



BLISLAND PARISH COUNCIL

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Council Meeting – 8th October 2020 7pm.

Minutes of the Virtual Meeting of the Council held on Zoom.

AGENDA

<p>0108/20</p> <p>0109/20</p> <p>0110/20</p> <p>0111/20</p> <p>0112/20</p> <p>0113/20</p> <p>0114/20</p>	<p>Persons Present/Apologies NOTED persons present: Councillors S Meads (Chair), K Dickin (Vice-Chair), L Spencer, M Stirling, G Montague, A Green, B Runnalls, K Lowden. T White – Clerk One member of the public.</p> <p>Declarations of Interest from Members / Dispensations None.</p> <p>Council Meeting: Minutes: 10th September 2020 RESOLVED that the above Minutes of the Meeting of Blisland Parish Council having been previously circulated, be taken as read, approved and signed. Proposed Cllr Dicken, seconded Cllr Spencer. Unanimous – Carried.</p> <p>Public Participation None.</p> <p>Cornwall Councillor Report Nothing received.</p> <p>Planning and Pre-Applications for Consultation None.</p> <p>Councillor Vacancies Mr Simon Weekes attended the meeting to receive questions from the Parish Council in relation to becoming a member of the Council. The questions were agreed in advance of the meeting and asked by Cllr Meads. (Questions and answers summarised below)</p> <p><u>Why do you want to be a councillor?</u> Mr Weekes said he has been living in Blisland for 10 years and as his children are growing up, he wants to input into the village/parish which might help people.</p> <p><u>What work commitments do you have?</u> Mr Weekes said he often works from home and can be available for meetings. Cllr Green asked about availability for site visits, sometimes during the day. Mr Weekes said that with notice, he can reschedule and be available.</p>
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The Parish Council is committed to member training and all members must attend code of conduct training annually – would you be prepared to do this?

Mr Weekes - agreed and said this wouldn't be a problem.

What areas of council business interest you specifically? Why?

Mr Weekes - Nothing specific at the moment but thinks he will be better places to know when he is on the Council and getting involved with Council business.

Mr Weekes said he always likes to help out with community events – they bring people together and bring people to the village. He also helps with the annual dog show.

What do you see as being the main roles of the PC and why?

Mr Weekes - sees it as resolving any issues that the parish and village may have. Will find out more when attended some more meetings. Would like to be a part of that and help out in any way that he can.

What qualities do you think are needed to carry out the function of a parish councillor?

Mr Weekes - Putting point across in a polite manner, giving up time for Council business.

Local government is not like private sector, and requires a different approach, do you think this is something you can adjust to?

Mr Weekes - Willing to give it a try.

Do you feel there are any areas where conflict of interest might arise e.g. in relation to discussing planning applications, grants for local organisations etc?

Mr Weekes - Nothing obvious at the moment. Being a Councillor requires having a broad mind and thinking about things in the whole – have an open mind.

Councillors have portfolios which are specific areas of responsibility, managed on behalf of and with the final approval of the council (e.g. the management of the trees on the village green, arranging a litter pick twice a year, organising the Christmas carols event around the tree). Will you have the time to manage a portfolio?

Mr Weekes - Yes, without doubt has time to manage a portfolio, carry out litter picks with sons, paper runs for elderly people in the village, making crafts to make money for the food bank.

No further questions from Mr Weekes.

Cllr Runnalls commented that he has known Mr Weekes for many years and thinks that he would be a big asset to the Council and is very publicly minded. Cllr Spencer concurred with Cllr Runnalls.

Cllr Meads thanked Mr Weekes for his contribution and advised the Clerk will be in touch in due course.

0115/20

Finance

RESOLVED to **APPROVE** the bank reconciliation as at the 30th September 2020 and the October 2020 pay schedule.

Proposed Cllr Lowden, seconded Cllr Runnalls. Unanimous – Carried.

0116/20

Scheme of Delegation

None delegated decisions to report since the last meeting.

0117/20

Council policies, procedures and documents

RECEIVED and **RESOLVED** to **APPROVE** and **ADOPT** the following updated policies, procedures and documents:

