

St Martin – By - Looe Parish Council

MINUTES FOR THE PARISH COUNCIL MEETING HELD ON THURSDAY 6th DECEMBER 2018
AT NO MAN'S LAND MEMORIAL HALL AT 7.30PM.

Attended by:

Chairman: Robert Henly.

Vice-Chair: Roberta Powley.

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

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

County Councillor Armand Toms.

Public Question Time & Councillors Comments on Declared Interests:

None raised.

Agenda Item 1: Declarations of Interest:

Councillor Lawes	4.1.1	Personal	Neighbour.
	4.1.2	Personal	Neighbour.
	4.1.3	Personal	Neighbour.

Agenda Item 2: Apologies for absence:

PCSO David Billing.

Agenda Item 3: Minutes of the Parish Council Meeting:

3.1.2: Minutes for the Parish Council Meeting held on 1st November 2018. It was proposed by Councillor Keeble, seconded by Councillor Reynolds and agreed 5 – 0 (The Chairman and Councillor Burt did not attend the meeting), that they be taken as read and signed by the Vice Chairman as a true and accurate record of the meeting.

Agenda Item 4: Planning Applications:

4.1.1: Application No: PA18/09924.

Proposal: Certificate of Lawfulness for permanent living residence.

Location: 103 Hillside Villas, Millendreath Holiday Village, Millendreath, Looe.

Applicant: Mr. I Ward.

Grid Ref: 226809/54432.

Parish Council's Decision: Approved 6 - 0 Votes (One abstention due to declaring an interest). Providing the Planning Officer has all the evidence required to prove residency over ten years, the Parish Council will support this and future similar applications.

4.1.2: Application No: PA18/08859.

Proposal: Erection or replacement dwelling destroyed by fire.

Location: The Spinney, Millendreath, Looe.

Applicant: Espalier Developments (Millendreath) Ltd.

Grid Ref: 226810/54899.

Parish Council's Decision: Approved 6 - 0 Votes (One abstention due to declaring an interest).

4.1.3: Application No: PA18/09924.

Proposal: Certificate of Lawfulness for permanent living residence.

Location: 71 Hillside Villas, Millendreath Holiday Village, Millendreath, Looe.

Applicant: Miss. Ottavia Pipolo.

Grid Ref: 226781/54332.

Parish Council's Decision: Approved 6 - 0 Votes (One abstention due to declaring an interest). Providing the Planning Officer has all the evidence required to prove residency over ten years, the Parish Council will support this and future similar applications.

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

5.1.1: Application No: PA18/09378

Proposal: Certificate of Lawfulness for permanent living residence.

Location: 68 Hillside Villas, Millendreath Holiday Village, Millendreath, Looe.

Applicant: Mr. Terence Smith.

Grid Ref: 226796/54330.

Cornwall Council's Decision: Approved.

Agenda Item 6: Planning Matters:

6.1.1: PA18/02794 – Copy of email sent to Cornwall Council. (in information pack) and request for evidence for previous use of site.

Discussions ensued and it was agreed to write to the applicant with the history known by Parish Councillors who have lived in the Parish for over 30 years.

6.2: Correspondence: - In information pack.

Agenda Item 7: – Finance.

7.1.1: Summary of Accounts.

Reconciled balances date 28/11/18

Opening Bank Balances 1 st April 2018	£26,690.60
Income to date	£12,547.29
Expenditure to date	£9,986.73
Balance to date	£29,251.16

7.2: Accounts paid in November 2018.

Cheque No	Organisation	Amount
826	CF Hyde – Clerks expenses	58.88
826	Annual Energy Allowance	500.00
827	Cornwall Council - Clerks October Salary	610.61
829	Cruse Bereavement Care	50.00
830	Cornwall Hospice Care	100.00
	Total	1319.49

7.3: Income in November 2018.

9-Oct-18	Bank interest	£	0.42
9-Nov-18	Bank interest	£	0.45
7-Dec-19	Robert Bray AD REVENUE	£	30.00
7-Dec-18	Cornwall Council - Light Up St Martins Grant	£	400.00
	Total	£	430.87

It was proposed by Vice Chairman Powley, 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.

7.4.1: Revitalise (Cornwall) – Request for funding. (Last donation £50 January 2018).
Deferred to April 2019 due to no funds available.

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

7.5.1: Cruse Bereavement Care – Letter of thanks for the donation.

7.4.2: Cornwall Hospice Care – Letter of thanks for the donation.

7.6: Financial Business.

7.6.1: Internet Banking – Following discussions with the Vice Chairman and Councillors Internet Banking has been set up to allow the Clerk to view and make BACS payments directly to

recipients, although the Clerk can make payments without further authorisation, only payments approved at the Parish Council meetings will be paid. Payments will be identified as BACS on the agendas and minutes. Paper trails will continue for Audit purposes so all invoices, payment requests will be accompanied by the relevant paperwork.

Discussions ensued and it was proposed by Councillor Lawes, seconded by Councillor Keeble to allow the Clerk access to the accounts online to pay bills and monitor balances as approved in writing by the Chairman and Vice Chairman. ALL AGREED.

