

Altarnun Parish Council - "RO AN HAL"

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Minutes of the meeting of **Altarnun Parish Council (APC)** held at the Bolventor Reading Room on Wednesday 11th September 2019 which opened at 7:30 pm with Cllr Dowler welcoming all in attendance.

APC Councillors present: Cllr Dowler (Chair), Cllr Branch, Cllr McCallum, Cllr Kendall, Cllr Bloomfield, Cllr P Smith & Cllr Richards

Also present: Cornwall Cllr Adrian Parsons, locum clerk, and three members of the public.

1/9/19 Apologies for absence. Cllr Jasper, Cllr W Smith & Cllr Hoskin.

2/9/19 Members Declaration of Interest and any requests for dispensations.

There were no declarations of interest.

3/9/19 Invitation to address the meeting:

No one addressed the meeting.

4/9/19 To approve the minutes of the council meeting held on 7th August 2019

Cllr McCullum proposed to approve the minutes of the council meeting held 7th August 2019, seconded by Cllr Branch. It was resolved to approve the minutes of the council meeting of 7th August 2019. Cllr Dowler signed the minutes as being a correct record.

5/9/19 Any matters arising from council meeting minutes of 7th August 2019 which are not agenda items below.

There were no matters arising.

6/9/19 Finance matters.

-Responsible Finance Officers report

The clerk advised that there were insufficient bank signatories on the APC bank account held with National Westminster Bank plc and due to councillors being absent cheques for accounts payable could not be signed at present. He asked members to volunteer as signatories so the matter could be rectified at the next full council meeting. The clerk also recommended that the bank statement address be amended from the retired clerks address to the locum clerks address with immediate effect. Cllr Bloomfield proposed the amendment and Cllr Kendall seconded the proposal. It was resolved to amend the bank statement dispatch to the locum clerks address, if possible, under the existing bank mandate.

The clerk advised that quarterly internal finance checks will be introduced as best practice and part of the internal audit process, so that the clerks reconciliations of the council finances and general administration be independently checked by a council member. Cllr Branch volunteered to act in the capacity of Internal Finance Control Check Officer.

The clerk also advised that a review will take place for the last three years invoices that APC have paid with a view to reclaiming VAT allowable under HMRC rules through VAT126.

Also, a full review of the council insurance policy with Zurich Municipal will take place once all the council records and documentation has been handed over from the retired clerk. In the meantime, the insurance company has been advised of the change of clerk and the new laptop computer purchased in July 2019 has been placed on risk and included in the all risks section of the policy, fully protecting its value while away from the clerks' home.

-Accounts payable (Schedule was advised at meeting)

1-AAV Services £35 Grass cutting Chq no.001263

2-Smart Bros £922.81 Parish Maintenance Chq no. 001264

Cllr Kendall proposed that these accounts were paid, and Cllr Polly Smith seconded their payment. It was resolved to issue the cheques for these accounts payable.

7/9/19 Planning: To consider and approve a consultee comment for the following planning application: PA19/06499 Proposal: Outline application for proposed dwelling. Location: Land West of Tredar Trewint Altarnun Launceston. Applicant: Mr N Tyner and Miss L Coles.

Both applicants were present and outlined their proposals for the benefit of the members. After extensive discussion Cllr Bloomfield proposed the following consultee comment; *Altarnun Parish Council supports this application on the basis that the proposed development will function well and add to the overall quality of the area over the lifetime of the development and will allow a local family to remain in the area. As such it is requested that the permission incorporates a flawless S106 planning obligation restricting all future occupancy to local need.*

Cllr Branch seconded and it was resolved to submit the consultee comment to the Planning and Sustainable Development Service, Cornwall Council.

8/9/19 Planning: The clerk reported the following planning decisions of the planning authority for Altarnun Parish.

PA19/05287 Decision: **REFUSED**. Applicant: Potter, Location Laurelin, Altarnun PL157SN. Proposal: Custom Built House.

Cornwall Cllr Parsons expressed his disappointment that this application was not passed.

PA19/05978 Decision: **APPROVED** Applicant: Trebartha Estates Ltd, Location Trevague Lewannick Proposal: Reinstatement of a single residential dwelling.

For further details about any planning decision, note the reference number and go to the Cornwall Council website <http://planning.cornwall.gov.uk/online-applications/>

9/9/19 Planning: To report, for information only, any pre application planning submissions to planning authority for Altarnun Parish advised prior to the evening of the meeting. There were no pre application planning submissions relating to Altarnun Parish to report.

10/9/19 Casual Vacancy for APC member.

The clerk reported that a Notice of Casual Vacancy posted on our notice boards and website expires on Thursday 18th September 2019 when Cornwall Council Electoral Services will advise whether the response to the notice requires an election to fill the vacancy or, alternatively, advise APC to co-opt a new member.

11/9/19 Parish Council Web Site.

The clerk advised that the APC web site needs numerous content additions and updates with some work started and will be continuous. The web site will be a recurring agenda item for the next few meetings to consider the redesign and refresh on a similar basis to the proposal tabled at the May 2019 APC meeting but also to include work required to comply with Web Content Accessibility Guidelines 2.1.

12/9/19 Code of Conduct, GDPR & Governance.

