

St John Parish Council

Approved Minutes of St John Parish Council Meeting held on Thursday 1st February 2018 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 and Mrs C Allen Clerk to St John Parish Council.

37.17 Apologies for absence.

None.

38.17 Declarations of interest relating to items on the agenda.

None.

39.17 Minutes of the Parish Council meeting 16th November 2017.

Approved and signed.

40.17 Matters arising from the minutes 7th September 2017.

40.17 a 26.17 a 17.17 a 5.17 b Annual Audit.

No invoice is due as Council has a turnover of under £10,000. The cheque is now cancelled.

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

Waiting on Cormac to make signage. Painted road signage is included on the Cornwall Council maintenance list.

Action : Cllr Richards to follow up.

40.17 c 26.17 d 18.17 a St John to Antony footpath.

It was agreed by the full Council that this project should not be pursued.

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

The St John Parish Coastal path has not been officially reviewed yet.

Action: Cllr Hoskin to provide a regular update as the nominated liaison officer.

40.17 e 28.17 Boundary Commission response.

The full council approved the statement prepared by Cllr Richards.

Action: Cllr Richards to put this response onto the Boundary Commission website.

40.17 f 32.17 e Road trimming in St John.

A contractor has not been identified to carry out this work.

Action : Cllr Richards to follow up with Cormac.

40.17 g 32.17 f Repainting the yellow lines at Freathy.

See Cluster meeting response item 45.17

40.17 h 32.17 g Dog fouling / footpath signage in St John and Gooseford lane.

Action: Cllr Everard and Cllr Richards to investigate and update the Council in due course.

40.17 i 32.17 h Online banking signatory.

Action: Cllr Everard and Cllr Richards to organise.

40.17 j 35.17 Improving Communication with Parishioners.

Cllr Richards has written articles for the local newsletters to promote the work of the Council and continues to welcome feedback from the parishioners.

40.17 k 29.17 Local Transport Group.

Margaret Campbell has been confirmed as the St John Council representative on this group.

40.17 m 30.17 Torpoint Library.

The Clerk has written to Torpoint Town Council to acknowledge the valuable work that the Torpoint Library does in the community and will support Torpoint Town Council in their endeavours to keep it open.

40.17 n 32.17 d Budget/ Precept.

The Council has agreed the 2018/19 Budget and the Clerk has advised Cornwall council that the precept is to be set at £ 6,000 as agreed by all the councillors.

41.17 Correspondence.

41.17 a Affordable Housing Initiative. The Peninsula Trust.

Action : The Clerk to write a letter supporting this project.

41.17 b Transparency Code Audit by Calc.

The important recommendations have been implemented to ensure the council is fully compliant with the Transparency Code of conduct. Calc advised that the previous years Minutes and Agendas could be uploaded onto the website but it wasn't a compliancy issue.

Action: Clerk to obtain 2016/17 Minutes and Agendas from previous Clerk and convert to Pdf for Cllr Richards to upload onto Website.

41.17 c Cluster parking schedule.

See Cluster meeting response item 45.17.

42.17 Planning.

Planning Applications St John 2017			Application	Application	Comments
			Validated	Approved	
PA17/00230	Bramble barn	St John	09/01/2017	20/04/2017	
PA17/02109	Sunnycroft	Freathy	13/03/2017	02/06/2017	
PA17/03967	Jubilee	Freathy	09/05/2017	29/06/2017	
PA17/00352	Lamorna	Freathy	24/07/2017	14/06/2017	
PA17/04808	Markudi	Freathy	01/06/2017	27/07/2017	
PA17/05042	Dragonhold	Freathy	24/05/2017	17/08/2017	
PA17/07054	Tremardek	Freathy	26/07/2017		Refused
PA17/07695	Beau Vale	Freathy	16/08/2017		Withdrawn
PA17/07450	Bel Nor Cot	Freathy	11/09/2017		Refused
PA17/11026	Brimbles	St John	20/11/2017		No TPO
PA17/10882	Freathy Farmhouse	Freathy	05/01/2018		

Note : An enforcement notice has been received relating to Cliff View, Tregonhawke. The council are not required to comment on this.

