

# St Martin – By - Looe Parish Council

MINUTES FOR THE PARISH COUNCIL MEETING HELD ON THURSDAY 5<sup>th</sup> DECEMBER 2019  
AT NO MAN'S LAND MEMORIAL HALL AT 7.30pm.

## Attended by:

Chairman: Robert Henly.

Vice-Chair: Roberta Powley.

Parish Councillors: Barbara Reynolds, Lynne Burt, David Keeble.

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

County Councillor Armand Toms.

## Public Question Time & Councillors Comments on Declared Interests:

### Agenda Item 1: Declarations of Interest:

### Agenda Item 2: Apologies for absence:

Parish Councillors: Simon Lawes, Andrea Lankston, PCSO David Billing.

### Agenda Item 3: Minutes of the Parish Council Meeting:

**3.1.1: Minutes for the Parish Council Meeting held on 3<sup>rd</sup> October 2019.** It was proposed by Vice Chairman Powley, seconded by Councillor Keeble 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:

**4.1.1: Application No:** PA19/09701.

**Proposal:** Demolition of existing rear extensions and construction of a new rear extension, loft conversion and balcony.

**Location:** Polliscourt House, Millendreath, Looe, Cornwall.

**Applicant:** Mr and Mrs Douglas Goss.

**Grid Ref:** 227007/54698.

**Parish councils Decision:** Approved, no issues raised. Proposed by Vice Chairman Powley, seconded by The Chairman. All agreed.

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

None received.

### Agenda Item 6: Planning Matters:

None received.

### 6.2: Correspondence:

In information pack.

### Agenda Item 7: – Finance.

#### 7.1.1: Summary of Accounts.

#### **Reconciled balances date 04/12/19**

Opening Bank Balances 1 <sup>st</sup> April 2019	£25,365.22
Income to date	£12,967.16
Expenditure to date	£6,893.30
Balance to date	£31,439.08

## **7.2: Accounts paid in November 2019.**

Cheque No	Organisation	Amount
BACS	CF Hyde – Clerks expenses	50.00
BACS	Cornwall Council – Clerks October 2019 Salary	610.61
BACS	Annual Energy Allowance	500.00
		1160.61

## **7.3: Income in November 2019.**

4-Dec-19	Bray AD REVENUE	£	30.00
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It was proposed by Councillor Reynolds, seconded by Councillor Keeble 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 4% increase to £13.15 per hour.***

Discussions ensued and it was proposed by The Chairman, seconded by Councillor Keeble to accept the NALC recommendation and increase the Clerks salary by 4% from April 2020.

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

**7.6.3: 2020/2021 Precept** – The draft precept, (attached) as prepared by the Clerk.

Discussions ensued and it was proposed by Councillor Reynolds, seconded by Vice Chairman Powley to accept the draft precept for the next financial year. ALL AGREED.

## **7.6.1: Accounts to be paid in December 2019.**

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

Cheque No	Organisation	Amount
BACS	CF Hyde – Clerks expenses	50.00
BACS	Cornwall Council – Clerks November 2019 Salary	610.61
837	Hall Hire 2019	120.00
BACS	Viking Direct – Office Supplies	71.58
BACS	McAfee Virus Protection (2 years)	79.99
BACS	CPRE Subscription	36.00
		968.18

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

**8.1.1: Parish Roads** – Meeting arranged for 12<sup>th</sup> December 10.30am, Luxstowe House. Attending Paul Allen, David Reed, Armand Toms, The Chairman and Clerk.

**8.1.2: Broken Fingerpost** – Order placed.

**8.1.3: Salt Bin at Windsworth** – Dave Peat Waste to move back into position.

Still not done, The Clerk to report to Dave Peat Waste again. Councillors to inspect bins for refilling.