7.6.2: Clerk's Annual Salary Review – Currently paid SCP 27, £12.65 per hour, 11 hours per week, =£139.15. Plus £500 per year energy allowance and £50.00 per month telephone and internet package. Mileage rate 45p (HMRC maximum before expenses become taxable).

No NALC Recommendations available.

Discussions ensued and following a conversation with the Clerk, it was proposed by the Chairman and seconded by Vice Chairman Powley to keep the salary unchanged for the next financial year. ALL AGREED.

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

7.6.3: 2019/2020 Precept – The draft precept, (attached) as prepared by the Clerk. – Discussions ensued and it was agreed to remove the Community Development budget as it has never been used and to hold the Clerks salary at this year's rate. The 2019/20 Precept was agreed at £11,747.00 a rise of 2%. This was proposed by Councillor Reynolds, seconded by Councillor Lankston, and agreed unanimously.

7.6.2: Accounts to be paid in December 2018.

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

Cheque No	Organisation	Amount
BACS	CF Hyde – Clerks expenses	53.48
831	Cornwall Council – November Salary	610.61
BACS	CPRE Subscription	36.00
828	Cornwall Council – remembrance Special magazine printing	38.23
832	Hall Hire	138.00
BACS	Dave Peat Waste – Salt bins	261.60
833	Andrew Chudleigh – Grass cutting	470.00
BACS	Barbara Reynolds – Repayment of grant for Christmas Lights	400.00
BACS	Barbara Reynolds – Donation to Christmas Lights (from Magazine profits)	63.30
	Total	2071.22

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

8.1.1: Housing Site – No Man's Land – Meeting held 14th November – Discussions ensued and it was agreed to form a Committee of all Councillors to move this project forward.

8.1.2: Millendreath Drains – Still not cleared, however County Councillor Armand Toms has tried to improve the situation, he has also contacted Cormac Solutions to have the drains toughly cleaned out. Reference: W1816486

8.1.3: Yellow Lines – Councillor Lawes has contacted Councillor Geoff Brown and the situation has been resolved.

8.1.4: Holland Road Walk-a-bout – Richard Lewis has asked if anyone can attend a walk-a-bout at 1pm on 10th December.

Vice Chairman Powley and Councillor Reynolds will attend.

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.

10.1.2: Other Authorities.

CALC – Winter Resilience Committee Launched.

CPRE Countryside Voice – Winter 2018.

Hags - 2018 brochure.

Clerks and Council's Direct – November 2018 edition.

NALC – Chief Executive Bulletins.

North Cornwall Cluster Group – Further updates.

Agenda Item 11: New Business:

11.1.1: Cornwall Boundary Review – Completed and circulated to Councillors on email. Printed documents to follow.

Agenda Item 12: Around the table:

Councillor Reynolds: Nothing raised.

Councillor Keeble: Nothing raised.

Councillor Lawes:

Millendreath Lane – Public Footpath signs have been stolen – Reported to County Councillor Armand Toms.

Councillor Lankston: Nothing raised.

Councillor Burt:

Light Up St Martins Parish – Congratulations to Barbara and Andrea and the team for a successful and well attend event.

Vice-Chairman:

Light Up St Martins Parish – Also congratulated Barbara and Andrea and the team for a successful and well attend event.

Flooding on road at Horningtops – The road floods badly in heavy rain, the gullies are obstructed, Cormac are in contact with the farmer to rectify the situation. REF: W1815536.

Children's Mobile Phones – A warning to all parents to monitor their children's phones as there is questionable content being circulated in the area.

The Chairman:

Light Up St Martins Parish – Also congratulated Barbara and Andrea and the team for a successful and well attend event.

Pothole in the one-way road at Widegates – Now repaired.

County Councillor Armand Toms:

Cornwall Land Community Trust - Cornwall Community Land Trust Limited (Cornwall CLT) was established in April 2006 as a result of the Cornwall Community Land Trust Project which became a nationally acclaimed pilot scheme. Cornwall Community Land Trust was registered as an independent Industrial and Provident Society with charitable rules in 2007. It is one of the most progressive and successful community land trusts in England, delivering or enabling over 150 affordable homes, and has ambitious growth plans.

Initial revenue funding was provided by Cornwall County Council and the Tudor Trust, with top up funding from DEFRA and the Charities Aid Foundation. Cornwall Rural Community Charity provides fully serviced office facilities and support to Cornwall CLT. Based in Truro they have four professional staff members and a Board of voluntary Members.

Strong Winds forecast – Saturday into Sunday be aware.

Date and Time of Next Meetings: January 10th 2019, 7.30pm, **Parish Council Meeting**, at No Man's Land Memorial Hall.

