

Altarnun Parish Council "RO AN HAL"

DRAFT Minutes of **Altarnun Parish Council (APC)** meeting held at Altarnun Village Hall, Wednesday 7th June 2023 which commenced at 7.30 pm. **APC members present** Cllr Dowler (Chair), Cllr Branch, Cllr Vickery, Cllr Smith & Cllr Wendon **Also present:** Mr R Turner (APC clerk), and one member of the public.

84/23 Apologies for absence: Cornwall Cllr Parsons, Cllr Pannell, Cllr Coles, Cllr Kendall & Cllr Bloomfield. Cllr Rob Anderson had resigned his role prior to the meeting, thereby creating a casual vacancy which is to be announced.

85/23 Members declaration of interests and requests for dispensations. No declarations of interest were made.

86/23 Invitation for members of the public/ward councillor to address the meeting.

The only address was Cllr Parsons report by email, read by the clerk:

-Cornwall Council is supporting the climate and ecology bill being tabled centrally in an effort strengthen the UK's commitment to prevent climate change.

-Cornwall Council is introducing weekly food waste collections and fortnightly rubbish and recycling collections to all households across the county. The roll out will start later this year. Each household will be contacted directly with more information about the new services before they are introduced in their area.

-Cornwall has been chosen as a national pilot to lead the way in offering support to parents, carers and children through its network of Family Hubs. The county already has 23 exemplar Family Hubs spread across its communities and will now receive £4.7m over three years to further improve and develop them.

-Finally after a number of tragic road accidents on our local network recently. With Councillors Long, Conway and Paynter we have had meetings with Highways officials to again press home the importance of speed reductions and safety measure being implemented on the A388.

87/23 To approve the minutes of the Altarnun Parish Meeting & APC Annual Meeting held on 5th May 2023.

It was proposed by Cllr Branch, seconded by Cllr Vickery, then **resolved** that the minutes of the Annual Parish Meeting and the APC Annual meeting held on 5th May 2023 were correctly recorded and that they be signed by the Chair. Cllr Dowler signed the minutes.

88/23 Matters arising from minutes of APC Annual Meeting 5th May 2023 and not included in this agenda.

There were no matters arising.

89/23 Finance Matters: The Responsible Finance Officer (RFO) reported:

- **Funds received** £35, 9.5.2023 cemetery fee.
- **NatWest bank balance** as at 31.5.2023 £49968.43 cr.
- **Community Infrastructure Levy (CIL)** report 2022/23, for APC returned to Cornwall Council and published on APC website. Expenditure figures reported included VAT paid and therefore subject to the report being accepted by Cornwall Council a virement from our CIL reserve of £871 will be made to the general fund.
- **Internal audit 2022/23** completed and circulated to APC members prior to this meeting. The accompanying report advised that testing was carried out as appropriate in line with the Accounts and Audit Regulations 2015 and no issues were found.
- **APC Insurance renewal due 1.6.2023.** Details were circulated to APC members prior to this meeting and published with the agenda. Our fixed term agreement has expired. The RFO recommended entering a new agreement for 3 years to fix the annual premium at £346.12. The single year premium is quoted as £364.35. The RFO also confirmed, as advised by the insurers, that public liability under this policy covers all council owned land, which does not need itemising in the policy schedule. Cllr Dowler proposed a fixed term agreement for 3 years be taken up as stated by the RFO. Cllr Vickery seconded, and it was **resolved** that the RFO instructs Community First Trading Ltd to implement a 3 fixed term agreement with Zurich Municipal.

And advised accounts payable:

-L Coles £160.00 Internal audit fee. Chq 1388.

-Payline £90 Annual payroll fee. Chq 1389

-HMRC £292.58 PAYE & NI Apr-Jun 2023. Chq 1390.

-Clerks salary £985.25 Apr – Jun 2023. Chq1391.

-AAV Services £40 Bolventor April 2023 grass cut. Chq 1392

-Community First Trading Limited £346.12 Annual insurance premium. Chq 1393.

-Smart Brothers £1550.00 Altarnun £660 Bolventor Cemetery£125 Footpath cut £775. Chq 1394.

Cllr Wendon proposed to approve payment for these accounts, Cllr Smith seconded, and it was unanimously **resolved** to pay these accounts. Cllr Dowler signed the schedule of payments being made.

90/23 To resolve to approve APC Annual Governance Statement 2022/23

Details circulated to APC members prior to this meeting and published with the agenda. Cllr Branch proposed to approve the statement, Cllr Smith seconded, and it was **resolved** to approve the statement. The Chair and clerk signed the statement.