**8.1.4: Housing Survey** – To be sent out 21<sup>st</sup> Jan 2020 and will commence online on 27<sup>th</sup> Jan.

**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.

**Winter Wellbeing Guides 2019** – Publication.

**Cormac** – Winter Maintenance of the Highway Network.

**10.1.2: Other Authorities.**

**CALC** – News Round up, November 2019.

**NALC** – Strengthening Police Powers to tackle unauthorised encampments.

**Citizens Advice** – Universal Credit, help to claim.

**Sue Cooper** – Re: Freedom of information request – Climate change.

**Cornwall and Isles of Scilly Health and Care Partnership** – Long Term Plan Updates, 8<sup>th</sup> and 15<sup>th</sup> 22<sup>nd</sup>, November, 3<sup>rd</sup> December 2019

**A Good Parish Council** – Advertising information.

**Power for People** – Request for support.

**Agenda Item 11: New Business:**

**11.1.1: Meeting dates 2020** - (attached).

**11.1.2: Millendreath Telephone Box** – 90 day consultation for removal of the Telephone Box at Millendreath.

Discussions ensued and it was agreed to request the box remain due to the poor mobile signal in the valley.

**Agenda Item 12: Around the table:**

***Councillor Reynolds:***

**Light up St Martins Parish Group** – Express their thanks for all assistance in providing a spectacular display again this year. The Chairman also thanked the members of the group.

***Councillor Keeble:***

**Tree debris** – Once again following hedge cutting the roads need cleaning up. The Clerk to report to Cormac.

***Councillor Burt:***

Nothing raised.

***Vice-Chairman:***

**Dog Mess Treveria Lane** – Several complaints received from residents regarding the state of the road. The Clerk to include an article in the next magazine and also report to Cormac for cleaning up.

***The Chairman:***

**Field water run off** – In hand, this has been caused by the exceptional rainfall.

***County Councillor Armand Toms:***

**Blocked Drains on the B3253** – Will report at the meeting on 12<sup>th</sup> December with Paul Allen.

***PCSO Dave Billing:***

**Police Report** – During the month of November 2019 there were no crimes reported in the Parish. I would like to take this opportunity to wish you all a very Merry Christmas and a very Happy New Year.

Date and Time of Next Meetings: 9th January 2020, **Parish Council Meeting** at 7.30pm at No Man's Land Memorial Hall.

There being no other business the meeting closed at 8.37pm.

# **St Martin – By - Looe Parish Council**

## **2020 Meeting Dates**

January 9th	7.30pm	Parish Council meeting.
February 6th	7.30pm	Parish Council meeting.
March 5th	7.30pm	Parish Council meeting.
April 2nd	7.15pm	Annual Parish Meeting.
	7.30pm	Parish Council Meeting.
May 14th	7.15pm	Annual Parish Council Meeting and election of officers.
	7.30pm	Parish Council Meeting.
June 11th	7.30pm	Parish Council meeting.
July 2nd	7.30pm	Parish Council Meeting.
September 3rd	7.30pm	Parish Council Meeting.
October 1st	7.30pm	Parish Council meeting.
November 5th	7.30pm	Parish Council Meeting.
December 3rd	7.30pm	Parish Council meeting.

