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**BLISLAND PARISH COUNCIL
MINUTES OF THE
ANNUAL COUNCIL MEETING
HELD AT BLISLAND VILLAGE HALL
ON TUESDAY 10^h MAY 2022 AT 7.00 PM**



	The Clerk responded that CALC had been consulted on the matter and that their advice was that members of the public shouldn't have access to post on the website but reminded the meeting that John Stansfield had already been trusted to do so for the last 3-4 years without problems. Cllr Spencer also raised concerns about resolution 1. with the possible <i>editing</i> of existing documents on the NDP area of the website which (as the Clerk had highlighted the problem of a lack of database within the Clerks files) formed the only database for the NDP Steering Group work so far. And also concerns around resolution 2. where a possible conflict of information going to ICT Connect with regards to the look and layout of the website given Cllr Spencer's remit at the April 2022 meeting to design a plan for the consolidation of the BPC website and the Blisland Community website, working with the Clerk. Cllr Dickin replied that any alterations to the BPC website resulting from resolution 2. would only include the addition of another 'tab' and some 'buttons' to improve access to NDP documents relating to the forthcoming consultation process. Cllr Dickin also assured the meeting that documents would not be 'edited' so that version control, which Cllr Spencer was concerned about, would remain in place. Cllr Lowden asked if the proposed resolutions could be discussed more thoroughly outside of a meeting and come back to the council at the next Full Council Meeting in June. Cllr Dickin explained that the resolutions were needed at this meeting because of the impending consultation process. Cllr Meads allowed John Stansfield to address the meeting: Mr Stansfield outlined the layout and design of the NDP tabs and documents on BPC website, and what is needed going forward in terms of the evidence base. He said he would need to 'replicate and possibly move' existing documents for the submission evidence to be easily accessed. The governance was discussed and the meeting assured that it would be covered by the proposed resolutions. John Stansfield offered to take liability for the NDP pages but was politely refused as liability would always remain with BPC. For proposed resolution 1. Cllr Dickin read out suggested wording. The Clerk pointed out that there was an omission of the authorisation include in the original 2019 resolution which she believed would be best practice to include in the new resolution: "Authorisation for each consultation with ICT Connect must be gained from K Dickin as the Chair of the NDP Steering Group and member of BPC, along with one other Neighbourhood Development Plan Steering Group member who is also a Councillor. Edits to be made for improved access by the public only and for no other purpose." After lengthy discussion about the details of what would, and not be, acceptable in terms of actions undertaken using the proposed new NDP access the resolution wording was decided.
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BPC/ACM/Minutes/10-05-2022/DRAFT

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	c) The meeting RECEIVED and APPROVED the AGAR 2021/22 i) AGAR page 4 Annual Governance Statement Proposed: Cllr Lowden Seconded: Cllr Teasdale All in favour: YES ii) AGAR page 5 Accounting Statements 2021/22 Proposed: Cllr Lowden Seconded: Cllr Shephard All in favour: YES d) The meeting NOTED and ACCEPTED the Internal Audit 2021/22 which had been circulated prior to the meeting. Cllr Shephard asked about the Financial Regulations being noted as from 2019 and that the language in the audit said 'at the earliest opportunity' be clarified. The Clerk responded that the Financial Regulations and Standing Orders were on the Agenda for review at the next meeting. She would also ask Aalgaard Renshaw for clarification of language in Audit. e) RFO UPDATE was heard: I. Payment of £100.00 donation made to Cornwall Hospice Care had been made II. Debit Card application was still in progress III. AGAR had been completed IV. Internal Audit completed including two visits to Aalgaard Renshaw offices V. Precept – first payment £15,615.62 received VI. A payment had been received £814.56 which the Clerk to check is LMP VII. VAT refund for 2021/22 had been received £5,564.87
22-05/15	CLERK'S REPORT and CORRESPONDENCE The meeting RECEIVED the Clerk's Report and NOTED correspondence a) The Clerk reported: I. Interested Cllrs were booked onto the Councillor Code of Conduct Training on the 21st June. II. Blisland Institute bookings for April were processed. III. Updates to the NDP section of the website had been made. IV. The Risk Assessment for the Platinum Jubilee Beacon Lighting was in process. Details needed.

