

## ST DOMINIC PARISH COUNCIL

**Minutes of the Parish Council Meeting of St Dominic Parish Council held in St Dominic Parish Hall, St Dominic, on Wednesday 7<sup>th</sup> November 2018, commencing at 7.00pm.**

**Present:** Councillors: G Wilkins (Chairman), S Brady (Vice Chair), D Potter, D Fry, G Walker, J Wenmoth, D Greene, E Behennah, J Totterdell and J Davis

**In Attendance:** Mrs L Coles (Clerk)

There were 2 members of the public present.

Item No		Action By
1	<b>Apologies.</b> All Members present	
2	<b>Declarations of Interest</b> a) <b>Agenda items.</b> None declared b) <b>Gifts.</b> None declared	
3	<b>Consideration of Written Requests for Dispensation.</b> None received	
4	<b>Public Participation.</b> No matters brought forward.	
5	<b>Response to Public Participation.</b> Not applicable	
6	<b>Planning</b> a) <b>Planning Applications received before the Agenda was published.</b> None received b) <b>Planning Applications received after the Agenda was published.</b> None received c) <b>Planning decisions received from Cornwall Council. PA18/04176</b> extension to toilet block to provide improved disabled facilities. Parish Hall, School Hill, St Dominick, Saltash PL12 6TL – <b>Approved with conditions.</b> The Clerk has now obtained a copy of the Planning Permission. d) <b>Other Planning Matters.</b> None.	
7	<b>Minutes of the Parish Council Meeting held on Wednesday 3<sup>rd</sup> October 2018.</b> It was <b>RESOLVED</b> to sign the Minutes of the Meeting as a true record. <b>Proposed by Cllr Wenmoth and seconded by Cllr Davis with all in favour.</b>	
8	<b>Matters Arising and Action Tracker</b> <b>Minutes 3<sup>rd</sup> October</b> <ul style="list-style-type: none"> <li>• The letter has been sent to Planning as per item 6 (d).</li> <li>• Road surface at bottom of Baber lane is getting worse. Clerk to chase Highways again</li> <li>• Signs on road to Halton Quay have still not been replaced. Clerk to chase again</li> <li>• Wall repairs at Lovells Park. Cllr Walker said that the wall that fronts the road, from the first gate to the school is the responsibility of the Parish Council. The wall that runs between the school entrance and Lovells Park is believed to be shared between the Church and the Parish Council. It was said that the latter wall is believed to be the sole responsibility of the Church and Cllr Walker will look into whose responsibility this wall is. There was discussion about the necessary repairs and it was decided that Cllr Potter and Cllr Totterdell will contact a local contractor for a report on what is needed. Another contractors name was put forward and the Clerk will contact him for a second quote once the necessary repairs have been reported.</li> <li>• The Clerk has sent the template of the swing seats to Outdoor Play and is waiting to hear the costs.</li> </ul>	<p style="text-align: center;"><b>Clerk</b> <b>Clerk</b></p> <p style="text-align: center;"><b>GWkr</b> <b>DP/JT</b></p> <p style="text-align: center;"><b>Clerk</b> <b>Clerk</b></p>

	<ul style="list-style-type: none"> <li>The Bus Shelter has been decorated for Remembrance Sunday. The Chairman wished to formally minute the thanks of the Parish Council to those responsible for this and the poppy displays around the village.</li> <li>Telephone Kiosks – the Clerk has measured and counted the panes needed for the Telephone Kiosk and is waiting for a quote. The Clerk will ask for quotes for repainting</li> <li>Cllr Potter has asked the Landlord of The Who'd Have Thought It Inn to contact the Clerk about the defibrillator and will chase this up.</li> <li>The Clerk will contact J Pote and ask him to cut the grass at the Lay-by regularly; to be added to the contract for cutting the grass at the Recreation Ground. The Clerk will ask the Advertisers if one of them would like to work 2 hours per month to keep the flowerbed area clear of weeds.</li> <li>Page 24, item 14 (d) CALC has been contacted and the Protocol has been published on the website for dealing with correspondence.</li> </ul> <p><b>Action Tracker</b> Cllr Wilkins added his name for the January inspection of the Recreation Ground.</p>	<p><b>Clerk</b></p> <p><b>DP</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
9	<p><b>Highway Matters.</b> The Clerk will chase up the repair to the post box at Postbox Corner and will ask for it to be reinstated as soon as possible.</p> <p>The Clerk reported on the Vogus Lane signage. This has already been actioned and the Clerk will write to Highways to thank them.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
10	<p><b>Recreation Ground and Bus Shelter.</b> Cllr Potter has repaired the panel on the Junior Multiplay by the school. The Willow Structures are looking 'sad' but will be dealt with in the Spring, which is the correct time to work on them. Cllr Wilkins said that J Daw will make the cap for the top of the post that needs replacing as soon as he has time. This will be added to the Action Tracker for monitoring. Cllr Wilkins has two sheets of Buffalo Board for repairing the take-off area of the zip-wire and will ask the contractor to fit them.</p> <p>Cllr Walker said that the bus shelter is a work in progress and a working party has formed to take care of the work. (This can now be taken off of the Action Tracker)</p>	<p><b>Clerk</b></p> <p><b>GW</b></p> <p><b>Clerk</b></p>
11	<p><b>Remembrance Sunday.</b> Already covered</p>	
12	<p><b>Reports</b></p> <p><b>Parish Hall Management Committee.</b> Cllr Totterdell said that there had been a meeting on the 31<sup>st</sup> October. The Committee is still waiting for the return of the plans for the extension to the toilets from Cornwall Council and then quotes will be obtained for the work. £496.35 was raised from the recent 'Pasty and Pud' event.</p> <p>The next event will be The Polperro Fishermen's Choir on the 2<sup>nd</sup> December. Tickets for this event are £5 and are available from committee members.</p>	
13	<p><b>Correspondence</b></p> <p>a) Cornwall Council re draft Housing Supplementary Planning Document Consultation. Cllr Brady said that she has looked at this document and suggested a working group should be formed to look at it further. The Chairman said that individual members could look at, and comment on, the document if they wished. <b>Noted</b></p> <p>b) Cruse Bereavement Care request for a grant. It was agreed that the Parish Council supports local charities and organisations only. The Clerk will reply.</p>	<p><b>Clerk</b></p>
14	<p><b>Finance</b></p> <p>a) <b>Payments.</b> It was <b>RESOLVED</b> to sign the cheques and make the following payments, <b>proposed by Cllr Brady seconded by Cllr Fry to pay:</b></p> <p>Chq 001257 – L Coles, Clerk, October salary, office and expenses</p> <p>Chq 001258 – HMRC Direct, Clerk's PAYE for October</p> <p>Chq 001259 – St Dominic Parish Hall, hire of hall for meeting, invoice 478 - £15.50</p> <p>Chq 001260 – Cornwall Council, printing of Newsletter &amp; Diary - £21.69</p>	