Communications Protocol

Complaints Procedure

Equal Opportunities Policy

Grant Awarding Policy

Health and Safety Policy

Information and Data Protection Policy

Internal Audit and Control Policy

	<p>Broadcast and Social Media at Meetings Policy Debit Card Use Policy Disciplinary Policy Information Security Policy Document Retention and Disposal Policy Statement of Internal Control Risk Assessment 2020-2021 COVID-19 Risk Assessment Swings Risk Assessment Fixed Asset Register</p> <p>Proposed Cllr Runnalls, seconded Cllr Spencer. Unanimous - Carried.</p>
0118/20	<p>Clerks Report <u>Councillor Email Accounts</u> All members have now been provided with their Council email address, password and login details. Cllr Spencer has kindly offered to help if you require any assistance.</p> <p><u>Internal Auditor</u> Steve Hudson from Hudson Accounting who carries out the Council's annual audit is no longer able to audit the parish council so a new auditor will need to be appointed before the end of the financial year, or earlier. The Clerk will make enquiries and report back to the Council when this information is available.</p> <p><u>External Audit</u> The external auditor has raised two questions regarding the AGAR submission for 2019-2020. Clerk has contacted the Locum Clerks for clarification and will reply to PKF Littlejohn accordingly.</p>
0119/20	<p>Council Mobile Phone Clerk advised that the mobile phone monthly fee will reduce by 11p from November billing cycle to £9.73 inclusive of VAT – NOTED.</p>
0120/20	<p>Trees on the Village Green Discussion regarding the condition of the tree opposite the Institute and Churchgate Cottage – K Lowden reported that the owner of the cottage was in the roots were lifting from the ground in the strong gales and some of the branches appear to be dead. Cllr Runnalls identified it as possible Ash die back. Cllr Green – surprised that it was not identified as part of the tree survey. Cllr Meads contacted CC tree surgeon.</p> <p>Some discussion regarding entering into a Service Level Agreement (SLA) with Cornwall Council's Forestry Officers and the most course of action at this stage. Cllr Lowden expressed concerns over delayed action.</p> <p>It was RESOLVED that the Clerk will arrange an emergency tree inspection on the tree in question, with SLA to be progressed as a longer-term tree management solution. Proposed Cllr Runnalls, seconded Cllr Lowden. Unanimous - Carried</p>
0121/20	<p>Q2 Budget Report The Council RECEIVED and NOTED the Q2 budget update report. Proposed Cllr Montague, seconded Cllr Dickin. Unanimous - Carried.</p>
0122/20	<p>Draft Budget 2021-2022 Councillors were presented with the initial draft budget as set out by the Clerk. General discussion including Institute maintenance and longer term phased approach, grants, events, precept amount in relation to council tax increase. Members expressed a desire to increase the amount available for grants in response to the pandemic to support local community where required (and eligible). Clerk to make amendments as discussed and will circulate to members in advance of November meeting.</p>

0123/20	<p>Highways Signage A photographic survey of highways signage was received from Councillor Green.</p> <p><i>*Cllr Runnalls lost connection from meeting*</i></p> <p>Cllrs Meads advised that the signs at the top of Trewint Hill which used to be fingers posts rather than the metal signs that are in situ should be replaced and a new sign at Whitecross, which has been damaged and is also rotten.</p> <p>Whitecross sign – replacement required in a white plastic/composite design in the same style, and the same sort used to be up at the top of Trewint. It would be preferable to have it replaced with a fingerpost arrangement.</p> <p><i>*Cllr Runnalls re-connected to the meeting*</i></p> <p>Cllr Spencer referred to longevity of timber signs versus metal signs and a sign at Lease Hill – placed on a stainless steel/scaffolding post. Can they be coated in white? Makes them less unsightly and more like the finger posts.</p> <p>Cllr Meads agreed that the poor quality ones should be rectified in the longer term.</p> <p>Cllr Meads asked if Clerk could send information and proposed replacements to Highways to ascertain costings and whether there are any highways grants available.</p> <p>It was RESOLVED to send information and above agreed design/materials to Highways Department at Cornwall Council to obtain costings.</p> <p>Proposed Cllr Green, seconded Cllr Montague. Unanimous – carried.</p> <p>Cllr Meads thanked Cllr Green for carrying out the survey which has been very useful and which will be very helpful for Rachael at Highways.</p>
0124/20	<p>Update: Neighbourhood Development Plan Cllr Dickin provided an update – At the last meeting the Parish Council delegated to the NDP Steering Group to look at the planning white paper and the NDP will be meeting next week to consider a response but will be focussing on the perspective of the parish. Deadline is 29th October 2020 so will be circulated by email. Cllr Green asked Clerk whether any designations (AONB, and other protected areas) would be under threat. Clerk unsure at this stage but does not consider the designations will be removed entirely.</p>
0125/20	<p>Update: Website – Accessibility and Compliance Clerk advised that the website accessibility statement has been uploaded and the required action taken to ensure the website and documents (except content that is exempt) are compliant with the Public Sector Bodies (Website and Mobile Applications) (No. 2) Accessibility Regulations 2018. Cllr Meads thanked Clerk for achieving this.</p>
0126/20	<p>Update: Institute Cllr Meads – discussions around budget regarding holistic approach to the maintenance of the Institute. No events or income is foreseen in the coming year because of COVID-19. Cllrs Spencer and Lowden carried out inspection 08/10/2020. Where the wall was wet and stained, it is drying out well and guttering is largely clear. Cllrs Spencer and Lowden to monitor it. Clerk advised that Colin Almond keeps it clean and visits daily and reports any issues. Cllr Meads pleased that Cllrs Spencer and Lowden will continue to monitor the gutters.</p>
0127/20	<p>Upcoming events/training A lot of training coming up including Code of Conduct for Councillors and three CALC courses on Finance for Councillors. Clerk to forward details. Clerk attending SLCC virtual conference.</p>

0128/20	Notification of meeting/items for agenda: November 2020 (ZOOM meeting) Members to advise Clerk of any items for the next meeting. Cllr Green – signage and costings.	
0129/20	Public Bodies (Admission to Meetings) Act 1960. No items. Cllr Meads thanked everyone for attending. Meeting closed: 20.30	

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