

## Quethiock Parish Council

### Minutes of the meeting held on 6<sup>th</sup> January 2020 at Quethiock Parish Hall

**Present:** Councillors: John Blatchford ( Chair ), Roy Vass, Stephen Hobbs, Vic Welch, Chris Healey, Tim Lynch and Alison Jeffrey. Clerk Matthew Wald, and several members of the public.

**Apologies:** None

#### **Minutes of the Previous Meetings:**

The minutes of the meeting on 4<sup>th</sup> November were approved - Proposed by Cllr Healey and seconded by Cllr Hobbs .

#### **Matters Arising:**

The Clerk reported that:

- IT training with Seadog for Chair and Clerk took place. Useful, although there are still some problems he will have to take up with Seadog.
- Devolution: Stephens Scown had advised that Clerk will be contacted by Cornwall Council re need for a Parking Order to match transfer of car park, and they would deal with transfers once that is in hand. CC have not made contact, Clerk has considered the relevant law and doubts an Order is necessary. He is pressing SS to chase CC.
- Planning training: Unfortunately, Cornwall Council have no scheduled induction courses at present.
- Footpath payments: reimbursement has now been made by Cornwall Council.

#### **Public Participation:**

1. Richard Winstone asked the Council to formally appoint trustees to the Coryton Charity.

He explained that this charity was set up in 1633 for the relief of women resident in the parish who were in financial need. It formerly owned the almshouse, which was sold in 1967. The proceeds were invested in government stock. The terms of the trust only permit distribution of the income, but the charity now comprises only a small fund of £1776 which generates a negligible income – currently £1.80 per annum. No distributions have been made since 1993, and the trustees are therefore proposing to transfer it to another charity, which will require Charity Commission approval.

One of the trustees is the Vicar ( ex officio ) but it has now emerged that under the terms of the trust the other two trustees should have been appointed by the parish council, but this was overlooked. There are in fact three other trustees ( Richard Winstone, Louise Nicholls and Merryn Gillard ) but the Clerk said that it may be that only two can be appointed if the trust instrument only provides for two.

The Council approved the request in principle, but adjourned the matter to the next meeting so that the Clerk could liaise with Richard in the meantime to draw up any

necessary paperwork.

2. Richard Winstone sought financial support from the council towards repairs to the churchyard wall. This is bowing and has been monitored with tell-tales. A civil engineer's report has now been obtained which advises that remedial work is urgently required. He advises two possible methods, at a projected cost of about £6k or £11k ( depending on what is done ).

The Chairman pointed out that the council could only employ Community Benefit funds to this purpose, and that it could only fund a specific item of work – it could not make a “donation” which might be absorbed into the Church's general funds.

The Council approved the request in principle ( proposed: Cllr Jeffery, seconded Cllr Welch ). The specific amount of support was considered later in the meeting, see below ).

3. Richard Winstone informed the meeting that the two weeping ash trees in the churchyard are unfortunately suffering from Ash Dieback disease and will have to be felled, probably in the next few months. It is intended to seek public consultation on their replacement.

### **Planning:**

There were no planning applications to be considered.

### **Clerk's Report:**

The clerk referred to his written report ( previously circulated) as follows:

1. Website Accessibility

Seadog have been asked to carry out a website accessibility check. We are in a queue with other councils.

2. Code of Conduct

CC is conducting a survey to see how many councillors have not had formal training. Pressure on councillors to attend may therefore be imminent.

3. Correspondence

None of significance, save for the Simon Harris woodland proposal ( see below ). The Freedom of Information request was dropped.

4. Reports to CC

The damaged “P” sign at the car park and the fallen tree in the cemetery were both reported and dealt with very promptly. The flood at the solar farm junction appears to be a function of the lie of the land, not a drainage issue - there is a hollow which floods when there is heavy rain.

### **New email addresses**

The Clerk reported that he has checked with Seadog whether there is a cheaper alternative to setting up new “Councillor” email addresses via Google. In short, there is not.

Cllr Jeffrey said that while she had expressed reservations she now accepted the proposal, albeit she regretted the not inconsiderable expense, and wondered whether Seadog were the best choice of IT consultant for the council. Cllr Healey said that from her experience in IT ( her profession ) their charges do not seem disproportionate. The Clerk said that the bulk of the expense would be Google's charges, and that from his ( limited ) experience of Seadog their service appears satisfactory.

The council approved instructing Seadog to set up the new addresses ( proposed: Cllr Healey, seconded: Cllr Hobbs ).

