

Blisland Parish Council



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DRAFT MINUTES FOR THE PARISH COUNCIL MEETING HELD ON 23rd of MAY 2024

Present: Cllr. Meads (Chair), Cllr. Dickin (Vice-Chair), Cllr. Green, Cllr. Spencer, Cllr. Stansfield, and Cllr Trevarthen.

Also Present: Maria Roper (Clerk)

24-05/01 To elect the Chair for the Municipal year 2024/25

Cllr Meads indicated that she is willing to stand as Chair of the Council. **Cllr Stansfield proposed** to elect Cllr Meads as Chair. **Seconded** by Cllr Spencer and **RESOLVED**. Unanimous. Carried

24-05/02 To receive the Chair's declaration of acceptance of Office or if the Chair is not present, to resolve that such Declaration be made at or before the next Ordinary meeting of the Council.

The declaration was duly signed by the Chair

24-05/03 To Elect the Vice Chair for the municipal year 2024/25

Cllr Meads proposed that Cllr Dickin is elected as Vice-Chair. **Seconded** by Cllr Trevarthen and **RESOLVED**. Unanimous. Carried

24-05/04 To receive the Vice-Chair's declaration of acceptance of Office or if the Chair is not present, to resolve that such Declaration be made at or before the next Ordinary meeting of the Council.

The declaration was duly signed by the Vice -Chair

24-05/05 Apologies: None

24-05/06 Declarations of Interest: None

24-05/07 Public Forum No members of the public present

24-05/08 MEMBERS DECLARATIONS: None

24-05/09 COMMITTEES AND COUNCILLORS' PORTFOLIOS

a) To Appoint Portfolio holders and External Representatives for 2024/25

b) Review of delegation arrangements to committees, sub-committees, staff and other local authorities: It was agreed that Cllr Stansfield will continue to be a lead in monitoring planning applications. No further changes proposed

c) Review of the terms of reference for committees: Staffing committee ToR review to be carried over;

d) Appointment of members to existing committees No changes proposed

e) Establishment of any new committees: No changes proposed

It was agreed that the Councillors' portfolios will be reviewed when more councillors are recruited

24-05/10 APPROVAL OF MINUTES

It was **proposed** by Cllr Trevarthen, **seconded** by Cllr Dickin and **RESOLVED** that the Minutes of the Meeting held on the 18th of April 2024 would be accepted as a true and accurate reflection of the said meeting. **RESOLVED**. Five in favour, 1 abstention. Carried

24-05/11 MATTERS ARISING FROM PREVIOUS MEETINGS – Discussed in the confidential session

24-05/12 CORNWALL COUNCILLOR'S REPORT

Cornwall Councillor Cruise reported that she had received a comprehensive report from Land Drainage Consents and Enforcement Officer concerning Trewardale which would have been shared with the Parish council. She continued to say that she submitted a membership submission to community and neighbourhoods to discuss a Land Drainage enforcement policy. She hoped to be supported by Cllr Stansfield who kindly gave the information from Buckinghamshire to prepare for this scrutiny if it is accepted.

Cllr Stansfield clarified that there are two parts to the works in Trewardale: water run off at the immediate gate and culvert, which was supposed to be included in the priority works for 2024/25 funding. Cornwall Cllr Cruise to follow up.

Cornwall Cllr Cruise further reported that the Moss Farm planning application will come to East Planning in June, and she will be supporting Blisland Parish Council's unanimous objection of this application.

She concluded her report by saying that the community chest is now open. The total pot is £3,000 shared between 6 parishes. Last year she supported the community shop.

24-05/13 PLANNING APPLICATIONS AND PRE-APPLICATIONS

a) PA24/02699 - Popes Cottage, Blisland, Bodmin, Cornwall PL30 4JF Listed Building Consent for Like-for-like replacement of two softwood doors

Having reviewed the application, the Councillors agreed to support it. Proposed by Cllr Stansfield. Seconded by Cllr Spenser and **RESOLVED**. Unanimous. Carried.

- b) PA20/10648 - Moss Farm, Blisland, Bodmin Cornwall PL30 4LF Retrospective planning for an agricultural shed. An amended representation to be agreed.

24-05/14 PLANNING DECISIONS

A list of Planning decisions was circulated with the Agenda and noted by the Council

24-05/15 OTHER PLANNING MATTERS: None

24-05/16 NEIGHBOURHOOD DEVELOPMENT PLAN (NDP)

The Council felt that it would be helpful to have printed copies of the Plan and Design guide when considering planning applications. Cllr Meads suggested approaching the community shop with a request to have a copy of the plan on permanent display. **Cllr Spencer proposed** to print 3 copies of the plan and design guide and allocate a maximum budget of £200. **Seconded by Cllr Dickin and RESOLVED.** Unanimous. Carried.

24-05/17 Co-option of New Councillors

Cllr Stansfield **proposed** to advertise for vacancies at the Council in the community newsletter and the website. **Seconded by Cllr Green and RESOLVED.** Unanimous. Carried.

The Clerk to check the notices with Cornwall Council.

