting 7:22pm.

Signed: _____

Dated: _____

- 21/153** **Consideration of planning applications**
a. The council resolved to to submit a comment not supporting planning application PA21/07080 due to its size and in respect of objections received from members of the public.
Proposed: Cllr N Hatch **Seconded:** Cllr C Keat **Votes:** Unanimous
- b. The council resolved to enter a comment not supporting planning application PA21/06824 due to it causing an obstruction to neighbouring properties.
Proposed: Cllr K Cann **Seconded:** Cllr A Stacey **Votes:** Unanimous
- c. none received
- 21/154** **Skate Park**
Resolved upon supporting the skate park project by agreeing to approve and pay for the application for planning permission. Planning permission to be requested in the name of Delabole Parish Council.
Proposed: Cllr J Chapman **Seconded:** Cllr N Hatch **Votes:** 7/1
- Two Members of the public left the meeting 7:41pm.**
- 21/155** **CCTV**
Deferred to future meeting
- 21/156** **Play Park**
It was noted that the council is still awaiting replacement parts. Cllr J Chapman reported he was in the process of exchanging the signage for the new signs ordered.
- 21/157** **Footpaths**
Cllr A Stacey reported a small area of footpath at Westdowns as overgrown. Clerk to report to contractor for attention. The clerk made it known that the second cuts of footpaths were being brought forward slightly due to the level of growth around the footpaths.
- 21/158** **Path damage in King George V Playing Fields**
It was resolved to accept quote for replacing and repairing sections of tarmac in the King George V playing fields to COMPANY A- £1320.00 + VAT.
Proposed: Cllr J Chapman **Seconded:** Cllr K Cann **Votes:** Unanimous
- One Member of the public left the meeting 7:22pm.**
- 21/159** **Change of name from St. Teath Parish Council to Delabole Parish Council**
The Clerk requested support from councillors to confirm details of land and to check through documents prior to engaging a solicitor. Cllr A Stacey Volunteered to meet with the clerk before the next meeting.
- 21/160** **20 mph zone priority for Camelford Network Area**
Cllr R Chapman had prepared a report which was circulated to councillors prior to the meeting. It was resolved to share the report with at the community network meeting.
Proposed: Cllr K Cann **Seconded:** Cllr A Pooley **Votes:** 7 1 abstention

- 21/161 Community Network Meeting**
Noted the next Community Network Meeting 28th September. All councillors are able to attend if interested.
- 21/162 Neighbourhood/Local Plan**
Councillors discussed the provision of a neighbourhood plan. Clerk to contact the Community Link Officer to arrange a meeting to obtain information about the procedures involved.
- 21/163 Public Consultation**
Item deferred to future meeting
- Four Members of the public and Cllr D Fairman left 8:10pm**
- 21/164 Response to Cllr Barry Jordan in email received 19/07/2021.**
Councillors were each given handouts containing questions posed by Cllr B Jordan to be returned at the next meeting.
- 21/165 Clock Service**
Councillors discussed the value of servicing the clock and asked the clerk to research further quotes.
- 21/166 Ash Dieback**
The council requested the clerk to obtain advice from a tree surgeon regarding the Ash tree in the King George V playing Field. Correspondence had also been received from a member of the public regarding tree located nr the Fire station. The Clerk had been in communication with the Fire department at Cornwall council to resolve this. Cllr H Ferguson commented that the Fire department were in the process of arranging a tree survey.
- 21/167 Communication methods**
The council resolved to not use social media as a method of communication for the council.
Proposed: Cllr H Ferguson **Seconded:** Cllr A Stacey **Votes:** 6/2
- 21/168 Dog bin provision**
The council resolved to not install an additional bin at Westdowns in response to a request from member of the public.
Proposed: Cllr H Ferguson **Seconded:** Cllr A Stacey **Votes:** unanimous
- 21/169 St. Teath Parish Council shared waste facility**
The Clerk to find out how often the bin is emptied to find out if it can be reduced to save costs.
- 21/170 Public Toilet water leak**
Resolved to accept quote from MetroRod to jet and investigate drainage at the public toilets for a total of £170 + VAT.
Proposed: Cllr A Pooley **Seconded:** Cllr J Chapman **Votes:** 7/1
- 21/171 Policies/Documents**
Resolved to not adopt the following policies/documents:
 - Communication policy
Resolved to adopt the following policies/documents:
 - Revised Code of Conduct for Members and Co-opted Members of Local Councils**Proposed:** Cllr A Pooley **Seconded:** Cllr K Cann **Votes:** unanimous

21/172 Internal Auditor
Item deferred to future meeting.

21/173 Memorial request
Resolved to accept payment for and approve application for memorial plaque for Cremation plot Y18

Proposed: Cllr J Chapman **Seconded:** Cllr H Ferguson **Votes:** Unanimous

21/174 Grass Cutting, Weed Spraying and footpath Tenders
The Council discussed the tendering process. There was discussion about discussing tenders in open and closed public sessions. The clerk will seek advice to ensure the process is carried out correctly.