### **Financial:**

The Clerk presented a Summary of the current financial position ( *attached* ) and a draft Precept budget.

The following issues were discussed:

- National Minimum Wage increases: the Clerk said that no specific increase has been provided for in the budget, because it is unlikely to be a significant sum
- Footpath costs: concern was expressed that these costs might increase. The Clerk commented that if so they should be recoverable from Cornwall Council under the Local Maintenance Partnership
- An additional provision is required for possible defibrillator costs: it was agreed that £200 would be appropriate
- Insurance costs may increase eg to cover public liability when assets are finally devolved to the council. Given the uncertainty over when this will happen, and how much it might cost, and given the council's reserves, it was agreed that no amendment was appropriate at this point.
- It was agreed that a general uplift of £335 ( ie 1.5% ) was appropriate to cover possible inflationary increases

Subject to these amendments, the precept was agreed. ( *the precept calculation as approved, including those amendments, is attached* ]

### **Potential Projects:**

#### **1, "Centenary Wood"**

Simon Harris Wood addressed the meeting to outline his suggestion that the council support the creation of a "Centenary Wood". He has identified two possible sites of about 1-1.5 acre in Bore Town Field ( the field adjacent to the cemetery and opposite East Quethiock farmyard ) but there may be others. Such a wood would have value as (a) a carbon sink (b) for recreation and (c) for educational purposes.

There was a discussion of potential sites, but it was clear that it was too early to determine which would be suitable – there were factors such as the attitude of landowners, impact on other residents, and Cornwall Council's plans, which need to be investigated.

As regards funding, the cost of land ( say £10k per acre ) would at present preclude the council acquiring any significant freehold plot.

The council resolved ( proposed: Cllr Healey, seconded: Cllr Vass ) to support the idea in principle and to authorise Simon Harris Wood to make further investigations and then report back to the council with further proposals in due course

## 2. Community Benefit funds

The Council discussed what use to make of its “community benefit” funds. The current balance is about £5,400. There should also be further funds due from 2019 ( Clerk will look into chasing these ) and for 2020 ( the amount is not certain but perhaps about £3500 per annum ? )

The council resolved ( proposed Cllr Lynch, seconded: Cllr Healey ):

(i) to allocate £1,500 for churchyard wall repair works, and £300 to contribute towards village hall insurance;

(ii) to instruct the Clerk to advertise in the parish for further claims.

The council noted that there may be a requirement to resurface the hard standing outside the village hall entrance, but at present the village hall committee is not seeking financial support for this, and if the site is transferred to the council it may become its own liability in any event. Nor is there at present any request for support for replacing trees in the churchyard.

### **Any Other Business:**

Cllr Jeffrey asked that annual review of the NDP be put on the agenda or the next meeting..

Cllr Welch raised the matter of flooding at the junction by the St Ive solar farm, and on the road between there and “Cleveland”. The former is because of a hollow in the road, the latter is a drainage issue. The Clerk is to write to St Ive PC ( in whose area the floods are ) to see whether anything is being done about this.

Cllr Blatchford asked the Clerk to contact Cllr Seeva to establish what is happening about road sign replacement – he said some time ago that funding was available but nothing appears to have happened. Defective road signs are at the junction west of the school, the school crossroads, the Treweese crossroads, the modern sign at the Blunts/Quethiock junction, and the old fingerpost at the same junction.

Cllr Jeffrey said that the fallen tree clearance at the cemetery needs to be finished off – Clerk to contact Cornwall Council about it.

**Next meeting – 2<sup>nd</sup> March 2020 in Quethiock Parish Hall at 7.00pm**

Signed Chairman .....

Date .....

## **Quethiock Parish Council - Financial position as at 6<sup>th</sup> January 2020**

### **1. Cash at bank per statements**

<b>Community Benefit Account</b> 36280860 @ 11.9.19	£ 6,350.32	
Less to be transferred to Treasurer's a/c	£ ( 947.83 )	<b>£ 5,402.49</b>
<b>Business Bank Instant Account</b> 309508 @ 11.11.19		<b>£ 2,226.38</b>
<b>Treasurer's ( Current ) Account</b> 01758398 @ 26.11.19	£18,040.14	
Plus to be transferred from Community Benefit a/c	£ 947.83	<b>£18,987.97</b>
<b>Total</b>		<b><u>£26,616.84</u></b>

