

ST DOMINIC PARISH COUNCIL

Minutes of the Parish Council Meeting of St Dominic Parish Council held in St Dominic Methodist Chapel Schoolroom, St Dominic, on Wednesday 8th May 2019 commencing at 7.07pm.

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

In Attendance: Mrs L Coles (Clerk)

There was 1 member of the public present.

| Item No | | Action By |
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| 1 | Apologies. Apologies were received and accepted from Cllr Potter. | |
| 2 | Declarations of Interest. a) Agenda Items. Cllr Totterdell declared an interest in Item 7d) and took no part in the discussion. b) Gifts. None declared. | |
| 3 | Consideration of Written Requests for Dispensation. None received. | |
| 4 | AGAR Exemption Certificate for External Audit. Cllr Fry proposed and Cllr Greene seconded the Parish Council's intention to submit an Exemption Certificate to PFK Littlejohn, External Auditors, to exempt the Council from the scrutiny of an external audit due to its turnover being less than £25,000. The Certificate was signed by the Chair and Clerk to the Council, and will be submitted. All were in favour. | Clerk |
| 5 | Public Participation. Cllr Wenmoth reported that there will be a meeting of the Neighbourhood Watch Group on Wednesday 15 th May. | |
| 6 | Response to Public Participation. Not applicable. | |
| 7 | Planning a) Planning applications received before the Agenda was finalised. PA19/03376 , 10 Trehill cross, St Dominick, Saltash. Non material amendment for enlarged garage and utility room, with two windows to side elevation; rear doors made smaller with additional window over kitchen. Juliet balconies removed (Application number PA18/10333 dated 8 th February 2019 relates). Following discussion it was RESOLVED to support this planning application, Cllr Behennah proposed, Cllr Walker seconded with all in favour. b) Planning applications received after the Agenda was published. None received. c) Planning Decisions received from Cornwall Council. None received. d) Other Planning Matters. The Clerk reported that she has received notification from the Case Officer that Planning Application PA19/ 10557, Land adjacent to The Meadows, St Dominic, is being called in to the East Sub Area Planning Committee for decision on the 24 th June 2019. It was RESOLVED that Cllr Greene will attend and report to the Committee on behalf of the Parish Council. Proposed by Cllr Wilkins, seconded by Cllr Fry with all in favour, with the exception of Cllr Totterdell who did | |

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| | not take part. A draft paper will be prepared by Cllr Greene for approval at the June Parish Council meeting. | |
| 8 | <p>Minutes of the following Meetings to be approved and signed: (in reverse order)</p> <p>c) The Annual Parish Meeting held on May 1st 2019, it was RESOLVED to sign these Minutes as a true record of the meeting. Proposed by Cllr Wilkins, seconded by Cllr Fry, seven votes for and one abstention.</p> <p>b) Extraordinary Parish Council Meeting held on May 1st 2019. Subject to the change of the word ‘horticultural’ to ‘agricultural’, para. 2 in Appendix 1, it was RESOLVED to sign the Minutes as a true record of that meeting. Proposed by Cllr Walker, seconded by Cllr Behennah, seven votes for and one abstention, Cllr Totterdell had not been present at the meeting.</p> <p>a) Minutes of the Parish Council meeting held on April 3rd 2019. Subject to the change of name from ‘Dove Cottage’ to ‘Dovecote’, page 2, item 13, it was RESOLVED to sign the Minutes as a true record of the meeting. Proposed by Cllr Walker, seconded by Cllr Wilkins all in favour except Cllr Totterdell and Cllr Brady who had not been present at that meeting.</p> | |
| 9 | <p>Matters Arising from the Minutes of the 3rd April Meeting.</p> <ul style="list-style-type: none"> • The Clerk reported that the forms for applying to the Community Chest, for funds for a defibrillator, are not available yet. • Cllr Totterdell gave the names of the roads to be weed sprayed and the Clerk will contact the Contractors for a quote. • The Clerk outlined the quotation received for a new Grit Bin. It was RESOLVED that the Clerk will purchase the new bin but liaise with Cllr Potter regarding the site and the removal of the broken bin, proposed by Cllr Fry, seconded by Cllr Wilkins with all in favour. • The Clerk has sent an email reminding Cllr Flashman about the bollard at Vogus Lane and also the problems at Lower Baber (he was going to take these matters up with Highways). • The Clerk has reported the standing water outside Dovecote. • The Clerk has received confirmation that someone from NHS Kernow will attend the 5th June meeting. • The overgrown hedges at Tipwell Rock have been cut back and Cllr Walker will keep an eye on those at Corneal for after the nesting season. • The Clerk read out the quotes received for a) replacing and b) repairing the Cast Iron Sign Post. It was agreed that funding will be sought for the repair to the original. | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |
| 10 | <p>Standing Orders</p> <p>It was RESOLVED to accept the revised Standing Orders, as circulated at the 3rd April meeting, proposed by Cllr Wilkins, seconded by Cllr Walker with all in favour. The Clerk will amend the website with a revised copy.</p> | Clerk |
| 11 | <p>Village Shop</p> <p>Posters were discussed for the Public Meeting to be held on 16th May. The Parish Council will facilitate the meeting and pay for the hire of the Parish Hall. The Clerk has asked two Councillors from St Mabyn to come and talk to the meeting about the challenges of setting up a Community Shop. The Clerk will produce a short Agenda so that the meeting can be structured.</p> | Clerk |
| 12 | <p>Telephone Kiosk</p> <p>It was agreed that the Clerk will apply to the Community Chest for £1249, this being the total cost of the defibrillator. The Clerk outlined the costs of Duchy Defibrillators taking over the maintenance contract for the defibrillator at the Who’d Have Thought It Inn, a</p> | Clerk |

