

Altarnun Annual Parish Meeting 2020-2021

Draft Minutes of the Annual **Altarnun Parish Meeting** held at Altarnun Village Hall, Wednesday 19th May 2021 which commenced at 7.30pm.

Attendance: Cllr Dowler (Chair), Cllr Marsh, Cllr Branch, Cllr Coles, Cllr Green, Cllr W Smith, Cllr Hoskin, Cllr Kendall & Cllr Bloomfield. **Also present:** Mr R Turner – Parish Clerk & one member of the public.

1/21 The Altarnun Annual Parish Council report was delivered. To be published at altarnunparish.co.uk

2/21 The Altarnun Ward Councillors report was delivered. To be published at altarnunparish.co.uk

3/21 Reports from other parish organisations were invited but none delivered.

4/21 Date of next years Annual Parish Meeting confirmed as Wed 4th May 2022.

Cllr Dowler closed the meeting at 7.47pm and thanked those present for their attendance.

Altarnun Parish Council "RO AN HAL"

Draft Minutes of the **Annual Meeting of Altarnun Parish Council (APC)** held at Altarnun Village Hall, Wednesday 19th May 2021 which commenced 5 minutes after the conclusion of the Annual Parish Meeting.

APC members present Cllr Dowler (Chair), Cllr Marsh, Cllr Branch, Cllr Coles, Cllr Green, Cllr W Smith, Cllr Hoskin, Cllr Kendall & Cllr Bloomfield. **Also present:** Mr R Turner – Parish Clerk & two members of the public. **Apologies** received from Cllr P Smith & Cornwall Cllr Parsons.

75/21 Election of Chair and delivery of Chairman's Declaration of Acceptance of Office.

After an invitation for members present to stand for election only Cllr Dowler accepted and in open voting, received 8 votes and was elected chair for 12 months and signed the Chairmans Declaration of Acceptance of Office.

76/21 Election of Vice Chair. After an invitation for members present to stand for election only Cllr Bloomfield accepted and in open voting, received 8 votes and was elected Vice Chair.

77/21 Delivery of councillors Declarations of Acceptance of Office and agreeing action for any absent councillor.

The clerk advised that all members of the new council (elected uncontested 6.5.2021) had signed and delivered their Declarations of Acceptance of Office.

78/21 Appointment of internal finance check officer & internal GDPR check officer.

Cllrs Branch (finance) and Marsh (GDPR) were appointed.

79/21 Members Declaration of Interest and requests for dispensations. None received.

80/21 Invitation for members of the public to address the meeting: No one addressed the meeting.

81/21 To approve the minutes of the APC meeting held on 7th April 2021.

It was proposed by Cllr W Smith seconded by Cllr Bloomfield, then **resolved** that the minutes of the APC meeting held on 5th May 2021 were correctly recorded and that they be signed by the Chair.

82/21 Matters arising from APC minutes of 7th April 2021 and not included in this agenda. A report was submitted to the meeting noting the equipment outstanding, preferably required, to open the public conveniences. The clerk is to co-ordinate.

83/21 Finance Matters.

RFO report: -RN Jasper to be removed from Nat West Bank signatory mandate as a result of relinquishing office.

Accounts payable. The clerk/RFO advised the following as being due:

Accounts Payable- Smart Brothers £750 Footpath cut – Chq no. 1164

- BTE Services Ltd £216 (VAT£36) sanitary bin servicing – chq no. 1165

-Zoom £86.34. Virtual meeting fees. Chq no. 1166

Cllr Dowler proposed to raise payment for all, Cllr Hoskin seconded, it was **resolved** to pay these accounts.

84/21 Review and adoption of appropriate standing orders and financial regulations. Revision to standing order 6c to read 7.45pm instead of 6pm & deletion of amendments to standing orders adopted 10th June 2020, minute no.43/20 relating to remote meetings and protocols, proposed by Cllr Marsh, seconded Cllr Coles. It was **resolved** to revise APC standing orders as stated. The clerk undertook to amend the published document.

85/21 Code of Conduct. To adopt the revision dated May 2021 devised as a single code for all elected members in Cornwall. Cllr Marsh proposed to adopt the Code of Conduct revision dated May 2021 as previously circulated to members. Cllr Coles seconded, and it was **resolved** to adopt & publish the revised Code of Conduct.

