

WENDRON PARISH COUNCIL

www.wendronparishcouncil.org.uk

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Minutes of the Annual Meeting of Wendron Parish Council held in the Community Hall, Burras on Monday May 9, 2011 immediately following the end of the Annual Parish Meeting.

Present:	Cllr Mrs C.Lay (Chairman)	Cllr R.Maddern
	Cllr Mrs M.Warren (Vice-Chairman)	Cllr C.Mitchell
	Cllr N.van den Berg	Cllr Mrs D.Mitchell
	Cllr G.Gibson	C.F.P.Chapman (Clerk)

Visitors: Mr Perry and Mr Thorne.

The Chairman welcomed members and visitors to the Annual Meeting.

1 ELECTION OF CHAIRMAN

Cllr Mrs Warren proposed, Cllr Mitchell seconded, all others in favour that Cllr Mrs Lay be elected to the Chair of Wendron Parish Council for the year 2011 – 2012.

2 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Mrs Lay read aloud, signed and dated the statutory Declaration of Acceptance of the Office of Chairman of Wendron Parish Council for the year 2011 – 2012 in the presence of the Council and Clerk.

3 ELECTION OF VICE-CHAIRMAN

Cllr Mrs Lay proposed, Cllr Mrs Mitchell seconded, Cllr Gibson abstaining, all others in favour that Cllr Mrs Warren be elected to the post of Vice-Chairman for the year 2011 – 2012.

4 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Clayton, Cllr Davidson and Cllr Mrs Moyle.

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Cllr Mrs Lay proposed, Cllr Mrs Warren seconded, all others in favour that the minutes of the meeting held on Monday April 11, 2011 are a true record and the Chairman signed them as such.

6 MATTERS ARISING AND NOT COVERED ELSEWHERE IN THIS AGENDA

There were no matters arising which are not covered elsewhere in this agenda.

7 PUBLIC PARTICIPATION

Mr Thorne stated that Wendron Cricket Club is thinking in terms of erecting a wind turbine on land belonging to the club. The proposed mast will be some 18 metres high, but the turbine will contribute hugely towards the cost of the electricity used by the club. In order to qualify for grant-funding from EdF the planning application must be with the Planning Authority before August.

8 CORNWALL COUNCILLOR'S COMMENTS

In the absence of CCllr Clayton there were no Cornwall Councillor's comments.

9 POLICE REPORT

The Clerk stated that no report from the Police had been received.

10 STANDING ORDERS

Cllr van den Berg proposed, Cllr Mrs Warren seconded all in favour that Wendron Parish Council should re-adopt Standing Orders as fully revised in August 2007 and further revised in August 2009 and September 2010 with the following alteration

1. Meetings

a) Meetings of the Council shall be held monthly on the second Monday of the month. Meetings shall be held at any available Hall within the Parish having the proper facilities and space to accommodate the Council Members and such members of the press and public who may wish to attend, commencing at 7.30pm, unless the Council otherwise decides at a previous meeting.

11 FINANCIAL REGULATIONS

Cllr Mrs Lay proposed, Cllr Mrs Warren seconded all in favour that Wendron Parish Council should re-adopt Financial Regulations as last substantially revised in September 2010.

12 RISK ASSESSMENT

Cllr Mrs Warren proposed, Cllr Mitchell seconded all in favour that Wendron Parish Council should re-adopt the Risk Assessment document as last substantially revised in October 2010.

13 APPOINTMENT OF COUNCILLORS TO POSTS OF RESPONSIBILITY

Following discussion it was agreed that the following posts should be the responsibility of the Councillors noted below

- Bank signatories –
Cllr Clayton, Cllr Mrs Warren, Cllr Mrs Lay, C.F.P.Chapman (Clerk)
- Financial Scrutineer – Cllr Gibson
- Internal Auditor – Mr J.P.Richards
- Noticeboards –
Cllr van den Berg (Trewennack and Trevenan Bal), Cllr Davidson (Penmarth),
Cllr Mrs Lay (Burras and Wendron), and Cllr Mrs Warren (Carnkie and Porkellis)
- Wendron Lawn Cemetery – Cllr Davidson
- Footpaths and bridleways – Cllr Mrs Moyle, Cllr Mrs Warren
- Burras Community Hall – Cllr Mrs Warren
- Wendron Silver Band – Cllr Mrs Warren
- Carnkie Wendron Hall – Cllr Clayton
- Highways and public transport – Cllr Mitchell
- Community Network Panel – Cllr Mrs Lay

14 PROJECTS WITHIN THE PARISH

Concerning the Speed Visors in Rame and Edgcombe, the Clerk reported that he had been advised that the Highway Safety Audit Team needs to look at the approach to the proposed Vehicle Activated Sign near the Halfway House Inn. This is because “siting the sign there may alarm motorists coming round the bend too quickly, forcing them to brake excessively and potentially causing an accident.”