	<p>Chq 001261 – J Pote, grass cutting Recreation Ground - £240.00 Chq 001262 – PKF Littlejohn LLP, External Auditor Report &amp; Certificate - £240.00</p> <p>b) <b>Receipts:</b> Advertisers in Newsletter - £32.00</p> <p>c) <b>Bank reconciliations.</b> It was <b>RESOLVED</b> to sign the bank reconciliation for October as correct, <b>proposed by Cllr Totterdell, seconded by Cllr Brady with all in favour.</b></p> <p>d) <b>External Audit 2017/18.</b> The Certificate from the External Auditor states that the correct procedures are being followed and there are no issues with the accounts of the Council.</p> <p>e) It was <b>RESOLVED</b> to purchase website security from WesternWeb at a cost of £ 75 + VAT set up fee and £13 + VAT annually. <b>Proposed by Cllr Davis and seconded by Cllr Walker with all in favour.</b></p> <p>f) The Clerk handed draft Budget and Precept papers to the Members for discussion at the next Parish Council meeting.</p>	<b>Clerk</b>
<b>15</b>	<p><b>Any Other Business.</b> Cllr Walker asked whether the school requires planning permission for a new fence and garden shed in the playground. It was thought not but if there is any doubt Cornwall Council’s advice should be sought.</p> <p>Cllr Greene asked for gifts for the Living Advent Bag to be brought to the next Parish Council meeting. The recipients this year will be three local Care Homes and the Foodbank. The Christmas lights turn-on will be on the 1<sup>st</sup> December.</p> <p>Cllr Wenmoth said that an invitation to the Remembrance Service had been sent to a deceased person which had been upsetting. The Clerk will ensure that her records are updated for the future.</p> <p>Cllr Wenmoth asked about the ‘No Parking’ signs for the Church wall. The Clerk has purchased them and will let Cllr Walker have them.</p> <p>The AGM of the Parish Hall Management Committee will be held on Wednesday the 28<sup>th</sup> November and Cllr Wilkins, Chairman of the PC, was asked if he would chair the beginning of the meeting. Cllr Wilkins thanked the committee for the invitation but declined.</p> <p>Cllr Behennah said that visibility for drivers on the road below the Methodist Chapel is seriously hampered by the work vans parking for Willina Cottage. It was agreed that there is nowhere else near enough to park and it is hoped that the situation will not be for much longer.</p>	<b>Clerk</b> <b>Clerk</b>
<b>16</b>	<b>Items for the Next Agenda.</b> Budget and Precept	
<b>17</b>	<p><b>CLOSED SESSION. Pursuant to the Public Bodies (Admission to Meetings) Act 1960 the members of the public left the meeting and the Parish Council moved into Closed Session.</b></p> <p>a) <b>Staffing matters.</b> The Clerk presented a letter requesting that her hours of work should be increased and setting out the reasons for this. Following discussion, whilst the Clerk was absent from the room, it was <b>RESOLVED</b> that the Clerk’s hours of work should be increased to 45 hours per month with effect from the 1<sup>st</sup> November 2018. <b>The decision was unanimous.</b></p> <p>Cllr Brady asked for clarification about the protocol for contacting CALC. Cllr Wilkins explained the process. A discussion followed. The Clerk has published a Protocol for dealing with public correspondence on the Parish Council website, and circulated copies to the Members.</p>	
<b>18</b>	<b>Date and time of the next Parish Council meeting.</b> The next meeting of the Parish Council will be held on Wed 5 <sup>th</sup> December 2018, commencing at 7pm, in St Dominic Parish Hall	

There being no further business to transact the Chair closed the meeting at 9.16pm

Signed.....Chairman. Dated.....

Copies of all Minutes of Parish Council Meetings can be viewed and downloaded from the website:

[www.stdominicpc.org.uk](http://www.stdominicpc.org.uk)