

## Quethiock Parish Council

### Minutes of the AGM and meeting held on 17<sup>th</sup> May 2021 at Quethiock Parish Hall at 7.00pm

**Present:** Councillors: John Blatchford ( Chair ), Roy Vass, Stephen Hobbs, Vic Welch, Tim Lynch, and Alison Jeffrey. Clerk Matthew Wald.  
Richard Winstone ( member of the public ) also present.

**Apologies:** Chris Healey

#### **1. Election of Officers:**

Cllr Blatchford was elected Chairman (proposed Cllr Jeffrey, seconded Cllr Hobbs), Cllr Vass was appointed Vice Chairman (proposed Cllr Lynch, seconded Cllr Hobbs) and Matthew Wald ( Clerk ) was appointed Responsible Financial Officer (proposed Cllr Vass, seconded Cllr Hobbs).

#### **2. Declarations of Interest:**

Cllr Vass mentioned his involvement with the Hall committee. Those councillors present signed the Acceptance of Office forms.

#### **3. Register of Interests:**

The Clerk asked that each councillor send their Register of Interests form to Cornwall Council ( see page 3 of the form for the address ) and also to the Clerk, whether in paper or electronic form.

#### **4. Minutes of the Previous Meeting:**

The minutes of the meeting on 12<sup>th</sup> April 2021 were approved ( proposed Cllr Jeffrey, seconded Cllr Welch ).

#### **5. Matters arising from the Minutes of the meeting of 12<sup>th</sup> April 2021:**

**5.1 Signposts:** The Clerk reported that he had mended a further signpost at Tilland. There are two more which can be repainted, the others need major work/replacement. He has not yet received the post for the school crossroads – the manufacturers seem to move rather slowly as for whatever reason our cheque was not cleared until about a month after he sent it.

**5.2 New litter bin:** The Clerk reported that he had circulated some options. The Council decided to acquire the post-mounted covered version for the lay-by near Blunts ( proposed Cllr Vass, seconded Cllr Jeffrey ).

**5.3 Flooding by solar farm - Cornwall Council reference W2155407:** The Clerk reported that he had heard nothing further heard from Cornwall Council. He had emailed recently asking for an update.

5.4 School outdoor play equipment: The Chairman has now painted it with a non-slip paint. He suggested also creating a bark surface around it, to make it more usable in muddy conditions. The Clerk has spoken to Sam Moore who recently repaired it, who roughly estimated a cost of about £1200-2500. A rubber alternative is thought to be more expensive. The Council adjourned to the site: a major element of the cost is earth removal and it appears feasible to deposit earth behind the fence at the bottom of the school field, thus at least saving the cost of a skip. It was decided to defer a decision to the next meeting.

5.5 Quethiock News: Richard Winstone said it is about to go to press.

5.6 Climate Change Plan: The Clerk reported that he had posted it to the website but so far had no comments.

5.7 Village Hall Management: Cllr Vass said that the Hall AGM would be on 6<sup>th</sup> June. The Clerk has not yet progressed the draft lease/licence, but will do so.

## **6. Rates:**

The Clerk reported that he had received a business rate demand for the car park for £729. He had looked into this and (a) it should be exempt as a “public open space” and (b) in any event it would attract 100% Small Business Relief. He has persuaded Cornwall Council to grant the relief, so nothing is now payable, but exemption would have to be established by a rate appeal of some sort with the District Valuer.

## **7. Community Benefit Fund:**

7.1 The Chairman passed on a request for support from Blunts Chapel for window/roof repairs. It is a listed building. They have obtained two quotes, for £1275 and £1500 + VAT, and intend to accept the lower quote. It was resolved to fund this from the fund ( proposed Cllr Hobbs, seconded Cllr Jeffrey ).

7.2 Richard Winstone explained that the intention for the churchyard is to manage it so as to promote wildlife and use as a public space, with some planting, and cutting limited to creating paths etc. It will be partly reliant on volunteer labour, and he estimates therefore that the cost of contractors should be within a budget of £500 per annum.

He has now received an invoice from the Udys for £310 for cutting in 2019. It was resolved to pay this from the fund ( proposed Cllr Vass, seconded Cllr Lynch ) in addition to the £400 already allocated towards churchyard maintenance ( but not yet drawn ).

