

ANTONY PARISH COUNCIL

Approved of a meeting of Antony Parish Council held on Tuesday 7th July 2015 at 7.30pm in the Village Hall, Wilcove, Cornwall.

PRESENT:- Councillors R W Carter (Chairman), W A Lobb, Lady D Coward, Mrs P Knott, D Pidgen, G Shepherd , George Trubody, Andrea Johnson plus the Clerk to the Council.

29.15 Apologies for absence – None.

30.15 Declarations of Interest relating to items on the agenda- None.

31.15 George Trubody questioned the members about their knowledge of the Tree Preservation order relating to Cove Meadow Wilcove 2015. Which has been extended until Oct 2015. It was confirmed that The Cove Meadow Mgt committee have not contacted the Parish council about this . The Parish councillors agreed that they would support the renewal of this preservation order.

Action :Clerk was instructed to write a letter of support on their behalf to Lorraine Lehan cc George Trubody.

32.15 George Trubody advised the Parish Council that they must always report comments concerning planning applications using the Planning portal or they will not be included in the consultation report , when planning permission is being considered for projects such as the proposed jetty.

33.15 George advised the councillors re : Pengelly Park parking issues of dangerous parking because of an abundance of cars in the road. Cornwall housing own this road and the Parish council has no jurisdiction over it.

34.15 Police Report July 2015 , circulated at the meeting itemised 2 incidents in Antony and Wilcove (1 theft and 1 assault). There has been no further correspondence regarding the sheep incident reported in 18.15.

35.15 Minutes of the previous meeting.

The minutes of the meeting 20th May 2015 were confirmed and signed by the Chairman.

Action : A hard copy of the Agenda and minutes should be posted to T. Lobb and D. Pidgen by the clerk as they have limited access to email.

36.15 Matters arising from the Minutes dated 20th May 2015.

a) Pursuant to minutes 85-14d ,94.14c and 20.15a - Pengelly Park car park complaint Mrs P Knott spoke to the Housing Association and was informed it was a highways issue. See 33.15 George Trubody disagreed and stated it was the Cornwall Housing Association who owned the land.

b) Pursuant to Minute 94.14a and 20.15 b Antony Church Steps . Cornwall Council have said they are concerned about the condition of the steps but there was no budget to address this issue in March 2015.

Action: The clerk will contact Debbie Ebsary Cornwall council to advise them of a further deterioration and to reiterate that as a public right of way it is used by children on a daily basis walking to and from the school site and the councillors are concerned.

c) See 31.15

d) Pursuant to 6.15e St. Austell lorries do appear to be using an alternative route, but other large vehicles often follow their satnav routes.

e) Pursuant to 9.15 and 20.15e , it was decided that larger Neighbourhood signs should now be purchased at a cost of £ 10 each.

Action : The clerk will order 8 at a cost of £ 80. The original order for 12 small signs is to be cancelled cheque 101192 is cancelled.

f) Pursuant to 13.15 a Liability insurance, copies of the contractors public liability insurance show that most are not covered to the required limit and are out of date.

The Clerk will ask for new copies and instruct the contractors of the obligation to have £ 5,000,000 cover as per Cornwall Council guidance.

g) Pursuant to 21.15 Neil Farrington has arranged an onsite session at the Poron Factory to inform local councillors of the proposed Wind turbine development. No councillors wished to attend. Sherryl Murray had sent correspondence confirming that it is not government policy to support wind turbines applications now.

h) Pursuant to 25.15b, the Internal audit has been completed by Anita Murray and sent off to the External Auditors .

i) Pursuant to 26.15 Caroline Allen has been appointed as the replacement clerk.

j) Antony Parish Council would like to thank Andrea Johnson for her help during the last few months as interim clerk and for all her support and knowledge during the appointment process and handover to the new clerk.

37.15 Planning Applications – nil

38.15 Correspondence.

a) Sheryll Murray had written to advise the council of her new office structure and details of her new post within the current government. She also sent information regarding the government policy on withdrawing support for promoting future wind turbine applications.

Posters provided by her to inform parishioners of her surgery hours were distributed to be placed in the village notice boards.

b) Neil Farrington of Community Power for Cornwall invited the members to view the proposed wind turbine plans on site on 20th July at 6pm, at the Poron factory Millbrook. The members would like to look at the invitation and information sent out by Community Power for Cornwall.

