

St John Parish Council

Draft Minutes of St John Parish Council Meeting held on Thursday 16th November 2017 at 7.30pm at St John Village Hall.

Those present : Mr D Richards , Mr R Hoskin , Mr R Trick, Mr H Everard , Mr C Trevitt, Mrs J Hirst Mr S Ryan , Mr G Trubody and Mrs C Allen Clerk to St John Parish Council.

23.17 Apologies for absence.

None.

24.17 Declarations of interest relating to items on the agenda.

None.

25.17 Minutes of the Parish Council meeting 7th September 2017.

Approved and signed.

26.17 Matters arising from the minutes 7th September 2017.

26.17 a 17.17 a 5.17 b **Annual Audit.** Has been completed and an Asset Register has been compiled as per Grant Thorntons recommendations.

26.17 b 17.17 c 11.17 **Traffic issues in St John / St John signage.**

The proposed road signage was discussed.

Action : Cllr Richards to order the signs when the officer at Cormac returns to work and to follow up road markings.

26.17 c 18.16 b **Electoral services** – the election costs have been confirmed as £ 224.42 and were approved for payment.

26.17 d 18.17 a **St John to Antony footpath.**

Action : Cllr Richards and Everard to arrange a meeting with Tremayne Carew Pole to discuss the proposed footpath routes.

26.17 e 17.17 b 8.17 d **South West Coastal footpath access.**

Action : Cllr Hoskins to follow up this initiative and report back to the Council.

27.17 Affordable Housing Initiative for the Rame Cluster Parishes.

Simon Ryan from the Peninsula Trust, a Community Benefit Society, delivered an interesting talk outlining a proposed scheme that could deliver local affordable rental housing in the area. This scheme was fully endorsed by Cllr Trubody who is keen to see that the housing issues raised in The Neighbourhood Plan are addressed.

Victoria Regan from Cornwall Council is also proposing to talk to the Rame Cluster Parish Councils about Affordable housing issues in the near future. Ryan Hammil , the Clerk for Millbrook Parish Council is organising this event.

28.17 Boundary Commission Consultation .

Cllr Trubody explained that in 2021 the existing parish council boundaries are likely to be changed and it is proposed that St John, Shevioc and Antony Parish Councils be incorporated into Torpoint East Council and Millbrook and Maker with Rame into Torpoint West Council.

It is important that all Councillors and local parishioners visit the website www.lgbce.org.uk and comment on the proposed changes. The consultation will close on 19th February 2018.

29.17 Local Transport Group.

Mr Cadwallader wrote to the Council to ask if someone from the Parish would be prepared to appoint a representative on the Rame Peninsula Transport Users Group.

Local resident Margaret Campbell has been attending the Group for a number of years and the Council were happy for her to continue with this role.

Action : Clerk to confirm this decision to Mr Cadwallader.

30.17 Torpoint Library.

The Council agreed that the Torpoint Library was a valuable service and they would support Torpoint Town Council to keep it open. However, it was felt that this would not take the form of financial support given the limited resources available to the Parish. However they were willing to help in other ways if required.

Action: Clerk to contact Torpoint Town Council and inform them of this decision.

31.17 Planning Applications were reviewed.

The clerk has prepared a report that shows all the Planning applications submitted for 2017/18 and it has been uploaded onto the website for parishioners to view.