24-05/18 FINANCE:

- a) To RECEIVE and NOTE the bank reconciliation as of the 30th of April 2024
Deferred until next meeting due to the absence of the RFO

- b) To RECEIVE and APPROVE the May 2024 Payment Schedule

The following schedule was presented to the Council:

Cllr Trevarthen proposed to accept the payments as above. **Seconded by Cllr Dickin and RESOLVED.** Unanimous. Carried.

- c) To appoint an internal auditor

Cllr Dickin proposed to appoint Jacqui Peskett of Aalgaard Renshaw as the internal auditor. **Seconded by Cllr Stansfield and RESOLVED.** Unanimous. Carried.

d) RFO Update

- i. S137 review 2023/24 -

The total expenditure under S137 in 2023/24 amounted to £1,750 and represented grants to the community

- ii. Assets review

It was agreed to review the asset list at the next Full Council meeting

- iii. Confirmation of insurance cover

The Clerk confirmed that the insurance is in place and the certificate of insurance was obtained from Clear Insurance. The Clerk to notify the insurers of the updated address.

iv. Council's and/or staff subscriptions to other bodies;
Existing subscription with Cornwall Association of Local Councils. No other subscription deemed necessary

v. Grants 2023-24 –
Bilsland Parish Council issued 4 grants to the community in the municipal year 2023/24 for the total amount of £1,950

24-05/19 CLERK'S REPORT AND CORRESPONDENCE

Correspondence received will be discussed under the confidential matters

24-05/20 BLISLAND PARISH COUNCIL REPRESENTATION AND ARRANGEMENT WITH EXTERNAL BODIES

a) Review of arrangements (including legal agreements) with other local authorities, not for-profit bodies and businesses.

The existing arrangements were reviewed and no changes were proposed.

b) Review of representation on or work with external bodies and arrangements for reporting back.

The existing arrangements were reviewed and no changes were proposed.

24-05/21 POLICIES' REVIEW:

a) Standing Orders and Financial regulations

The Council has reviewed and updated its Standing Orders in July 2022 to bring it in line with the latest NALC model

The Council agreed to review the financial regulations in June 2024

b) Complaints Handling Procedure – Adopted in 2020. Requires review

c) Policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21)

The Clerk recommended that the following policies were put in place:

- Data subject request
- Data protection
- Privacy notice
- Data breach policy
- Publication scheme
- Retention and disposal policy
- Inventory of data captured stored and processed by the parish council.

The Council agreed to schedule the policies revisions in June 2024.

d) Council's policy for dealing with the press/media;

The Clerk confirmed that the existing Communication policy is up to date and the planned revision is scheduled for July 2024

e) Council's employment policies and procedures

The Clerk recommended that the following policies were put in place:

- Grievance procedure
- Disciplinary procedure
- Dignity at work policy
- Complaints procedure
- Lone worker policy
- Health and safety
- Equality opportunity
- Working from home policy

The Council agreed to schedule the revisions in June 2024.

24-05/22 INSTITUTE

Cllr Spencer confirmed that the risk assessment had been recently carried out.

The first part of the National Lottery Heritage Fund Grant was received. The Heritage Fund requires an acknowledgement of the grant to be displayed on site. Cllr Stansfield volunteered to design and agree the suitable format with the investment manager of the Heritage Fund. He estimated the costs to be in the region of £35.

The commencement of works involving windows replacement is scheduled for the 1st of July 2024.

The issue of clashing events organised by various community groups was discussed by the Council, and it was agreed that arrangements need to be discussed with relevant parties. It was suggested that a website diary may be appropriate.

24-05/23 HIGHWAYS AND FOOTPATHS

a) Grit Boxes – The Clerk confirmed that the boxes had been ordered.

b) Water run-off and drainage by Trewardale

An email with the action plan was received from the Consents and Enforcement Team of Cornwall Council. It was agreed that a reply need to be sent asking for a timescale as the works need to be completed by October, November to avoid irreparable damage.

c) Wildanet – update

Cllrs Meads, Dickin and Stansfield have recently met with a representative of Wildanet and it was agreed that the proposed installation of posts will be re-surveyed.

24-05/24 CONFIDENTIAL DISCUSSION – moved toward the end of the meeting

24-05/26 ENVIRONMENT – This item of the agenda was brought forward

Cllr Dickin volunteered to be the Dark Sky representative

24-05/27 COMMUNICATIONS – Covered under agenda item 24-05/20

24-05/28 TRAINING AND MEETINGS ATTENDED

Cllrs Meads attended a ZOOM meeting on NDP. Cllr Stansfield attended engagement event with Cormac and Community funding workshop. CAP meeting was attended by Cllr Stansfield

24-05/29 DIARY DATES:

3rd of June 2024 – Webinar on 2nd homes council tax

13th of June 2024 – Cornwall Council presentation of article 4

19th December 2024 - full council meeting

24-05/24 Pursuant to section 1(2) of the Public Bodies (Admission to meetings) Act 1960 **Cllr Spencer proposed** that, because of the confidential nature of the business to be transacted, the public and press leave. Seconded by Cllr Green and RESOLVED. Unanimous. Carried

21:42 Confidential Discussion

Following a confidential discussion the Council agreed that in consultation with the Chair the Clerk prepares a written response to CALC.

21:54 The meeting closed.

Chair

Stephanie Meads

Date

27th June 2024