### **2. Accruals ( further payments due or paid after statement date )**

<i>St Barnabas Multi Academy Trust ( Quethiock News copying Nov 2019-Apr 2020 )</i>	£ 60.00	
<i>Seadog STO Dec and Jan ( IT services )</i>	£ 38.90	
<i>Seadog ( Training )</i>	£ 165.00	
<i>Google DD Dec and Jan</i>	£ 24.84	
<i>Clerk ( Printer Ink )</i>	£ 43.00	
<i>Clerk ( Salary, Nov, Dec, Jan )</i>	£1,170.00	£ (1,501.74)

**Net funds** **£25,115.10**

#### **Note 1**

*Credits received and credited to Treasurer's Account since last QPC meeting on 4th November 2019:*

*Cornwall Council: Footpath LMP arrears* £ 1,602.90

*Payments made and debited to Treasurer's Account since last QPC meeting on 4th November 2019:*

<i>Andrew Davy ( church surge arrestor )</i>	£ 947.83
<i>R Udy ( footpaths )</i>	£ 550.00
<i>Stephens Scown ( devolution costs )</i>	£1,571.48
<i>HRC Cumbernauld</i>	£ 13.50
<i>Google DD</i>	£ 12.42
<i>Clerk Salary ( Aug Sept Oct )</i>	£1,170.00
<i>Clerk's expenses</i>	£ 12.15
<i>Wreath and donation</i>	£ 40.00
<i>Seadog IT</i>	£ 19.95
<i>Blunts Notice Board</i>	£ 68.28

**Note 2** *For comparison, net funds at QPC meeting on 4<sup>th</sup> November 2019 were £24,557.25*

#### **Note 3**

(i) *Projected costs to end March:*

<i>Salary:</i>	£780.00	
<i>Seadog monthly:</i>	£ 39.90	
<i>Seadog Email set up;</i>	£225.00	
<i>Google:</i>	£ 24.84	
<i>Google additional email:</i>	£ 55.20	
<i>Misc ( say )</i>	£ 50.00	£1,174.94

(ii) *Accordingly, net funds as at end March should be about £24k*

## Quethiock Parish Council - Precept budget 2020-2021 as approved 6<sup>th</sup> Jan 2020

Income:	2018-19 Actual £	2019-20 Budget £	2020-21 Budget £
Precept	8562.48	8562.49	9155.85
CTS Grant	212.88	212.89	154.87
LMP Footpath grant	nil (note 1)	nil (note 1)	550.00
Interest	1.11	1.10	1.00
<u>Total</u>	<u>8776.47 (note 1)</u>	<u>8776.48 (note 1)</u>	<u>9861.72</u>

### Expenditure

Clerk	4550.04	4550.00	4680.00
Stationery, postage, admin	96.93	250.00	250.00
Quethiock News	100.59	93.60	173.60
Insurance	257.60	257.60	265.00
Footpath maintenance	550.00	550.00	550.00
Audit	210.00	410.00	500.00
Noticeboards	nil	100.00	100.00
Bus shelter maintenance	nil	50.00	50.00
Training costs	nil	nil	100.00
Devolution of assets	1285.20	3724.00	566.00
CALC subscription	217.72	217.72	217.72
Gmail account	70.18	63.66	295.00
Website, IT support	299.25	239.40	500.00
Room Hire Blunts	20.00	40.00	40.00
Wreath and donation	40.00	40.00	40.00
Other donations	935.00	700.00	nil
GDPR	95.00	95.00	nil
Defibrillator ( provision )	nil	nil	200.00
Grounds maintenance ( provision )	nil	185.00	1000.00
Provision for inflation	nil	nil	335.00
<u>Total</u>	<u>8727.51</u>	<u>11566.01</u>	<u>9861.72</u>

### Notes

1. These figures are distorted by the omission of (i) £3000 grant received from Cornwall Council towards devolution legal costs and (ii) provision for £550 per annum LMP grant from Cornwall Council for 2018-19 and 2019-20 which have now been received. Adjusting for these factors shows that over the period income and expenditure were more nearly in balance, as follows:

2018-19:	Income £12,326.47	Expenditure £ 8,727.51
2019-20:	Income £ 9,326.48	Expenditure £11,566.01
2020-21:	Income £ 9,861.72	Expenditure £ 9,861.72
<u>Totals:</u>	<u>£31,514.67</u>	<u>£30,155.24</u>

2. The 2020-21 precept omits reference to both "Community Benefit" income and expenditure, which should be accounted for separately from QPC's other funds raised for its statutory purposes.