

Delabole Parish Council

Parish Clerk: **Holly Hutchins**

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Ordinary Meeting of the Council meeting – 12th October 2021 7pm

Location: Methodist Chapel, Delabole

MINUTES

- 21/187 Councillors present**
Councillors: R Chapman, K. Cann, J Chapman, N Hatch, A Pooley, E Reynolds, A Stacey
In Attendance: H Hutchins (Clerk), Cllr D Fairman, 3 Members of the public.
- 21/188 Apologies for absence**
H Ferguson due to illness.
C Keat due to illness.
- 21/189 Declaration of Interests**
None to declare
- 21/190 To receive and approve minutes of last meeting**
Approved minutes from Extra ordinary meeting 21st September 2021 .
Proposed: K Cann Seconded: A Stacey Votes: Unanimous
- 21/191 Finance, Strategy and Staffing meeting Minutes**
Noted the minutes from the Finance, Strategy and Staffing meeting which took place on Tuesday 21st September.
- 21/192 County Councillor report - Cllr D Fairman**
Cllr D Fairman requested to speak on agenda items 21/203 Rendle street car park and 21/208 20mph Zone funding. The chairman agreed.
- 21/193 Clerks report**
The Clerks report was shared with councillors. Clerk added correspondence received from Delabole Primary School thanking the Parish Council for their grant towards the school crossing patrol.
- 21/194 Public Participation (15 minutes allowed for this)**
One member of the public spoke about community policing and asked the council to investigate current levels of policing and how public finances were being used for this service.
- 7:13pm Member of public left the meeting**
- 21/195 Consideration of planning applications**
a. Planning application PA21/08036 received 8/10/2021 clerk requested an extension for council to provide a comment. To be added to next agenda.
- 21/196 Skate Park Grant request**
Resolved to agree to a pledge of a maximum amount of £25000 towards Delabole Skate park project. Clerk suggested that the skate park be a reoccurring item on councils future agenda and that a working group be formed to aid in the progression of the project.
Proposed: N Hatch Seconded: J Chapman Votes: Unanimous

Signed: _____

Dated: _____

2 members of the public left 7:34pm.

- 21/197 Wild Flower Area**
Resolved to approve plans for wildflower area in King George V Playing field.
Proposed: A Pooley Seconded: K Cann Votes: 6 1 abs
- 21/198 Play Park**
Awaiting parts from Cormac. Estimated delivery date week beginning 18th October. Awaiting confirmation for date of tarmacking the path.
- 21/199 Footpaths**
Damage to gate at the end of footpath leading to Treligga Road.
- 21/200 Signage in Bus shelter**
Resolved upon installing an anti littering signage in the bus shelter nr public toilets in response to a request from member of the public. R Chapman to print and laminate signs.
Proposed: K Cann Seconded: N Hatch Votes: Unanimous
- 21/201 Community Policing**
R Chapman to make contact with local PCSO for information.
- 21/202 Remembrance day**
Resolved for A Stacey to arrange the purchase of a wreath for remembrance day and R Chapman to represent the Council at Remembrance Service.
Proposed: N Hatch Seconded: A Pooley Votes: Unanimous
- 21/203 Rendle Street car park**
Cllr D Fairman spoke about the history of Rendle Street Car Park and advised that the Head of Cornwall Housing was drawing up plans for the area.
- 21/204 Public toilets**
Councillors discussed Vandalism, Cost of utilities and charging for the use of the public toilets. A Pooley to speak to the Cleaner regarding lights being turned off at night to cut costs.
- 21/205 Change of name from St. Teath Parish Council to Delabole Parish Council**
Clerk met with Cllr A Stacey and looked over deeds. Quotes still being obtained. Cllr J Chapman has updated signage around the park.
- 21/206 Climate and Ecological Emergency**
Resolved to write a letter lobbying MP Scott Mann in support of the CEE bill.
Proposed: J Chapman Seconded: A Pooley Votes: Unanimous
- 21/207 Community Network Meeting**
R Chapman fed back from the Community Network Meeting 28th September. Topics discussed included Dash cam footage, Vehicle Activated Speed signs and 20 's plenty zones.
- 21/208 Funding for 20mph Zone Scheme**
Cllr D Fairman discussed the 20mph Zone scheme and explained that a new plan would be available for consultation soon. The plan would include a give way and priority system.

Resolved to pledge £30000 to Delabole traffic management scheme in principle pending response to public consultation and design produced.
Proposed: A Pooley Seconded: A Stacey Votes: Unanimous