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LS LS PS Clerk KD	b) Donor for plaque – Cllr Spencer reported that he had no response from De Lank. He would approach other possible donors for the plaque. The Clerk suggested that Cllr Spencer circulate wording to be agreed for the plaque to all Members. c) Beacon lighting insurance – Cllr Dickin reported that the landowner for the Blisland Beacon had insurance in place to cover the <i>land</i> the Beacon will be sited on. d) Beacon lighting risk assessment – The Clerk confirmed that alerting the emergency services to the planned Beacon Lighting was on the Risk Assessment. Cllr Dickin went on to report that lighting for the event was being sourced. Cllr Spencer offered his generator if it proved to be suitable. Cllr Meads told the meeting that Dominic Fairman would provide bales for seating at the Beacon Lighting event. Cllr Shepherd has volunteered to help build the Beacon with Dominic Fairman, Kim Larson and others. Cllr Dickin shared the Beacon construction details available in the official guide. The Clerk requested that Safety Officers be identified for the event. Cllr Shephard said that the method of putting out the Beacon needed identifying and addressing. Cllr Green asked about parking at the event. It was advised by the Clerk that this should be left to individuals' discretion due to liability issues around 'organised' parking. Cllr Green asked about litter recycling and clear up arrangements which need addressing. Cllrs Dickin and Meads would finalise the catering arrangements the following day. Cllr Dickin had emerged as de facto Co-ordinator for the event. She offered to make an action list for the event preparations.
22-05/20	Duchy Defibrillators The meeting RECEIVED information and DISCUSSED: a) Defibrillator code update – the Clerk reported that after raising Cllr Spencer's concerns around access code availability with Alan at Duchy Defibrillators, he advised that the code be removed from the Village Shop (as checking was now being done via BPC Members) and that an access code not be made available in the pub. b) Defibrillator and CPR training update – Cllr Green reported that only 5 people had attended. Pat Almond suggested that such events need to be advertised via posters as well as on social media. She offered to post such events in the Village Shop. It emerged that the printable flyers sent out by the Clerk had barely been utilised by Members. The importance of physical advertising was acknowledged.

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22-05/21	Institute The meeting RECEIVED information and DISCUSSED: a) Blisland Institute windows – Cllr Spencer gave a detailed report on the difficulties of garnering interest and response regarding quotes for the specialist work involved in refurbishing the Institute windows. He asked how the Members would like to proceed? It was AGREED that Cllr Spencer would ask for reference sites regarding the quality of work by the one supplier to come forward for the project, and to seek a quote if these prove suitable. Clerk The Clerk to double check Council rules around work on listed buildings. Clerk b) Energy provider review – Clerk reported that this is in progress.
22-05/22	Village Green The meeting RECEIVED information, DISCUSSED and RESOLVED courses of action below: a) Work on stones around the green – the Clerk has contacted JJ Hill and requested a detailed estimate b) Fairy light replacement – Cllr Teasdale reported on types and options for the Council. He detailed costs and options for stringing lights which will make it easier when trees need work. He will circulate images via email so that Members can make a choice. Cllr Spencer asked if tree inspections on the Village Green and surrounding area were scheduled. The Clerk to contact CC Tree Officer and contractors regarding tree inspections and work needed to address Ash Dieback and other issues.
22-05/23	Website, Social Media & Communications The meeting RECEIVED information, DISCUSSED and RESOLVED courses of action below: a) BPC engagement through Parish Newsletter – Cllr Teasdale suggested that BPC make a concerted effort to engage regularly through the Parish Newsletter. Cllr Shephard suggested a rota for Members to submit articles from BPC. He will be submitting this month's article. Cllrs to think of articles for next meeting. b) Website and Social Media Policy – Cllr Spencer and Clerk have started looking over the NALC template for adaption for BPC.
22-05/24	Training and Meetings Attended The meeting RECEIVED information: a) CiLCA training was rescheduled to June. b) Code of Conduct training 21st June 2022 booked for three Cllrs so far.
DIARY DATES:	
22-05/25	Next Full Parish Council Meeting 09/06/2022
22-05/26	OPEN MEETING CLOSED 21:38

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Clerk :

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09/06/2022

Chair

A handwritten signature in black ink, appearing to be "CJ", is placed over a light grey rectangular background.

09/06/2022