32.17 Finance.**32.17 a Summary Finance Report.**

St John Parish Council
RECEIPTS AND PAYMENTS 2017/18 as 16th November 2017

2016/17		2017/2018 Budget	2017/2018 Actual	%
£	RECEIPTS	£	£	
6,309	Brought Forward	5,850	5,850	
4,895	Precept	6,070	6,072	100
39	LMP footpath			0
92	CTS Grants	70	67	96
	Website transparency funding	1,015	1,015	100
150	Donation			
2	Interest			
77	VAT refund			0
3,083	Community Benefit funding	3,083		0
8,338		£10,238	£7,154	70
	PAYMENTS			
	VAT		70	0
1,500	Clerk Salary	1,500	1,011	67
258	Clerking expenses	500	263	53
188	Subscriptions	250	188	75
670	Grass control	750	0	0
4,046	Community benefit projects and donations	1,750	1,000	0
20	Hall Rent	40	15	38
1,075	Noticeboard			
13	Misc / Signage/ Wreath	250	228	91
161	Transparency funding Website	1,015	386	38
	Election fees	500	224	45
50	Audit fee	160	160	100
150	Computer	175	0	0
250	Section 137	150	150	100
236	Insurance	275	243	88
180	Printing and Stationery	250	80	32
8,797	TOTAL	£7,565	£4,019	53
	Profit/ (Loss)	£2,673	£3,135	
	Cfwd 2017/ 2018	£8,523		

Represented by:-			
Deposit Account Bank statement		£6,036.33	
Current Account bank statement		£3,771.42	
(less O/s cheques/ O/s Income)		£823.02	
TOTAL		£8,984.73	
Community Benefit Fund		£1,120.32	
Total Funds excluding CB fund		£7,864.41	

Prepared by

Caroline Allen - Responsible Financial Officer 16/11/2017

The Summary Finance Report was reviewed and approved by the Council.

The clerk was thanked for her work in producing management reports that were easy to understand.

32.17 b Payments Approved .

Payments Approved	16/11/2017	
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Clerk C Cook postage travel	100697	£129.43
Clerking expenses Sept	100698	£126.90
Postage stationery	100699	£14.90
Clerking expenses Oct	100701	£125.60
Business Web Solutions	100702	£253.00
Grant Thornton	100703	£120.00
Cornwall Council	100704	£224.42
TOTAL		£994.25

Clerks salary and expenses Nov 2017- Jan 2018.

32.17 c Bank Reconciliation was reviewed and approved by the Council.

32.17 d Budget/ Precept.

It was felt that with a forecast reserves of £ 5,500 - £ 6,000 to be carried forward into the 2018 budget, that the Precept should not be increased for 2018/19 and was provisionally approved by the Council at £ 6,000.

Action : Clerk to prepare a detailed analysis and submit to the councillors for comment.

Action : Councillors to inform the clerk of any items of expenditure that they feel should be included in the budget preparations.

32.17 e Action : Cllr Everard to obtain a quote for road trimming in St John.

32.17 f Action : Cllr Hoskin and Clerk to obtain guidance/ potential quote for repainting the yellow lines at Freathy.

32.17 g Action: Cllr Everard to order signage for the footpath and no dog fouling signs in St John.

32.17 h Action: Cllr Everard to be set up as an online banking signatory with Cllr Richards.

33.17 Community Benefit / Solar Panel Funding Committee meeting.

To date the funds received from British renewables has been £ 6,166.40 and the expenditure has been £ 5,046.08. So the unspent funds are £ 1,120.32. £ 454 has been approved for St John footpath improvements and unallocated funds of £ 666.32 for Community benefit projects.

Action : Cllr Richards to convene a meeting in the new year when the 2018 funding has been received.

34.17 Training.

Code of Conduct Training – all Councillors have attended or have been booked onto the appropriate training course in accordance with Cornwall Council guidance.

Website Training – Action: Cllr Richards and the Clerk to organise a training session with Mr Graves to enable them to update the website themselves.

Planning Conference – Cllr Richards will attend a training session 28th Nov to update his knowledge of the Cornwall Council planning regulations.

35.17 AOB.

Improving Communication with Parishioners.

Action: Cllr Richards to write a brief resume of the Council meeting to be added to the newsletters distributed in St John and Freathy. Parishioners will be encouraged to contact the Councillors if they have any small projects that they wish to be addressed.

36.17 Date of next meeting.

Thursday 15th February 2018 7.30pm St John Village Hall.

Meeting closed at 9.15pm.