Members considered the publication of a three-fold A4 information brochure outlining the work the Parish Council does for distribution throughout the Parish The Clerk reported that he had sought a quotation from Brewers for printing (in full colour) and folding 300 copies of this document and had been informed that at those quantities each brochure would cost 50p. Cllr Mrs Lay proposed and it was agreed that the Clerk should print 300 copies in black and white on a coloured paper.

The Clerk reported that he has ordered 230 mugs commemorating the wedding of HRH Prince William and Catherine Middleton on April 29, 2011 from Chown China of Connor Downs. This number is sufficient to present one to each child currently attending Wendron and Halwin Schools. Further similar mugs may be ordered if required.

15 PARISH COUNCIL MATTERS

Co-option of a Parish Councillor

The Clerk reported that he had received no expressions of interest in co-option onto the Council.

Parish Council meetings at venues other than at Burras

The Clerk reported that he has booked Trewennack Methodist Schoolroom for the meeting on Monday June 13. Members agreed to meet at Edgumbe Methodist Church on Monday July 11: Cllr Mitchell will make the necessary arrangements.

Local Needs Affordable Housing Survey

Members noted that four hundred and fifteen replies to Wendron Parish Council's Local Needs Affordable Housing Survey have been received. These demonstrate support for the building of scattered units of Local Needs Affordable homes for people currently residing within the Parish. The completed questionnaires will now be passed to Cornwall Council for detailed evaluation.

16 PLANNING

Applications

PA10/05423 Mr N.Hoskin – Conversion of barn into dwelling (amended design) – Lower Burras Farm, Burras. Cllr Mrs Warren proposed, Cllr Mrs Lay seconded, Cllr Gibson abstaining, all others in favour that this application should be returned with the following observation “Wendron Parish Council recognises that the amended access onto the Highway represents an improvement on the original proposal.

“However, the issue of the drainage, both from the existing well and from the buildings (which presently crosses the field, goes under the B3297 and then on into the shute) has still not been addressed. The immediate neighbours downhill of this property have suffered from serious flooding issues in the past two years, which may have been caused by damage done to the existing drain from the well. There is nothing in these amended plans to show that this problem is in hand or will be managed. Wendron Parish Council believes that the proximity of the proposed cess-pit to the well simply adds to the problem and that, if the application is approved without adequate drainage measures being addressed, the probability is that, in times of heavy rain, effluent will form part of future flood-waters.

“Wendron Parish Council therefore has serious reservations about this proposal and does not support the application.”

PA11/02213 Mr and Mrs A.Corbishley – Formation of stables – Barns at Retanna House, Edgumbe. Cllr Mrs Warren proposed, Cllr Mitchell seconded and it was agreed that this application should be returned with the following observation “Wendron Parish Council believes that this development is over-large for domestic stabling. The reason for a new, separate access is not stated. Wendron Parish Council does not support this application.”

PA11/02859 Mr J.Reed – Two storey extension and porch extensions to dwelling – Retanna House, Edgumbe. It was agreed that this application should be returned with the following observation “Wendron Parish Council understands that this application has been withdrawn.”

PA11/03152 Ms J.Wilkinson – Certificate of lawfulness for the existing restoration and refurbishment of dwelling – Rebecca's Cottage, Lower Retanna. Cllr Mrs Lay proposed, Cllr Mrs Mitchell seconded and it was agreed that this application should be returned with the following observation “Wendron Parish Council makes no comment.”

Decisions

PA10/08717 Grant of Conditional Planning Permission (demolition of side extension and erection of extension to the rear) – Sunnyside, Porkellis – *noted*

PA11/01281 Grant of Conditional Planning Permission (detached domestic garage) – Tanglewood Cottage, Underlane – *noted*

PA11/01421 Grant of Conditional Planning Permission (extensions and alterations to dwelling) – Boskenna Cottage, Carnkie – *noted*

17 REPORT OF CLERK AND CORRESPONDENCE

Cruse Bereavement Care acknowledgement of and thanks for donation – *noted*

Western Power Distribution invitation to a workshop on future investment plans – *noted*

Mr D.Wearne letter of thanks concerning repair of potholes in Rowes Lane – *noted*

Tony Mogford Associates Play Equipment Safety Inspection and Risk Assessment various issues – *noted*

Information Commissioner's Office notification of renal of entry on the Data Protection Register – *noted*

CALC invitation to re-join the Association (subscription £481.16 + VAT) – *Members considered this invitation and agreed not to accept it*

Clerks and Councils Direct Newsletter – *noted*

18 FINANCE

The Clerk presented Councillors with a statement of Wendron Parish Council's financial position as at May 9, 2011. A copy of that statement is attached to these minutes.