The above planning schedule was reviewed and approved by the Council.

43.17 Finance

43.17 a Summary Finance Report

St John Parish Council

RECEIPTS AND PAYMENTS 2017/18 as 22nd Jan 2018

Including Community Benefit Funding

	2017/2018 Budget	2017/2018 Actual	%
RECEIPTS	£	£	
Brought Forward	5,850	5,850	
Precept	6,070	6,072	100
LMP footpath			0
CTS Grants	70	67	96
Website transparency funding	1,015	1,015	100
Donation			
Interest			
VAT refund			0
Community Benefit funding	3,083	3,083	0
	£10,238	£10,237	100
PAYMENTS			
VAT		71	0
Clerk Salary	1,500	1,345	90
Clerking expenses	500	326	65
Subscriptions CPD	250	200	80
Grass control	750	690	92
Community benefit projects and donations	1,750	1,000	0
Hall Rent	40	20	50
Noticeboard			
Misc / Signage/ Wreath	250	228	91
Transparency funding Website	1,015	386	38
Election fees	500	224	45
Audit fee	160	160	100
Computer	175	100	57
Section 137	150	150	100
Insurance	275	243	88
Printing and Stationery	250	89	36
TOTAL	£7,565	£5,232	69
Profit/ (Loss)	£2,673	£5,005	
Cfwd 2017/ 2018	£8,523	£10,855	
Represented by: -			
Deposit Account Bank statement		£6,037	
Current Account bank statement		£2,326	
(less O/s cheques/ O/s Income)		-£2,493	
TOTAL		£10,856	

Community Benefit Fund	£4,204	
Total Funds excluding CB fund	£6,652	

Prepared by

Caroline Allen - Responsible Financial Officer 22/01/2018

The Finance Report was reviewed and approved by the Council.

43.17 b Expenditure Nov 2017 - Feb 2018.

Payments to be approved	01/02/2018	
Clerking expenses Nov	100705	140.19
Training Cllr Richards	100706	12.00
Hall Rent	100707	5.00
Postage stationery	100708	12.00
All Seasons Garden Services	100709	690.00
Clerking Dec	100710	124.70
Antony Parish Council	100712	£100.00
Clerking Jan	100711	£129.10
TOTAL		£1,212.99
Additional items :		
Insurance		
Clerking expenses Feb- May		
Hall Rent St John		

The Council reviewed and approved all the above items of expenditure.

43.17 c The Council approved that a contribution should be made to Millbrook Parish council to cover the annual costs of the Rame Cluster website. The amount due was thought to be approx. £ 20 p.a.

43.17 d The Council approved All Seasons quote for £ 690 for 2018/19 Grounds maintenance.

Action: Clerk to formally agree the quote.

43.17 e The Council approved a maximum of £ 500 towards the War Memorial renovation.

43.17 f Bank Reconciliation

BANK RECONCILIATION	CHEQUE	Payments	Receipts	Combined Bank balance
Payee and details		Dr	Cr	
Current Account bfwd 31/3/2017				£8,918.71
Print Options	100672	35.00		£8,883.71
H Everard Footpath	100673	304.27		£8,579.44
D Richards Footpath	100674	95.81		£8,483.63
P Tanner Footpath	100675	634.00		£7,849.63
Freathy Youth & Social Club Oil tank	100676	1,250.00		£6,599.63
Freathy Youth & Social Club Heating	100677	750.00		£5,849.63
Precept 50 % payment			3,036.00	£8,885.63
CTS 50 % payment			33.55	£8,919.18
Business Web Solutions	100678	133.00		£8,786.18
Zurich Insurance	100679	243.02		£8,543.16
St.John Hall rent	100680	15.00		£8,528.16
Calc	100681	171.19		£8,356.97
Clerk and Council Magazine	100682	12.00		£8,344.97
Print Options	100683	42.00		£8,302.97
Mr Everard A 2 Z Signage	100684	153.60		£8,149.37
Cornwall Air Ambulance	100685	50.00		£8,099.37
iSight Cornwall	100686	50.00		£8,049.37
Revitalise	100687	50.00		£7,999.37
Clerking April C C	D/ D	125.00		£7,874.37
Clerking May CC	D/ D	125.00		£7,749.37
Clerking June CC	D/ D	125.00		£7,624.37
Clerking June	100690	168.21		£7,456.16
Good Councillor Guide	100689	17.40		£7,438.76
J Padmore Audit	100691	60.00		£7,378.76
Clerking July	100692	219.40		£7,159.36
Clerking expenses Aug	100693	132.44		£7,026.92
Printing ink	100694	32.49		£6,994.43
Transparency fund			1,015.00	£8,009.43
St.John Hall Defibrillator	100695	1,000.00		£7,009.43
British Legion Poppy wreath	100696	100.00		£6,909.43
Precept 50 % payment			3,036.00	£9,945.43
CTS 50 % payment			33.55	£9,978.98
Clerk C Cook postage travel	100697	129.43		£9,849.55
Clerking expenses Sept	100698	126.90		£9,722.65
Postage stationery	100699	14.90		£9,707.75
Clerking expenses Oct	100701	125.60		£9,582.15
Business Web Solutions	100702	253.00		£9,329.15
Grant Thornton	100703	120.00		£9,209.15
Cornwall Council election	100704	224.42		£8,984.73