- 21/209 20mph Scheme**
Resolved to nominate R Chapman and K Cann to represent the council at 20mph focus group.
Proposed: N Hatch Seconded: A Pooley Votes: Unanimous
- 21/210 Neighbourhood Plan**
Noted the date of an online information meeting with Community Link Officer of 14th October 2021 7pm.
- 21/211 Response to Cllr Barry Jordan in email received 19/07/2021.**
Response were collected by R Chapman who will prepare a report for approval at next meeting.
- 21/212 Clock Service**
Resolved upon arranging the clock to be serviced by the Cumbria Clock company for £ 185.00 + VAT.
- 21/213 Ash Dieback**
Councillors discussed the quotes for Ash Die back work presented and requested quotes be equal for comparison. Cllr A Pooley to contact contractors for clarification.
- 21/214 Water Leak at Public Toilets**
Jetting the drain at the public toilets was unsuccessful and the blockage remains. Quotes to be obtained by clerk for rerouteing drain pipe to the front of the building.
- 21/215 Remote Access to meetings**
Resolved to not provide remote access for members of the public to attend meetings remotely.
Proposed: J Chapman Seconded: K Cann Votes: Unanimous
- 21/216 Budget review**
Noted the 6 month budget report. N Hatch noted an error on the difference of staffing costs.
- 21/217 Reserves Policy**
Item deferred to next meeting.
- 21/218 Savings Account**
Item deferred to next meeting.
- 21/219 Finance**
a. Noted the balances of accounts as accurate for 3/08/2021. Two councillors to sign the bank reconciliation statement on behalf of the council as noted.
- | | |
|--------------------------------------|---------------------|
| Bank Balance 5/10/2021: | £ 130 796.15 |
| Reconciled Balance 5/10/2021: | £ 129 296.15 |

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

Name	Budget line	Payment method	Value
Memorial application fee	Burials	BACS	£52.80
VAT Refund Apr – June	Income	BACS	£958.28
Total			£1011.08

Signed: _____

Dated: _____

c. To noted & 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:

<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	£204.00	£34.00
BACS	Maintenance, utilities & supplies	Cornwall Supplies Company	£110.58	£18.43
BACS	Training	CALC Training	£180.00	£30.00
BACS	Pension (August)	Cornwall Pension fund	£162.26	
BACS	Staff wages	Staff Wages	£1,072.52	
BACS	Staff wages	HMRC PAYE tax	£126.60	
DD	commercial waste/dog bin	Suez Payment (September)	£90.71	£15.12
DD	Maintenance, utilities & supplies	Source4b Vell lane water	£29.50	
DD	Maintenance, utilities & supplies	Source4b Toilets water	£100.00	
DD	Maintenance, utilities & supplies	British Gas Electric- Toilets	£82.38	£3.92
DD	telephone/internet	Three mobile	£5.89	£0.98
DD	Maintenance, utilities & supplies	EDF Millennium Clock	£12.99	£0.62
BACS	Grass Cutting/Weedspraying/footpaths	Growing Concern- September Invoice	£5,490.00	£915.00
Cheque.	Hall Hire	Methodist Chapel Hire (21 st September meeting)	£15.00	
Cheque.	Hall Hire	St.Johns Church Hire (14 th September meeting)	£15.00	
BACS	Parking	Cornwall Council – Parking attendant (September)	£112.05	
BACS	commercial waste/dog bin	G Climo & sons	£15.00	£2.50
DD	Office	Unity Bank Service charge	£18.00	
			£7,715.88	£1,020.57

Proposed: E Reynolds Seconded: N Hatch Votes: Unanimous

21/220

Source4B direct Debit

Resolved to increase monthly direct debit for public toilets to recommended value of £100.

Proposed: N Hatch Seconded: J Chapman Votes: Unanimous

21/221

Appointment of Clerk

Resolved that the Finance, Strategy and Staffing Committee will organise and conduct interview for Clerk. Application so be circulated to all councillors on arrival. Interviews to take place 30th October 2021 at St. Johns Church. R Chapman to take advice from CALC and compile interview questions.

Proposed: N Hatch Seconded: A Stacey Votes: Unanimous

Resolved to divide the Clerks work load until a new Clerk is in place.

a) Resolved to appoint R Chapman as central Key contact to redirect post, and hold mobile phone and computer.

Proposed: K Cann Seconded: A Stacey Votes: Unanimous

b) Resolved to create unpaid post(s) to cover Clerk's role and spread responsibility;

Cemetery – K Cann and N Hatch

Finance and payroll – R Chapman and K Cann

Planning – K Cann and J Chapman

Signed: _____

Dated: _____

Proposed: N Hatch Seconded: A Pooley Votes: Unanimous

c)Resolved to update bank mandate to remove H. Hutchins, Add K Cann as a signatory and change R Chapman to admin with no signatory rights,

Proposed: A Stacey Seconded: E Reynolds Votes: Unanimous

21/222 Public Bodies (Admission to Meetings) Act 1960.

Resolved that in view of the confidential or special nature of the business about to be transacted, it is advisable that the press and public be excluded and instructed to withdraw during the discussions for the following items:
Contracts and Staffing

Proposed: A Pooley Seconded: K Cann Votes: Unanimous

21/223 Tenders for Grass Cutting, Weed Spraying and footpath maintenance

Resolved to award contracts for Grass cutting and grounds, Weed Spraying and footpath maintenance to Growing Concern.

Proposed: J Chapman Seconded: E Reynolds Votes: Unanimous

21/224 Clerks Final wages

Noted the Clerks final date of employment at 16th October 2021 and to agreed final payment to clerk for that period including holiday owed.

Proposed: E Reynolds Seconded: A Stacey Votes: Unanimous

21/225 Agenda items for next meeting

To discuss items to be added to future agendas:

- Approve the collated response to Cllr B Jordan's email.
- Mind matters request for grant
- Savings Account
- Reserve Policy

21/226 Meeting close 9:12pm

Signed: _____

Dated: _____