86/21 Review of inventory of land and assets including buildings and office equipment including confirmation of arrangements for insurance cover in respect of all insured risks.

Reviewed and inventory of assets are correct, insurance cover and sums insured are adequate.

87/21 Review of the council's and/or staff subscriptions to other bodies, the council's complaints procedure, the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018.

All reviewed. 2 annual subscriptions only, Cornwall Assn of Local Councils & Information Commissioners Office and all noted procedures and policies are in place, up to date and no changes required.

88/21 Renew and approve Emergency Scheme of Delegation until 31.12.2021.

The clerk recommended that guidance received from Cornwall Assn of Local Councils be followed in case of further government restrictions prevent APC holding meetings. Cllr Hoskin proposed that the statement below be included in APC's Business Continuity Plan, Cllr Marsh seconded, and it was resolved to amend the published Business Continuity Plan accordingly.

'That the Council delegates authority to the Clerk in consultation with the Chairman and Vice Chairman to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity during the period of the pandemic Coronavirus, informed by consultation with the members of the council up to and including 31.12.2021'.

Cllr Branch left the meeting.

89/21 Planning Applications: One application inviting consultee comment from Cornwall Council was received.

-Ref PA21/04079 Proposal: Felling of an Ash Tree and take all 4 limbs down to ground level to a second Ash tree

Location: The Vicarage Altarnun **Applicant:** Mr Melvyn Jenkinson

Following discussion Cllr Bloomfield proposed the following consultee comment *'Altarnun Parish Council has no objections to the application'*. Cllr W Smith seconded, and it was **resolved** to submit the comment to Cornwall Council.

Cllr Branch re-joined the meeting.

Two applications required responses to 5-day protocol letters received from Cornwall Council Planning Officers:

-PA21/02351 - By unanimous show of hands councillors agreed to support the planning officers recommendation to refuse based on further information supplied.

-PA21/03118 - By unanimous show of hands councillors agreed to disagree with the planning officers recommendation to refuse.

90/21 Planning Decisions: None to report.

91/21 Pre-App Planning Cases: None to report.

92/21 Co-option of councillor to fill vacancy after election (for information only). The clerk confirmed one vacancy exists after recent parish council elections and must be filled by co-option. The role will be advertised. To be posted 27.5.2021 with applications closing 25.6.2021.

93/21 Highways to include Plusha Junction & traffic calming scheme at Altarnun School.

Plusha. -After lengthy discussion amongst members during which a member of the public made substantive contributions with information and practical example it was concluded that there were practical disadvantages of blocking off crossing points on the A30 which would likely cause increased volumes and congestion on local B & unclassified roads without an overarching strategy for alternative options. It was also noted that Highways England, when responding to a recent planning application, noted numerous shortcomings of the junction and in summary concluded the A30 Plusha junction has a road traffic collision history which is a matter of concern to Highways England and therefore they refused the application.

Cllr Kendall proposed that APC engage with neighbouring parish councils, and if agreeable request the Ward Councillor act as conduit. Likewise for the Ward Councillor to lobby Cornwall Council transport cabinet members, under advice to the Cornwall Council Chief Executive, in an effort to gain their support to put weight behind APC's recent representation to Scott Mann MP for Plusha junction to be prioritised for improvement under the Road Investment Strategy 2 (2020-2025). Also that Scott Mann be made aware of the recent Highways England decision which prevented a proposed scheme being progressed which may have significant local economic benefit. Cllr Hoskin seconded, and it was **resolved** the clerk enter into correspondence with the Ward Councillor and Scott Mann as proposed.

Altarnun School – Further to minute no.72/21 Cllr Dowler proposed the clerk contact the school and offer the opportunity for a representative to attend a future meeting to explore how APC could assist further if required, thereby developing a closure relationship. Cllr Hoskin seconded, and it was **resolved** the clerk enter into correspondence with the school as proposed.

94/21 Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

Physical meetings will continue on a monthly basis. Next meeting 2.6.2021 in Altarnun Village Hall commencing 7.30pm.