There being no other business the meeting closed at 20.57pm

St Martin – By - Looe Parish Council

2019 Meeting Dates

January 10th	7.30pm	Parish Council meeting.
February 7th	7.30pm	Parish Council meeting.
March 7th	7.30pm	Parish Council meeting.
April 4 th	7.15pm	Annual Parish Meeting.
	7.30pm	Parish Council Meeting.
May 2 nd	7.15pm	Annual Parish Council Meeting and election of officers.
	7.30pm	Parish Council Meeting.
May 30 th (June)	7.30pm	Parish Council meeting.
July 11 th	7.30pm	Parish Council Meeting.
September 5 th	7.30pm	Parish Council Meeting.
October 3 rd	7.30pm	Parish Council meeting.
November 7 th	7.30pm	Parish Council Meeting.
December 5 th	7.30pm	Parish Council meeting.

St Martin-By-Looe Parish Council

Half year report

Expenditure 2018/19

Item	Budget	Actual	Plus/Minus	Percentage	
Insurance	£ 290.00	£ 299.80	£ 9.80	103%	On Budget
Parish Paths	£ 180.00	£ -	-£ 180.00	0%	Awaiting invoice
Clerks Salary	£ 7,240.00	£ 5,382.79	-£ 1,857.21	74%	On track
CDC Admin fee	£ 72.00	£ 54.00	-£ 18.00	75%	On Budget
Expenses -All	£ 1,200.00	£ 933.96	-£ 266.04	78%	On track
Office Supplies	£ 200.00	£ 50.46	-£ 149.54	25%	On Budget
Street Furniture	£ 300.00	£ 235.00	-£ 65.00	78%	Noticeboard maintainance
Equip Maintance	£ -	£ -	£ -	#DIV/0!	
Hall Hire	£ 200.00	£ -	-£ 200.00	0%	Awaiting invoice
Subscriptions	£ 175.00	£ 161.24	-£ 13.76	92%	On Budget
Misc & contingency	£ 280.00	£ 166.57	-£ 113.43	59%	On Budget
Grass Cutting/Weed spray	£ 500.00	£ 70.00	-£ 430.00	14%	Over budget
Data protection	£ 40.00	£ 35.00	-£ 5.00	88%	On Budget
Section 137	£ 50.00	£ 50.00	£ -	100%	On Budget
Grants & gifts	£ 200.00	£ 200.00	£ -	100%	On Budget
British Legion Wreath	£ 25.00	£ 20.00	-£ 5.00	80%	On Budget
Audit fees	£ 20.00	£ 20.00	£ -	100%	reduced charges
	£ -	£ -	£ -	#DIV/0!	
Salt bins	£ 300.00	£ -	-£ 300.00	0%	
VAT	£ -	£ 315.20	£ 315.20	#DIV/0!	
Parish magazine	£ 130.00	£ 134.71	£ 4.71	104%	On Budget
Community development	£ 50.00	£ -	-£ 50.00	0%	
From reserves	£ -	£ 1,858.00	£ 1,858.00	#DIV/0!	From previous years precepts
Total budget & expenditure	£ 11,452.00	£ 9,986.73	-£ 1,465.27	87%	

Income

Precept	£ 11,452.00
Grants	£ 442.85
Bank Interest	£ 2.22
VAT refund	£ 145.00
Parish paths	£ -
Misc	£ -
Advertising revenue	£ 75.00
Total Income	£ 12,117.07

St Martin-By-Looe News

Advertising revenue to date	£ 105.00	More to follow
Print costs to date	£ 134.71	
Profit/Loss	-£ 29.71	

St Martin By Looe Parish Council
Draft Precept 2018/19

Item	2018/19	2019/20	%	Explanation
Insurance	£ 290.00	£ 320.00	10%	Anticipated new renewal cost
Parish Paths	£ 180.00	£ 180.00	0%	No Change
Clerks Salary	£ 7,240.00	£ 7,240.00	0%	No Change
Salary Admin	£ 72.00	£ 72.00	0%	No Change
Clerks Expenses/Office cost	£ 1,200.00	£ 1,250.00	4%	Inflation increase
Office Supplies	£ 200.00	£ 200.00	0%	No Change
Equipment Maintenance	£ -	£ -	#DIV/0!	Reserves cover this
Hall Hire	£ 200.00	£ 200.00	0%	No Change
Subscriptions	£ 175.00	£ 210.00	20%	Increase costs
Grass Cutting	£ 350.00	£ 500.00	43%	Based on current year charges
Misc & Contingency	£ 280.00	£ 280.00	0%	No Change
Street Furniture/Fingerposts	£ 300.00	£ 300.00	0%	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	£ 25.00	0%	No Change
Audit fees	£ 20.00	£ 100.00	400%	Auditor may be required this year
Salt Bins	£ 300.00	£ 300.00	0%	No Change
Magazine	£ 130.00	£ 130.00	0%	No Change
Community Development	£ 50.00	£ -	-100%	Removed as never used
Precept requested without CTG	£ 11,452.00	£ 11,747.00	3%	Increase
Grants (CTS and any others)	£ 476.45	£ 432.49	-9%	Reducing grant.
Precept plus CTG & Grants	£ 11,928.45	£ 12,179.49	2%	Increase