Clerking expenses Nov	100705	140.19		£8,844.54
Training Cllr Richards	100706	12.00		£8,832.54
Hall Rent	100707	5.00		£8,827.54
Postage stationery	100708	12.00		£8,815.54
All seasons gardening services	100709	690.00		£8,125.54
Clerking Dec	100710	124.70		£8,000.84
Interest			1.06	£8,001.90
Computer payment	100711	100.00		£7,901.90
Solar Panel Funding			3,083.20	£10,985.10
Clerking Jan	100712	129.10		£10,856.00

PROFIT / LOSS £4,019.00 £7,154.10 £7,034.10

Total Funds available £8,984.73

Bank Statement 4/1/2018 Current £2,325.93

Bank Statement 4/1/2018 Savings £6,037.39

Uncleared cheques/ income -£2,492.68

TOTAL FUNDS AVAILABLE 22/1/2018 £10,856.00

Solar benefit funds available 22/1/2018 £4,203.20

PARISH COUNCIL FUNDS AVAILABLE 22/1/2018
(Excluding Solar Community benefit fund) £6,652.80

Highlighted items are uncleared items

The Council reviewed and Approved the Bank Reconciliation Report.

43.17 g VAT.

The Council noted that a Vat claim for £ 116.29 was made covering the period 1/4/2016-31/12/17.

43.17 h LMP

The Council noted that an invoice has been raised for £ 39 LMP contribution.

44.17 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.

45.17 Cluster meeting 29th Jan 2018.

Various issues were discussed at this meeting.

- The Traffic enforcement Sla for 2018/19 is still being prepared.

The issue of the 6 month Clearway, single yellow line potentially could be made 12 month if The Road Traffic Act is amended in 2019. This could include many problem areas within the Cluster area for a cost of £ 5,000 to be shared among the 5 parishes, after a local consultation process has been undertaken.

- Funding Cluster website. See 43.17 c.

46.17 Training.

46.17 a Website training.

Action: Clerk to receive website training in 2018/19 when recovered from treatment.

46.17 b Planning Enforcement Training.

Cllr Richards attended an Enforcement Planning conference and reported back to the Councillors.

- Enforcement Action is discretionary.
- Breaches of Planning control are not offences.
- Enforcement action is only taken when it is deemed to cause harm.
- The Enforcement Office receive 2,500 notifications per year. Only 47% are breaches.
- In the future they want to use local councils as the first point of contact.

47.17 St John War Memorial.

As it the 100th Anniversary of the end of World war 1 this year, the Council approved funds towards the renovation costs of the War Memorial in St John.

48.17 Personnel update.

The Clerk will be signed off sick for a minimum of 2 months.

Action: Clerk to contact Sandy Visick Clerk to Maker with Rame to ask her to forward any Planning Applications to Cllrs Richard and Hoskin if the St John Clerk cannot action it herself.

49.17 Date of next meeting – Thursday 17th May 2018 St John Village Hall at 7.30pm.