

St Martin – By - Looe Parish Council

MINUTES FOR THE PARISH COUNCIL MEETINGS HELD BY ZOOM AND TELEPHONE ON THURSDAY 3rd and 10th DECEMBER 2020 AT 7.30pm.

Attended by:

Chairman: Robert Henly.

Vice-Chair: Roberta Powley.

Parish Councillors: Barbara Reynolds, Andrea Lankston, David Keeble, Lynne Burt, Simon Lawes.

Mr Charles Hyde, Clerk and Proper Officer of the Council.

County Councillor Armand Toms.

Agenda Item 1: Public Question Time and Declarations of Interest:

Concerns over the new Fingerpost at Windsworth – A Parishioner has raised concerns about the new fingerpost at Windsworth sending traffic down the narrow lane to Looe Hill despite agreements made to discourage traffic from using it.

The Clerk informed the Parishioner that the fingerpost was ordered as a like for like replacement some time ago, well before the agreement was made to restrict traffic on the lane.

Discussions ensued, and it was agreed to ask County Councillor Armand Toms to make a sign to hang below the finger stating 'No Vehicular Access', this will be installed by the Parishioner who raised the issue. The Chairman thanked both County Councillor Armand Toms and the Parishioner for all their help in this matter.

Agenda Item 2: Apologies for absence:

PCSO David Billing.

Agenda Item 3: Minutes of the Parish Council Meeting:

3.1.1: Minutes for the Parish Council ZOOM Meeting held on 5th November 2020. It was proposed by Councillor Lawes, seconded by Councillor Reynolds and agreed unanimously that they be taken as read and signed by the Chairman as a true and accurate record of the meeting.

Agenda Item 4: Planning Applications: (10th December).

4.1.1: Application PA20/10283.

Proposal: Removal of dilapidated outbuilding and garage and construction of new side extension to form new sun lounge, utility room, boot room and additional bathroom with studio room above. manager.

Location: Penhale, St Martin, Looe, Cornwall.

Applicant: Campbell.

Grid Ref: 229019/55008.

Parish Council's Decision: - Approved, no issues. Proposed by Vice Chairman Powley, seconded by Councillor Lawes. Agreed unanimously.

4.1.2: Application PA20/10866.

Proposal Non material amendment to lease refer to change the layout, to reduce the size of twelve of the consented twin lodges and to confirm the re-orientation of the three installed units (Application PA17/05024 dated 30th August 2017 relates).

Location Tregoad Holiday Park St Martin Looe Cornwall PL13 1PB.

Applicant Tregoad Holiday Park Ltd.

Parish Council's Decision: - Approved, no issues. Proposed by Councillor Reynolds, seconded by Councillor Keeble. Agreed unanimously.

Agenda Item 5: Planning Decisions received by the date of the meeting:

None received.

Agenda Item 6: Planning Matters:

None received.

6.2: Correspondence:

Forwarded by email where possible.

Agenda Item 7: – Finance.

7.1.1: Summary of Accounts.

Reconciled balances date 24/11/2020

Opening Bank Balances 1 st April 2020	£27,306.28
Income to date	£15,633.02
Expenditure to date	£17,428.83
Balance to date	£25,510.47

7.2: Accounts paid in November 2020.

Cheque No	Organisation	Amount
BACS	CF Hyde – Clerks Oct expenses.	50.00
BACS	Zoom, October.	14.39
BACS	Clerks Salary October 2020	632.82
BACS	Annual Energy Allowance	500.00
BACS	CPRE Subscription	36.00
BACS	Looe Development Fund – Millendreath Defibrillator Contribution	100.00
BACS	Cornwall Council – Magazine Print costs	42.08
		1375.29

7.3: Income in November 2020.

18-Nov-20	S Wills AD REVENUE		£	30.00
24-Nov-20	Schooling AD REVENUE		£	30.00
		Total	£	60.00

It was proposed by Councillor Lawes, seconded by Councillor Burt that Items 7.1, 7.2 and 7.3 are ratified. ALL AGREED.

7.4: Requests for Funding received by date of meeting.

None received.

7.5: Receipts and letters of thanks received by the date of the meeting.

None received.

7.6: Financial Business.

7.6.1: Clerk's Annual Salary Review – Currently paid SCP 27, £12.68 per hour, 11 hours per week, =£139.52. Plus £500 per year energy allowance and £50.00 per month telephone and internet package. Mileage rate 45p (HMRC maximum before expenses become taxable).

NALC Recommendation 3% increase to £13.51 per hour. (SCP have been regraded and the new grade will be SCP 20).

Discussions ensued and it was agreed to increase the Clerks Salary by the NALC Rates to £13.51 PH. This was proposed by Councillor Lawes, seconded by Vice Chairman Powley, ALL AGREED.

7.6.2: Presentation of half year accounts – (attached).