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| | <p>one-off payment of £125 and then annual cost of maintenance £160+VAT, significantly cheaper than AED Locators. Duchy Defibrillators will install the new defibrillator in the Telephone Kiosk free of charge and the same maintenance fees as those for the one at the pub will apply.</p> <p>It was reported that Callington Glass has replaced the cracked pane.</p> | |
| 13 | <p>Footpaths</p> <p>Carolyn Wilkins has spoken to the National Trust who are keen to expand their footpath network, possibly linking up with the St Dominica Heritage Trail. The details are unclear at present but Carolyn will keep the Parish Council informed.</p> <p>It was reported that CORMAC has carried out the first cut of the Cornwall Council footpaths.</p> | |
| 14 | <p>Highway Matters. Already covered.</p> | |
| 15 | <p>Recreation Ground and Bus Shelter</p> <p>Cllr Brady and Cllr Fry had carried out the inspection for April and photographs had been sent to the Clerk. Cllr Brady said that the posts and tape around the manhole cover are not substantial enough to prevent children from walking on it. The frame has rotted out and a child could potentially fall through. Cllr Wilkins will supply a heavy steel plate to put over the top as a temporary measure. The Clerk has emailed the photograph of the manhole cover to SWW and is waiting for a reply, this has been picked up by the School's Health & Safety inspection and the Clerk will give SWW a timeframe in which to carry out the replacement.</p> <p>The Clerk will contact SW Surfacing for a quote for the new surface around the play equipment by the School.</p> <p>There is a hole in the wood on the Tractor and Cllr Wilkins will supply a piece of buffalo board to repair it.</p> <p>It was agreed that the June inspection will be carried out by Cllr Totterdell and Cllr Walker, July will be Cllr Walker and Cllr Wenmoth, and August will be Cllr Brady and Cllr Fry. The Clerk will print off some inspection forms and bring them to the next meeting.</p> | <p>Clerk</p> <p>Clerk</p> <p>GW</p> <p>Clerk</p> |
| 16 | <p>Parish Council Meetings in August.</p> <p>Cllr Brady asked for a consensus on whether to hold a regular Parish Council meeting in August. It was RESOLVED that there would not be a meeting in August unless an extraordinary one is necessary to deal with urgent Council business. Proposed by Cllr Totterdell, seconded by Cllr Wenmoth with all in favour.</p> | |
| 17 | <p>Reports</p> <p>a) Parish Hall Management Committee.</p> <p>The Management Committee held a meeting on 24th April. The Committee is getting quotes for the new toilets. The Booking Form has been revised and the fees have been reviewed, hire of the hall is to increase by 50p per hour. The Cleaner's wages have been increased in line with the minimum wage. The Insurance for the hall costs £993.71 per annum. Council Tax and electricity have also increased.</p> | |
| 18 | <p>Correspondence</p> <p>a) Letter received from The National Trust re key staff changes. Noted</p> | |
| 19 | <p>Finance</p> <p>a) Payments. It was RESOLVED to sign the cheques to make the following payments, proposed by Cllr Wilkins seconded by Cllr Fry with all in favour:</p> <p>Chq.001293 – L Coles, Clerk, April salary, office and expenses</p> <p>Chq.001294 – HMRC Direct, Clerk's April PAYE</p> <p>Chq.001295 – St Dominic Parish Hall, hire of hall for PC meeting - £15.50</p> <p>Chq.001296 – Cornwall ALC Ltd, Annual membership of the Association - £332.20</p> | |

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| | <p>Chq.001297 – Callington Glass, replacement panes in the Telephone Kiosk - £477.60 Chq.001298 – VJ Pote, grass cutting at the Recreation Ground - £240.00 Chq.001299 – Caleb Allington, Materials for painting Telephone Kiosk - £5.00 Chq.001300 – Playsafety Ltd, Annual ROSPA Report - £107.40 Chq.001301 – WesternWeb Ltd, Set up encrypted https security on website - £90.00 Chq.001302 – Graham Wilkins, repairs to play equipment - £115.33</p> <p>b) Receipts Advertisers in Newsletter - £194.00 Allotment Rents - £627.99 ½ Yearly Precept - £5950.00 ½ Yearly CTS Grant - £139.64</p> <p>c) Bank Reconciliations It was RESOLVED to sign the bank reconciliations for April as correct. Proposed by Cllr Wilkins seconded by Cllr Totterdell with all in favour.</p> | |
| 20 | <p>Any Other Business Cllr Wilkins asked about the Casual Vacancy. The Clerk had asked for it to be advertised in the Newsletter and will ask for it to be included in the next issue.</p> | Clerk |
| 21 | <p>Closed Session. Pursuant to the Public Bodies (Admission to Meetings) Act 1960, members of the public and press were excluded from this Item on the Agenda.</p> <p>a) Staffing Matters. The Clerk had circulated a memo to the Members outlining the extra hours that she has worked and cannot take in lieu, the increase in the cost of running her office and the increase in her hourly rate of pay, as set out in her contract of employment. It was RESOLVED that the Clerk is paid for the outstanding additional hours worked with her May salary, and the monthly payment for the office be increased. Proposed by Cllr Behennah, seconded by Cllr Totterdell with all in favour. The increase to the hourly rate was noted.</p> | |
| 22 | <p>Items for the next Agenda None brought forward.</p> | |
| 23 | <p>Date and Time of the next meeting The date of the next Parish Council meeting will be Wednesday 5th June commencing at 7.00pm.</p> | |

There being no further business to transact the Chair closed the meeting at 9pm.

Signed.....Chair

Dated.....

Copies of all Minutes of Parish Council Meetings can be viewed and downloaded from the website:
www.stdominicpc.org.uk