The clerk reminded councillors of their obligations to observe the APC Code of Conduct at all times and also ensure their Register of Interests (RoI) were maintained up to date. He went on to report that at present RoI documents do not appear on the Cornwall Council web site in respect of Altarnun members and this must be rectified as soon as possible.

The clerk requested that all correspondence received by the councillors from members of the public relating to council business be passed to him for reply and that no unnecessary items, documentation or correspondence be retained on personal devices longer than is necessary in the course of transacting normal council business. The clerk also reminded members that personal fines of up to £5000 can be levied for a breach of the General Data Protection Regulations under the Data Protection Act 2018.

It had been noted that APC was not registered with the Information Commissioners Office, notwithstanding its status as a data controller, but the clerk advised that registration had now been commenced and that full registration was pending subject to the payment of the annual fee by direct debit of £35.

13/9/19 Locum Clerk Appointment & Permanent Clerk Vacancy.

Cllr Dowler confirmed the locum clerk had been formally appointed, under contract, for 3 months with effect from 12th August 2019. He stated that it was, however, desirable to appoint a permanent clerk as soon as possible. The councillors had been provided with the approved recruitment process detail issued by the Cornwall Association of Local Councils (CALC) and the clerk confirmed the process will entail advertising the post contemporaneously on the APC notice boards and web site, in the Altarnun News & Views and on the CALC web site for an application period of 14 days. After extensive discussion Cllr Kendall proposed that APC advertise the role as being 25 hours per month, remunerated at £10 per hour and be subject to the National Assn of Local Councils model employment contract document, and that Cllrs Dowler, Branch & McCallum sit to shortlist applicants and complete the interviews to determine the appointment. Cllr Richards seconded the proposal

and it was resolved to progress this matter as soon as possible. The clerk undertook to coordinate the process.

14/9/19 War Memorial Refurbishment Grant Application. Prior to the meeting councillors had received details of work required and pricing to refurbish the parishes two listed (Planning (Listed Buildings & conservation areas) Act 1990) war memorials. The clerk recommended that a grant in the sum of £216 from the War Memorials Trust be applied for to cover the cost. Cllr Kendall proposed the grant application of £216 to the War Memorials Trust and Cllr Bloomfield seconded the application be made. It was resolved to make the application.

15/9/19 Mill Green Scheme.

The meeting was advised that the bins, bench and shelving were in hand and that final invoices were yet to be received. Cornwall Cllr Parsons advised that there is funding available from Cornwall Council, for community led schemes, under the High Street Heroes fund. It provides for buying plants and sundry equipment to smarten up areas in local villages. Cllr Kendall proposed that APC apply for a grant of £720 in respect of this project to cover the cost of planting and seating. Cllr Polly Smith seconded the grant application and it was resolved to make the application in the sum of £720.

16/9/19 Toilet Block.

The meeting was advised that South West Water were supporting the project to ensure a satisfactory water quality supply is connected. Whilst this is delaying the progress of the scheme, it is critical to obtaining the final sign off for the facility to open. Landscaping the site was discussed and again the High Street Heroes fund identified as an opportunity to pay for the work needed. Councillor Kendall proposed that an application for £300 to complete work be made. Cllr Branch seconded the proposal and it was resolved to make an application to Cornwall Council for £300 for the toilet block landscaping.

17/9/19 Five Lanes Telephone Box Scheme.

The clerk advised that a £250 donation had been received from a member of the public towards the cost of the defibrillator and had been deposited in the councils' bank account. He undertook to send a letter of thanks on behalf of the council.

18/9/19 Altarnun Parish Cemetery Maintenance and Burial Fees.

The clerk advised that he had received correspondence from a member of the public expressing serious concerns and disappointment that a prior request to the council to tidy up the cemetery had seemingly not been acted upon and a further request was contained therein for urgent remedial to be carried out. The meeting was advised that the site had been inspected and that all necessary remedial works had been identified and noted. Work to the graves themselves, where required, may be subject to prior contact with relatives of the deceased. All other general maintenance is underway and will be completed by mid to end October 2019 and regularly reviewed thereafter. The gates need replacement and again

something that may be supported by the High Street Heroes fund. Cllr Kendall proposed that a grant application of £1.4k be made for the reinstatement of the gates. Cllr Polly Smith seconded the proposal and it was resolved that together with the sums identified in agenda items 14 & 15/9/19 the grant be applied for. The clerk undertook to progress the application. There was no proposal to increase the burial fees.

19/9/19 Correspondence (For information only)

-Cornwall Council planning conferences 29th October St Austell & 5th December Callington

-Code of Conduct councillor training 3rd October, Liskeard & 11th October, Launceston.

-Incident Report Card seminar, Cornwall Council Office, St Austell 26th September 2019 – clerk to attend.

-Bolventor Church ongoing building works are noted

-School and College buses noted as not using designated bus stops, possible dangers identified. Clerk will respond to Cornwall Council.

-Defibrillator use training courses. Volunteers required for 2-hour session.

-Launceston Southern Area Masterplan. Open exhibition to be held in Launceston Town Hall 27.9.2019 10am to 3.30pm & 28.9.2019 10am to 1pm, all are welcome to visit and ask questions.

20/9/19 Advise dates and venues of next full council meetings as being 2nd October 2019, Village Hall, 6th November 2019, Village Hall & 4th December 2019, Bolventor Reading Rooms.

These dates and venues were confirmed, and Cllr Dowler closed the meeting at 9.50pm.