The Clerk presented the accounts for the year April 1, 2010 – March 31, 2011. Cllr Mrs Lay proposed, Cllr van den Berg seconded, all others in favour that Wendron Parish Council accepts the accounts for the year April 1, 2010 – March 31, 2011.

Both the Chairman and the Responsible Financial Officer signed and dated the Accounting Statement, which forms part of the Annual Return for the year ended March 31, 2011 in the appropriate places.

Members considered the Statement of Assurance required for the Annual Return for the year ended March 31, 2010. Cllr Mrs Lay proposed, Cllr van den Berg seconded, all others in favour that Wendron Parish Council should answer "Yes" to each of the questions posed by the Statement of Assurance which forms part of the Annual Return for the year ended March 31, 2011.

Both the Chairman and the Clerk signed and dated the Statement of Assurance contained in the Annual Return for the year ended March 31, 2011 in the appropriate places.

The Clerk reported that Mr Peter Richards, Wendron Parish Council's Internal Auditor, has signed off the Annual Return for the year to March 31, 2011 making no comments, observations or suggestions.

Members reviewed the terms of Wendron Parish Council's Insurance Policy which, with a policy excess of £250, covers the follow risks

Mandatory cover

Public liability	£10,000,000
Employers Liability	£10,000,000
Money	£ 250,000
Fidelity guarantee	£ 100,000
Legal expenses	£ 50,000

Optional cover

Street furniture	£ 67,950.62
Playground equipment	£ 15,064.78
Officials' indemnity	£250,000.00
Libel and slander	£250,000.00

Also included in the cover at no extra charge on the premium are the following

Business all risks	£ 5,000.00
Money and Assault	£ 1,000.00

Additionally, when on Parish Council business, all volunteers are covered under this insurance.

Cllr Mrs Lay proposed, Cllr Mrs Mitchell seconded all in favour to insure Wendron Parish Council through Aviva and to pay the premium demanded of £ 934.02

The following accounts were presented for consideration:

		GROSS	NET	VAT
RTS (Garden Services) Ltd				
Church and cemetery 11/04	£ 180.00			
Church 27/04	£ 57.75			
	total	£ 285.30	£ 237.75	£ 47.55
J.P.Richards (Internal Auditor)		£ 245.00		
Eric Bray (Lawn Cemetery)		£ 306.00	£ 255.00	£ 51.00
Colin Chapman				
Salary (April)	£ 563.66			
telephone	£ 17.09			
office expenses	£ 56.74			
travelling	£ 41.60			
use of home	£ 25.00			
	total	£ 704.09		

Proposed by Cllr Mrs Lay, seconded by Cllr Gibson all others in favour that the above four accounts be paid.

The following accounts were also presented for payment.

Cllr Mitchell declared a personal and prejudicial interest in that the following accounts were submitted by Gareth Mitchell, his son. He left the room.

Gareth Mitchell		
Open areas	£	100.00
Strimming bus shelters	£	24.00
		£ 124.00

Gareth Mitchell		
Open areas	£	100.00
Spraying at Rame Cross	£	12.00
		£ 112.00

Proposed by Cllr Mrs Warren, seconded by Cllr Mrs Lay all others in favour that the above two accounts be paid.

Cllr Mitchell returned to the room

The following receipts were noted

HM Revenue & Customs (VAT repayment)	£	1,801.39
Pendle Funeral Services (Mrs Badcock)	£	445.00
Rame Post Office (Booklets)	£	56.00
Mr Perry (minutes and postage)	£	10.00

19 CHAIRMAN'S COMMENTS

The Chairman thanked members for electing her to a second term of office. She asked members to consider seriously those suggestions which had been put forward at the Annual Parish Meeting. Finally, she reminded members of the Planning Meeting at Burras on Monday June 6

20 MATTERS FOR INCLUSION AT FUTURE MEETINGS

No matters for inclusion in future meetings were raised.

DATE AND TIME OF NEXT MEETING

Monday June 13, 2011 at 7.30pm in Trewennack Methodist Schoolroom.

Signed.....Chairman Date.....