7.6.3: 2021/2022 Precept – The draft precept, (attached) as prepared by the Clerk. **Revisited due to additional Website costs on 10th December.** Discussions ensued and it was proposed by Councillor Reynolds, seconded by Councillor Keeble to accept the proposal presented by The Clerk. ALL AGREED.

7.6.4: Accounts to be paid in December 2020.

It was proposed by Councillor Keeble, seconded by Vice Chairman Powley that the following be authorised for payment. ALL AGREED.

Cheque No	Organisation	Amount
BACS	CF Hyde – Clerks Nov expenses.	50.00
BACS	Zoom, November	14.39
BACS	Clerks Salary November 2020	632.82
BACS	Iron Brothers (Wadebridge) - Fingerpost	909.60
BACS	St Martins Village Trust – Hall Hire	30.00
	Total	1636.81

Agenda Item 8: Reports on Matters arising from the Minutes.

8.1.1: May Lane Obstruction – County Councillor Toms contacted Paul Allen at Cormac who thought a sign unnecessary as this has never been reported before. Councillor Lawes will monitor this situation.

8.1.2: Planning Issues – Davina Pritchard has been invited to our next Zoom meeting, sadly this cannot take place due to technical difficulties so it has been agreed to wait until things return to normal.

8.1.3: Salt bins – Dave Peat Waste has been asked to refill all the bins. Could you please check when out walking please? *Noted.*

Agenda Item 9: Business received after publication of agenda:

None received.

Agenda Item 10: Information received from CC and other Authorities:

10.1.1: Cornwall Council.

Communities and Devolution team – Newsletters and Special Bulletins and Notices. All circulated by email during the current lockdown.

10.1.2: Other Authorities.

All Circulated by email during the current lockdown.

Agenda Item 11: New Business:

10.1.1: ‘Light Up The Parish’ Competition – The Clerk together with Councillor Reynolds have instigated a Parish competition for the Best outdoor Display and The Best Window. Two hampers have been sourced as prizes, a Kayak/ Paddle Board session for two, Cornish Blue Cheese, two tubs of festive sweets and wine, at least 6 prizes needed in total. Judges needed for 19th December.

Agenda Item 12: Around the table:

Councillor Reynolds:

Nothing raised.

Councillor Keeble:

Nothing raised.

Councillor Lawes: Millendreath Road Sweep – The road sweeper has been to Millendreath for the seventh time this year, this time however the brush was set differently and all the weeds have been removed (together with some tarmac).

Councillor Lankston:

Nothing raised.

Councillor Burt:

Nothing raised.

Vice-Chairman:

Road Drain at No Man’s Land – The broken drain has been repaired.

Overhanging Trees on the B3253 on the way to Looe – Due to the trees the bus is driving down the middle of the road – County Councillor Armand Toms to report to Highways.

The Chairman:

Nothing raised.

County Councillor Armand Toms:

May Lane resurfacing – This is scheduled for the beginning of the new year subject to the weather.

Covid 19 – Vaccinations for the over 80’s starting soon, two locations identified for mass vaccinations the one for SE Cornwall is Bodmin. Cases have dropped in Cornwall however people need to still be very careful.

New Cycle Trails – Good news for SE Cornwall new cycle routes to start soon.

PCSO Dave Billing:

Police Report (by email) - Please pass on my apologies for not being able to take part in the Zoom meeting this evening.

I would like to take this opportunity to pass on Seasonal Greetings to you all, and fingers crossed for a better 2021.

During the month of November there were no crimes reported within the Parish.

Date and Time of Next Meetings: 14th January 2021, **Parish Council Meeting** at 7.30pm by Zoom.

There being no other business the meeting closed at 8.53pm.

2021 Meeting Dates

By Zoom until further notice.

January 14th	7.30pm	Parish Council meeting.
February 4th	7.30pm	Parish Council meeting.
March 4th	7.30pm	Parish Council meeting.
April 1st	7.15pm	Annual Parish Meeting.
	7.30pm	Parish Council Meeting.
May 13th	7.15pm	Annual Parish Council Meeting, election of officers.
	7.30pm	Parish Council Meeting.
June 3rd	7.30pm	Parish Council meeting.
July 1st	7.30pm	Parish Council Meeting.
September 2nd	7.30pm	Parish Council Meeting.
October 7th	7.30pm	Parish Council meeting.
November 4th	7.30pm	Parish Council Meeting.
December 2nd	7.30pm	Parish Council meeting.