## **8. Finances:**

8.1 The Clerk reported that he has arranged for the same auditors as last year to audit the PC on 11th June. He had circulated the draft accounts and Risk Register prior to the meeting.

Finances remain healthy. The current cash balances total £26,415.68 ( see schedule on last page ). We should also receive during the current year a further £6,800-7,300, plus

any Community Benefit money. Budgeted non-Community Benefit expenditure for the year is £9798.

8.2 The Council considered the draft accounts. As regards the Asset Schedule, Cllr Welch pointed out that there is a further salt bin at Tilland which has been omitted. The Council agreed that at present it was appropriate not to identify any value in respect of the recently acquired land since (a) realisable value would require a professional valuation, for which we have no need at present, and (b) there was no acquisition cost and (c) the book value appears to be of merely academic interest.

8.3 Subject to those points, the Council approved the Accounts and the draft Annual Governance and Accountability Return including the Governance Statement and Certificate of Exemption, and the Council considered and approved the March 2021 Risk Register ( proposed Cllr Jeffrey, seconded Cllr Vass ).

## **9. Other administrative matters**

9.1 The Council re-adopted its existing Standing Orders and Financial Regulations, but asked the Clerk to review them to see what improvements should be made.

9.2 The Council discussed the revised draft Code of Conduct, with amendments suggested prior to the meeting by the Clerk. The Council was content with his draft save that, after discussion of what was appropriate for this Council, it revised para 2.17 to read as follows:

*“You must read the Code of Conduct and confirm in writing to the Clerk that you have done so as soon as practicable after first taking office, and must attend such training from time to time as may be required by the Clerk and/or the Chairman. This training may be held virtually.”*

Subject to that amendment, the Code was adopted ( proposed Cllr Jeffrey, seconded Cllr Vass ).

## **10. Planning:**

The Council supported application PA21/04354 ( Non-material amendments to existing permissions at Tilland Barn ).

## **11. Any Other Business:**

11.1 Cllr Jeffrey said that Oak Processionary caterpillars have been found near Higher Park. These have been reported. [ Note: Cornwall Wildlife Trust advised the following day that they are in fact “lackeys”, which are harmless ]

11.2 Cllr Jeffrey said that the ex-telephone boxes need repainting. Volunteers will be sought – it is believed David Jones will still have some red paint.

11.3 The Chairman proposed that a link to a drone video of the parish be added to the website. He doubted that there would be much cost involved in the video, but Seadog would charge £250 odd. Following discussion this was approved ( proposed Cllr Lynch, seconded Cllr Welch ).

- 11.4 Councillors whose photos are not on the website were asked to email a photo to the Clerk so he could arrange to have them added.
- 11.5 Cllr Vass will look into obtaining plaques to record projects funded by the PC.
- 11.6 Cllr Jeffrey reported that there will be no Show this year.
- 11.7 The Clerk was asked to write to the Electoral Registration Officer detailing the problems encountered by candidates during the nomination process.
- 11.8 The Chairman will meet the Udys to discuss power tool certificate compliance requirements for the purposes of the footpath works.

**Meeting concluded 9.20pm.**

**Next meeting – 5<sup>th</sup> July 2021 at 7.00pm, in the Village Hall.**

Signed Chairman .....

Date .....

## Cash Balances Schedule

<b><u>i. Business Bank Instant account:</u></b>	<b>£ 2,227.34</b> as at 31 <sup>st</sup> March ( plus £0.02 interest monthly )
<b><u>ii. Treasurer's ( current ) account:</u></b>	£15,669.88 as at 31 <sup>st</sup> March
<u>Plus received since</u>	£4608.80 ( precept ) £1995.00 ( from community benefit account )
<u>Less paid out, or due to be paid out soon</u>	Salary inc arrear £830.00 Paint etc, stationery £132.78 Seadog IT £52.85 CALC £291.68 Defibrillator £282.00 New signpost 698.80 Gmail £82.80
<u>Net</u>	<b><u>£19,902.77</u></b>
<b><u>iii. Community Benefit Account:</u></b>	£6,280.57 as at 31 <sup>st</sup> March
<u>Less paid out</u>	Transfer to current a/c £1995.00
<u>Net</u>	<b><u>£4,285.57</u></b> ( of which £900 already allocated prior to this meeting )
<b><u>Total cash:</u></b>	<b><u>£26,415.68</u></b>