21/175 Finance
a. Noted the balances of accounts as accurate for 7/09/2021 Two councillors signed the bank reconciliation statement on behalf of the council as noted.

| | |
|--------------------------------------|-------------------|
| Bank Balance 7/09/2021: | £134745.90 |
| Reconciled Balance 7/09/2021: | £134745.90 |

b. Noted the income received, Two councillors signed each remittance advice on behalf of the council as accepted:

| Name | Budget line | Payment method | Value |
|-----------------------------------|-------------|----------------|-----------|
| Memorial application fee | Burials | Cheque | £73.40 |
| Cremation plots and burial fees | Burials | Cheque | £358.00 |
| Precept (2 nd Payment) | | BACS | £20 500 |
| | | Total | £20931.00 |

c. Noted and authorised the below payments, Two councillors to sign each invoice on behalf of the council as authorised and noted where direct debits and other payments have been pre approved:

Proposed: Cllr A Pooley **Seconded:** Cllr A Stacey **Votes:** Unanimous

| <u>Payment Method</u> | <u>Budget Line</u> | <u>Name</u> | <u>Total</u> | <u>Vat</u> |
|-----------------------|-----------------------------------|--|--------------|------------|
| BACS | Maintenance, utilities & supplies | Metrorod drain clearing charge | £78.00 | £13.00 |
| BACS | Maintenance, utilities & supplies | 3 X Sanitary bins (Clerk) | £106.80 | |
| BACS | LGA s137 | Atlantic Signs | £144.00 | £24.00 |
| BACS | Maintenance, utilities & supplies | Cornwall Supplies Company | £37.67 | £6.28 |
| BACS | Bus Shelter | Paint for Bus shelter | £30.00 | |
| BACS | Maintenance | Graffiti removal materials | £13.50 | £2.25 |
| BACS | Training | Chairman Training CALC | £24.00 | £4.00 |
| BACS | Pension (August) | Cornwall Pension fund | £162.26 | |
| BACS | Staff wages | Staff Wages | £1,072.32 | |
| BACS | Staff wages | HMRC PAYE tax | £126.80 | |
| Cheque No. | Grants | Delabole Primary School – School crossing patrol grant | £1,500.00 | |
| Cheque No. | Grants/ s1.37 | Community cooking project grant | £640.00 | |
| DD | commercial waste/dog bin | Suez Payment (August) | £105.71 | £17.62 |
| DD | Maintenance, utilities & supplies | Source4b Vell lane water | £29.50 | |
| DD | Maintenance, utilities & supplies | Source4b Toilets water | £58.00 | |
| DD | Maintenance, utilities & supplies | British Gas Electric- Toilets | £85.80 | £4.08 |
| DD | telephone/internet | Three mobile | £5.89 | £0.98 |
| DD | Maintenance, utilities & supplies | EDF Millennium Clock | £9.10 | £0.43 |
| BACS | Grass Cutting/Gate Hindges | Growing Concern- August Invoice | £2,111.33 | £351.89 |
| BACS | Ink Cartridges | Clerk | £32.98 | £5.50 |
| Cheque No. | Hall Hire | Methodist Chapel Hire (10th August meeting) | £15.00 | |
| BACs | Parking | Cornwall Council – Parking attendant (August) | £108.90 | |
| DD | Maintenance, utilities & supplies | Initial Washroom Hygiene | £63.18 | £10.53 |
| | | | £6,292.76 | £417.03 |

d. Noted the charges by direct debit to EDF for Millennium clock since contract has been accepted.

Payments taken from bank date:

- 1st Apr - 20th Apr 21 11/08/2021 £8.77
- 21st Apr - 21st May 21 11/08/2021 £13.55
- 22nd May - 20th June 21 11/08/2021 £13.09
- 21st June - 21st July 21 11/08/2021 £17.76
- 21st June - 21st July 21 credit note on account £-13.55
- 21st July – 21 July 21 11/08/2021 £48.96 (amount included in last payment schedule)
- 21st June - 21st July 21 Credit note on account £-13.55
- 21st June - 31st July 17/08/2021 £17.76
- 01st August - 21st August 06/09/2021 £9.10

21/176

Biffa direct Debit

Resolved upon payment by direct debit to Biffa for emptying of additional dog waste bin at Treligga Downs.

Proposed: Cllr K Cann **Seconded:** Cllr N Hatch **Votes:** Unanimous

21/177

Agenda items for next meeting

To discuss items to be added to future agendas:

Full council meeting:

- Appointment of new Clerk
- Public Toilets

Signed: _____

Dated: _____

- Car Park Rendle Street

Finance, strategy and staffing council meeting:

- Council Action plan
- Reserves Policy
- Budget review
- Savings accounts

21/178

Meeting closed 9:11pm

Signed: _____

Date: _____