91/23 To resolve to approve APC Annual Accounting Statement 2022/23

Details circulated to APC members prior to this meeting and published with the agenda. Cllr Dowler proposed to approve the statement, Cllr Vickery seconded, and it was **resolved** to approve the statement. The Chair signed the statement that had been signed by the clerk prior to the meeting.

92/23 To advise dates of Notice of Public Rights and Publication of 2022/23 Unaudited Annual Governance & Accountability Return. The RFO advised the dates of Public Rights being 12.6.2023 until 21.7.2023 and undertook to publish these documents at least one day in advance of 12.6.2023.

93/23 To record and agree the report of any conflict of interest with BDO LLP (2023/24 external auditors for APC).

The RFO advised that he had questioned all members to ascertain if a conflict of interest existed with BDO LLP and that the report to be submitted would not declare any, as all responses were 'No'.

94/23 Planning Applications: It was reported that no applications requiring comment had been received since the last full council meeting.

95/23 Planning Decisions: It was reported PA23/00461, PA23/00792 & PA23/02330 were all withdrawn by the applicants, PA23/02120 was reported as approved and PA23/02836 was advised as 'Approval not required'.

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/>

96/23 Pre-Application Planning: (for information only) PA23/00372/PRE. Applicant -M Kirby, Old Hay House for erection of barn, greenhouse, and access to the barn from the public highway.

97/23 Highways.

The chair reported that pot hole repairs are being chased hard via the local highways manager. Also, HGV warning signage has been reviewed and whilst not all routes in and around Altarnun are eligible to be classified as unsuitable for HGV's, signage is to be requested to be placed on the obvious trouble spots not already served.

98/23 Penpont View.

The clerk advised receipt of a letter from a member of the public asking that consideration be given to the installation of a play area in or around Penpont View. In response he has asked that a plan outlining the request be presented for a future council meeting.

After lengthy debate regarding the standard of routine and maintenance and general dilapidation of the site, the clerk undertook to write to Cornwall Housing to request a site meeting that APC councillors and senior officials of Cornwall Housing/Cornwall Council could attend with a view to agreeing an action plan to make immediate and longer term improvements.

99/23 Procurement of Charles III Coronation memorial.

Further to minute 80/23 the clerk advised that a suitable granite plinth has been donated to APC and presented details of a slate memorial plaque quoted at £96.80 inc VAT (to be paid from general fund) and also confirmed permission had been granted by Cornwall Highways to site the memorial on Mill Green. Installation, being basic preparation works, is to take place as part of the usual monthly parish maintenance programme. Councillors agreed that both plinth and plaque were suitable and that a formal unveiling event could take place at a date to be advised.

Cllr Dowler proposed that the plaque be commissioned at the price quoted, Cllr Wendon seconded, and it was **resolved** to proceed as proposed, and the clerk undertook to make the necessary procurement arrangements.

100/23 Procurement of Notice Boards.

Further to minute no.81/23 the clerk advised comparable quotes of £1766.51 & £2743.50 per unit (both inc VAT) for 4 boards. After discussion, the latter being a bespoke item from a local joinery business was considered to be of higher quality and more suited to needs for both APC & community use. Cllr Dowler proposed that 4 boards be commissioned at the price quoted total £10974 (inc VAT) and to be paid from APC CIL reserve, Cllr Branch seconded, and it was **resolved** to proceed as proposed, and the clerk undertook to make the necessary procurement arrangements.

101/23 Registration of Village Green at HMLR and approve associated fees.

After discussion during which the clerk advised documentation had recently been received from Cornwall Council confirming APC ownership of Altarnun Village Green and best practice dictated the registration at HM Land Registry of all council owned land assets. Cllr Wendon proposed that registration was undertaken and that associated expenditure, expected to be no more than £150, be agreed. Cllr Dowler seconded, and it was resolved to register Altarnun Village Green at HMLR and the clerk undertook to make the necessary arrangements as proposed.

Cllr Smith left the meeting.

102/23 Correspondence – for information only.

-Member of the public advising several recent instances of the 425-bus service not arriving at Five Lanes stop. The clerk advised that Cornwall Council Transport had been advised in order to address shortcomings with its service contractor, Citybus.

-Member of the public relating to wastewater leakage from a processing tank at Bodmin Moor Services. The clerk advised that that a referral had been made to the Cornwall Council Environmental Protection officer who had subsequently visited the site.

-Peninsula Transport consultation relating to RIS 3 (2025-2030).

-Various briefings from CALC, NALC, Cornwall Council & Citizens Advice.

103/23 Advise venue, time & date of the next council meeting expected to be at Altarnun Village Hall, Wednesday 5th July 2023 at 7.30pm. Cllr Dowler confirmed these details and closed the meeting at 9.23pm.