



# BLISLAND PARISH COUNCIL

Parish Clerk: Tammy White BA (Hons), MSc, PGDip

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## Council Meeting – 10 May 2018

Minutes of the Annual Meeting of the Council held at The Manor Suite, Blisland Village Hall on the above date.

Ref		Action
116/18	<p><b>Election of Chairman of the Council</b> <b>RESOLVED</b> to <b>ELECT</b> Cllr S Meads as the Chairman of the Council and <b>RECEIVED</b> her Declaration of Acceptance of Office.</p> <p>Proposed Cllr Montague, seconded Cllr Runnalls. Unanimous.</p>	
117/18	<p><b>Election of Vice-Chairman of the Council</b> <b>RESOLVED</b> to <b>ELECT</b> Cllr C Crozier as the Vice-Chairman of the Council and <b>RECEIVED</b> her Declaration of Acceptance of Office.</p> <p>Proposed Cllr Larsen, Cllr Fairman. Unanimous.</p>	
118/18	<p><b>Persons Present/Apologies</b> <b>NOTED</b> persons present and <b>RECEIVED</b> apologies for absence from Cllr Green. 2 members of the public, CC Batters.</p>	
119/18	<p><b>Receive any Declarations of Interest from Members / Dispensations</b> None.</p>	
120/18	<p><b>Received the Resignation of Councillor</b> Cllr Meads informed council of resignation of Cllr Martin and read resignation letter.</p>	
121/18	<p><b>Council Meeting: Minutes 12th April 2018</b> <b>RESOLVED</b> that the above Minutes of the Meeting of Blisland Parish Council having been previously circulated, be taken as read, approved and signed (attached). <b>NOTED</b> any matters arising from the Minutes – none.</p> <p>Proposed Cllr Crozier, seconded Cllr Stirling. Unanimous.</p>	
122/18	<p><b>Extraordinary Council Meeting: Minutes 26th April 2018</b> <b>RESOLVED</b> that the above Minutes of the Extraordinary Meeting of Blisland Parish Council having been previously circulated, be taken as read, approved and signed (attached). <b>NOTED</b> any matters arising from the Minutes – none.</p> <p>Proposed Cllr Montague, Cllr Stirling, Unanimous.</p>	

123/18	<p><b>Public Participation</b> No comments received from members of the public.</p>	
124/18	<p><b>Cornwall Councillor's report</b> <b>NOTED</b> a report from the Cornwall Councillor. Trewardale/Whitecross – potholes to report Bollards gone on A30 works temporarily - CC Batters received a lot of reports about this and reported. Still work to be finished but should be gone for the summer season. Neighbourhood policing – potential for it to return but CC Batters emphasised the need for ongoing support for this.</p>	
125/18	<p><b>Highways and Footpaths</b> Cllr Runnalls – Work been carried out opposite The Smithy – where telephone box is, still water coming out and standing. CC Batters – inform him if continues to be an issue. Road closure near Metherin – on website. Cllr Larsen – Sign to Waterloo – whole post knocked out of the ground. Cllr Fairman – Granite post with wooden signs – Wooden section fallen off. Cllr Fairman to send picture to CC Batters.</p>	
126/18	<p><b>Planning Applications for Consultation</b> None received.</p>	
127/18	<p><b>Planning Applications, Appeals and Enforcement Decisions</b> None  <i>*Cllr Batters and 1 member of the public left the meeting*</i></p>	
128/18	<p><b>Clerk's report</b> <b>NOTED</b> the contents of the Clerk's report.  Mainly audit and GDPR work; Still awaiting debit card; Horse signs delayed due to bad winter weather – CORMAC to progress; Cleaner in post from 1<sup>st</sup> May 2018; Clerk leave 17<sup>th</sup> to 29<sup>th</sup> May 2018; Cllr Email Addresses – setting up access to Blisland Parish Council email addresses. Once working, will send all correspondence to those addresses. Working with IT company.</p>	
129/18	<p><b>Parking around the Village Green</b> Cllr Meads – Ongoing problem – any ideas on how this can be resolved? Space limited, not much room to create extra parking. Potential designated area for parking by 'old pond'. Cllr Larsen – One rock missing around to prevent parking – opposite Mansion House. Cllr Runnalls and Fairman to look and replace granite. General discussion regarding parking issues and access for emergency services.</p>	<p>Cllrs Runnalls and Fairman to replace moved granite.</p>
130/18	<p><b>Public Conveniences – Access and charging</b> Cllr Runnalls – Used an example of another council who began charging and created more problems. New box made – on the outside. Machines to go on the door are quite expensive. Cllr Larsen – Goodwill on the part of the council. Cllr Runnalls – to get a price for a new money box.</p>	<p>Cllr Runnalls to obtain quote for new donations box.</p>