**Expenditure 2019/20**

Item	Budget	Actual	Plus/Minus	Percentage	
Insurance	£ 320.00	£ 337.71	£ 17.71	106%	New cost
Parish Paths	£ 180.00	£ 120.00	-£ 60.00	67%	Awaiting invoice
Clerks Salary	£ 7,240.00	£ 4,828.88	-£ 2,411.12	67%	On Budget
CDC Admin fee	£ 72.00	£ 48.00	-£ 24.00	67%	On Budget
Expenses -All	£ 1,250.00	£ 866.78	-£ 383.22	69%	On Budget
Office Supplies	£ 200.00	£ 41.58	-£ 158.42	21%	On Budget
Street Furniture	£ 300.00	£ -	-£ 300.00	0%	
Equip Maintance	£ -	£ -	£ -	#DIV/0!	
Hall Hire	£ 200.00	£ 120.00	-£ 80.00	60%	On Budget
Subscriptions	£ 210.00	£ 180.59	-£ 29.41	86%	On Budget
Misc & contingency	£ 280.00	£ -	-£ 280.00	0%	On Budget
Grass Cutting	£ 500.00	£ -	-£ 500.00	0%	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	£ 100.00	-£ 100.00	50%	On Budget
British Legion Wreath	£ 25.00	£ 20.00	-£ 5.00	80%	On Budget
Audit fees	£ 100.00	£ 25.00	-£ 75.00	25%	reduced charges
Weed Spraying	£ 150.00	£ 80.00	-£ 70.00	53%	one spray
Salt bins	£ 300.00	£ -	-£ 300.00	0%	
VAT	£ -	£ 46.60	£ 46.60	#DIV/0!	
Parish magazine	£ 130.00	£ 113.16	-£ 16.84	87%	On Budget
Community development	£ -	£ -	£ -	#DIV/0!	
From reserves	£ -	£ -	£ -	#DIV/0!	None spent to date
<b>Total budget &amp; expenditure</b>	<b>£ 11,747.00</b>	<b>£ 7,013.30</b>	<b>-£ 4,733.70</b>	<b>60%</b>	

**Income**

Precept	£ 11,747.00
Grants	£ 432.49
Bank Interest	£ 0.66
VAT refund	£ 446.82
Parish paths	£ -
Misc	£ -
Advertising revenue	£ 310.00
<b>Total Income</b>	<b>£ 12,936.97</b>

**St Martin-By-Looe News**

Advertising revenue to date	£ 310.00	More to follow
Print costs to date	£ 113.16	
<b>Profit/Loss</b>	<b>£ 196.84</b>	

# St Martin By Looe Parish Council

## Draft Precept 2020/21

Item	2019/20	2020/21	%	Explanation
Insurance	£ 320.00	£ 350.00	9%	Anticipated new renewal cost
Parish Paths	£ 180.00	£ 180.00	0%	No Change
Clerks Salary	£ 7,240.00	£ 7,521.80	4%	NALC Pay Scales
Salary Admin	£ 72.00	£ 72.00	0%	No Change
Clerks Expenses/Office cost	£ 1,250.00	£ 1,100.00	-12%	Reduced costs
Office Supplies	£ 200.00	£ 200.00	0%	No Change
Equipment Maintenance	£ -	£ -	#DIV/0!	Reserves cover this
Hall Hire	£ 200.00	£ 150.00	-25%	Fewer meetings
Subscriptions	£ 210.00	£ 210.00	0%	No Change
Grass Cutting	£ 500.00	£ 500.00	0%	Based on current year charges
Misc & Contingency	£ 280.00	£ 250.00	-11%	Budget reduced as most expenses covered
Street Furniture/Fingerposts	£ 300.00	£ 350.00	17%	Maintainance only
Weed Spraying	£ 150.00	£ 150.00	0%	No Change
	£ -	£ -	#DIV/0!	
Data Protection	£ 40.00	£ 40.00	0%	No Change
Section 137	£ 50.00	£ 50.00	0%	No Change
Grants/gifts	£ 200.00	£ 200.00	0%	No Change
Remembrance Wreath	£ 25.00	£ 20.00	-20%	Actual cost
Audit fees	£ 100.00	£ 50.00	-50%	Reduced cost
Salt Bins	£ 300.00	£ 300.00	0%	No Change
Magazine	£ 130.00	£ 170.00	31%	Increased printing cost from Cornwall Council
Community Development	£ -	£ -	#DIV/0!	Removed as never used
<b>Precept requested without CTG</b>	<b>£ 11,747.00</b>	<b>£ 11,863.80</b>	<b>1%</b>	<b>Increase</b>
Grants (CTS and any others)	£ 432.49	£ 370.92	-14%	Reducing grant.
<b>Precept plus CTG &amp; Grants</b>	<b>£ 12,179.49</b>	<b>£ 12,234.72</b>	<b>0%</b>	<b>Increase</b>