Expenditure 2020/21 to date:

Item	Budget	Actual	Plus/Minus	Percentage	
Insurance	£ 350.00	£ 349.22	-£ 0.78	100%	On Budget
Parish Paths	£ 180.00	£ -	-£ 180.00	0%	No invoice as yet.
Clerks Salary	£ 7,521.80	£ 4,380.74	-£ 3,141.06	58%	On Budget
CDC Admin fee	£ 72.00	£ 42.00	-£ 30.00	58%	On Budget
Clerks Expenses -All	£ 1,100.00	£ 918.15	-£ 181.85	83%	Might go over budget slightly
	£ 200.00	£ -	-£ 200.00	0%	To spend on noticeboards for Millendreath
Street Furniture	£ 350.00	£ 198.42	-£ 151.58	57%	To spend on noticeboards for Millendreath
Equip Maintance	£ -	£ -	£ -	#DIV/0!	
Hall Hire/Zoom	£ 150.00	£ 71.94	-£ 78.06	48%	On Budget
Subscriptions	£ 210.00	£ 231.04	£ 21.04	110%	increased next year
Misc & contingency	£ 250.00	£ 260.00	£ 10.00	104%	On Budget
Grass Cutting/Weed spray	£ 650.00	£ 160.00	-£ 490.00	25%	Awaiting invoice
Data protection	£ 40.00	£ 35.00	-£ 5.00	88%	On Budget
Section 137	£ 50.00	£ 50.00	£ -	100%	On Budget
Grants & gifts	£ 200.00	£ 150.00	-£ 50.00	75%	On Budget
British Legion Wreath	£ 20.00	£ 20.00	£ -	100%	On Budget
Audit fees	£ 50.00	£ 50.00	£ -	100%	On Budget
Fingerpost project	£ -	£ -	£ -	#DIV/0!	
Salt bins	£ 300.00	£ -	-£ 300.00	0%	Awaiting invoice
VAT	£ -	£ 1,868.96	£ 1,868.96	#DIV/0!	Bus Shelter and Defib at No Man's Land
Parish magazine	£ 170.00	£ 42.08	-£ 127.92	25%	Advertising paying this cost
Community development	£ -	£ -	£ -	#DIV/0!	
From Reserves	£ -	£ 8,601.28	£ 8,601.28	#DIV/0!	Bus Shelter, Defib at No Man's Land, F/Post to come.
Total budget & expenditure	£ 11,863.80	£ 17,428.83	£ 3,696.07	147%	

Income

Precept	£ 11,863.80	
Grants	£ 3,370.92	Includes £3k for bus shelter
Bank Interest	£ 2.28	
VAT refund	£ 81.03	
Parish paths	£ -	
Misc	£ 199.99	Covisd 19 Hardship fund grant
Advertising revenue	£ 115.00	
Total Income	£ 15,633.02	

St Martin-By-Looe News

Advertising revenue to date	£ 115.00	More to follow.
Print costs (anticipated)	£ 168.32	
Profit/Loss	-£ 53.32	

St Martin By Looe Parish Council

Draft Precept 2021/22

Item	2020/21	2021/22	%	Explanation
Insurance	£ 350.00	£ 400.00	14%	Additional cost for bus shelter.
Parish Paths	£ 180.00	£ 180.00	0%	No Change
Clerks Salary	£ 7,521.80	£ 7,727.72	3%	NALC Pay rates
Salary Admin	£ 72.00	£ 72.00	0%	No Change
Clerks Expenses/Office cost	£ 1,100.00	£ 1,100.00	0%	No Change
Office Supplies	£ 200.00	£ 200.00	0%	No Change
Defib Annual Costs	£ -	£ 280.00	#DIV/0!	New annual cost
Hall Hire/Zoom	£ 150.00	£ 150.00	0%	To include Zoom cost whist needed.
Subscriptions	£ 210.00	£ 250.00	19%	Increased costs.
Grass Cutting	£ 500.00	£ 500.00	0%	Based on current year charges
Misc & Contingency	£ 250.00	£ 200.00	-20%	Small reduction
Street Furniture/Fingerposts	£ 350.00	£ -	-100%	All replaced, no maintainance due this year.
Weed Spraying	£ 150.00	£ 180.00	20%	No Change
Election costs	£ -	£ 250.00	#DIV/0!	Elections this year
Data Protection	£ 40.00	£ 40.00	0%	No Change
Section 137	£ 50.00	£ 50.00	0%	No Change
Grants/gifts	£ 200.00	£ 150.00	-25%	Small reduction
Remembrance Wreath	£ 20.00	£ 20.00	0%	Actual cost
Audit fees	£ 50.00	£ 50.00	0%	No Change
Salt Bins	£ 300.00	£ 250.00	-17%	Annual cost
Magazine	£ 170.00	£ -	-100%	Advertising covering costs.
New Website	£ -	£ 800.00	#DIV/0!	New cost
Precept requested without CTG	£ 11,863.80	£ 12,849.72	8%	Increase
Grants (CTS and any others)	£ 432.49	£ 354.52	-18%	Reducing grant.
Precept plus CTG & Grants	£ 12,296.29	£ 13,204.24	7%	Increase

Increase.
 Reduction.