131/18	<p><b>Camel Valley Forest Plan</b>  <b>RECEIVED</b> information, <b>DISCUSS</b> and <b>RESOLVED</b> to respond if considered necessary.</p> <p>Proposed Cllr Fairman, seconded Cllr Stirling. Unanimous.</p>	
132/18	<p><b>General Data Protection Regulation</b>  Clerk updated Council with progress and working towards compliance.</p>	
133/18	<p><b>RoSPA Report</b>  <b>RECEIVED</b> the play equipment safety report, <b>RESOLVED</b> to <b>APPROVE</b> expenditure and payment of £79.80.</p> <p>Proposed Cllr Crozier, seconded Cllr Fairman. Unanimous.</p>	Clerk to action.
134/18	<p><b>Finance Report</b>  <b>RESOLVED</b> to adopt the most recent Finance Report and authorise the payments of Accounts Outstanding (tabled).</p> <p>Proposed Cllr Larsen, seconded Cllr Montague. Unanimous.</p>	Clerk to action.
135/18	<p><b>Annual Governance and Accountability Return – Section 1 Annual Governance Statement 2017/2018</b>  <b>RECEIVED</b> information on the above and <b>RESOLVED</b> to approve the governance statement.</p> <p>Proposed Cllr Fairman, seconded Cllr Crozier. Unanimous.</p>	
136/18	<p><b>Annual Governance and Accountability Return – Section 2 Accounting Statements 2017/2018</b>  <b>RECEIVED</b> information on the above and <b>RESOLVED</b> to approve the accounting statements.</p> <p>Proposed Cllr Montague, seconded Cllr Stirling. Unanimous.</p>	
137/18	<p><b>Calendar of Council Meetings</b>  <b>RECEIVE</b> information and <b>RESOLVED</b> meetings to be on second Thursday of every month at 7pm.</p> <p>Proposed Cllr Crozier seconded Cllr Runnalls. Unanimous.</p>	Clerk to update website.
138/18	<p><b>Code of Conduct</b>  <b>RESOLVED</b> to approve and adopt the Code of Conduct.</p> <p>Proposed Cllr Larsen, seconded Cllr Fairman. Unanimous.</p>	
139/18	<p><b>Equal Opportunities Policy</b>  <b>RESOLVED</b> to approve and adopt the Equal Opportunities Policy.</p> <p>Proposed Cllr Runnalls, seconded Cllr Montague. Unanimous.</p>	
140/18	<p><b>Health and Safety Policy</b>  <b>RESOLVED</b> to approve and adopt the Health and Safety Policy.</p> <p>Proposed Cllr Fairman, seconded Cllr Crozier. Unanimous.</p>	
141/18	<p><b>Data Protection Policy</b>  <b>RESOLVED</b> to approve and adopt the Data Protection Policy.</p> <p>Proposed Cllr Fairman, seconded Cllr Stirling. Unanimous.</p>	

142/18	<p><b>Grievance Policy</b>  <b>RESOLVED</b> to approve and adopt the Grievance Policy.</p> <p>Proposed Cllr Crozier, seconded Cllr Montague. Unanimous.</p>	
143/18	<p><b>Disciplinary Policy</b>  <b>RESOLVED</b> to approve and adopt the Disciplinary Policy.</p> <p>Proposed Cllr Fairman, seconded Cllr Crozier. Unanimous.</p>	
144/18	<p><b>Broadcasting and Social Media Policy</b>  <b>RESOLVED</b> to adopt a broadcasting policy.</p> <p>Proposed Cllr Stirling, seconded Cllr Larsen. Unanimous.</p>	
145/18	<p><b>Statement of Internal Control and Internal Audit Policy</b>  <b>RESOLVED</b> to adopt an internal audit policy and the Statement of Internal Control.</p> <p>Proposed Cllr Runnalls, seconded Cllr Crozier Unanimous.</p>	
146/18	<p><b>Financial Regulations</b>  Deferred to June meeting.</p>	
147/18	<p><b>Document Retention Policy and Appendix Document</b>  <b>RESOLVED</b> to approve and adopt the document retention policy and appendix document.</p> <p>Proposed Cllr Runnalls, seconded Cllr Fairman. Unanimous.</p>	
148/18	<p><b>Fixed Asset Register</b>  <b>RECEIVED</b> information on the above and <b>RESOLVED</b> to approve the register.</p> <p>Proposed Cllr Crozier, seconded Cllr Larsen. Unanimous.</p>	
149/18	<p><b>Risk Assessment</b>  <b>RECEIVED</b> information on the above and <b>RESOLVED</b> to approve the updated risk assessment.</p> <p>Proposed Cllr Runnalls, seconded Cllr Crozier. Unanimous.</p>	
150/18	<p><b>Councillor Vacancy</b>  <b>RECEIVED</b> information on the above and <b>RESOLVED</b> a course of action.</p> <p>To immediately advertise the existing vacancy (not filled previously) and to follow due procedure for the new vacancy following the resignation of Cllr Martin.</p> <p>Proposed Cllr Fairman, seconded Cllr Montague. Unanimous.</p>	
151/18	<p><b>Institute Management Committee</b>  No report received.</p> <p><i>*Member of the public left the meeting*</i></p>	
152/18	<p><b>Forthcoming training/events</b>  Cllrs Green and Montague to attend session in Camborne 27<sup>th</sup> June. Cllr Larsen to possibly attend. Clerk to book places.</p>	

153/18	<p><b>Reports from Council representatives to outside bodies</b> None.</p>	
153/18	<p><b>Notification of meeting/items for agenda: June 2018</b> Temple Phone box</p> <p>Cllr Fairman – informed Councillors of new address.</p> <p><b>Public Bodies (Admission to Meetings) Act 1960.</b> To <b>RESOLVE</b> that in view of the confidential or special nature of the business about to be transacted it is advisable that the press and public be excluded and instructed to withdraw during the discussion for the following items: None.</p> <p>Meeting closed 20:20</p>	