Action : The clerk to resend out emails. The clerk to inform Mr Farrington that no members wish to attend this meeting.

39.15 Policies for review- Financial Regulations .

Approved and due for review in July 2016.

40.15 Local Maintenance Partnership 2015 Funding.

Currently the Parish Council receives £ 162 from Cornwall Council Cormac to undertake the footpath maintenance in the parish. Given the amount of paperwork it entails the members agreed not to take on this activity in 2016. It was noted that several of the contractors used in the parish do undertake grasscutting/ strimming duties have not provided the Parish council with Public Liability Insurance certificates for the required £ 5,000,000.

Action: The clerk to write to each contractor and request this.

41.15 Website.

a) The members agreed that they should investigate the cost and logistics of establishing a website for the Parish.

Action : The clerk to investigate and report back to the Council.

b) It was noted that the Torpoint Town Council , Antony Parish website is not up to date with the current Parish Council structure and is missing various Agendas and Minutes.

Action : The clerk to instruct Torpoint Town Council to update.

42.15 Financial review.

a) Audit – Update on internal audit.

The internal auditor pointed out 4 payments with no paperwork, the clerk has found paperwork for 3 but 1(value £ 110) has still to be resolved. The clerk has written to J Vigus to ask for a duplicate invoice for a missing payment made in Aug 2014.

The internal auditor confirmed that the list of Assets needed reviewing.

Action: The clerk to distribute the current list to be reviewed by the members and amended as necessary for 2015/16 accounts. When the members have confirmed the list is complete and amended to include 2 telephone boxes the clerk will contact the Insurance and obtain a quote to include any additional items.

The internal auditor identified that no Vat submission had been made for 2013/14. The clerk has completed this task and submitted a claim for £ 583.02. Mr Harris cannot be the Antony Parish Councillor Internal Auditor for 2015/2016 due to a conflict of interest as he will be advisor and mentor for Antony Parish Clerk and council. See 43.15 b.

b) Financial report.

The clerk distributed a financial report for the council which included income and expenditure as 4th July 2015 and a proposed budget for 2015/2016 to be discussed at the next meeting.

INCOME AND EXPENDITURE 2015/16 FINANCIAL YEAR as at 8TH JULY 2015

	2014/15 As per audited Accounts		2015/16 Proposed Budget	2015/16 Actual	%
£	£	INCOME	£	£	
14,463.92		Brought Forward	10,794.24		
	6,000.00	Precept	6,000.00	3,000.00	50
	440.62	Wilcove Moorings	440.62	440.62	100
	324.00	LMP footpath	162.00	0.00	0
	663.88	Miscellaneous/CTS GRANT	339.02	169.51	50
		VAT refund *	1,528.00	728.78	48
	1.95	Bank Interest	2.00	0.52	26
	7,430.45		8,471.64	4,339.43	51
		EXPENDITURE			
	728.78	VAT	300.00	46.66	16
	2,619.90	Playground	300.00	125.00	42
	2,594.64	Salaries	2,709.70	220.97	8
		Training/ Subscriptions	582.00	82.00	14
		Antony Grass control	1,500.00	466.00	31
		Wilcove Grass control	1,300.00	376.00	29
	2,747.00	Grass control			0
	204.00	Hall Rent	220.00		0
	50.00	Bus shelter (Savills)	50.00		0
	50.00	Wilcove Play area (Savills)	50.00		0
	784.00	Bench			0
		Repairs and Maintenance	100.00	53.17	53
	165.85	Misc	250.00	80.00	32
		Section 137	100.00		0
	150.00	Neighbourhood Dev plan	150.00	150.00	100
		Computer eq	525.00		0
	848.16	Insurance	1,000.00		0
	157.80	Admin	300.00	68.10	23
	11,100.13	TOTAL	9,436.70	1,667.90	18
Profit/(Loss)	-3,669.68	Profit/ (Loss)	-965.06		
Bfwd	14,463.92	Cfwd to 2016/17	9,829.18		
Funds Available	10,794.24				
		Represented by:-			
	3,903.47	Deposit Account		3,903.99	
	6,890.77	Current Account		10,705.10	
	0.00	(less O/s cheques)		1,556.14	
TOTAL	10,794.24	TOTAL		13,052.95	

Prepared by 08/07/2015

Caroline Allen - Responsible Financial Officer

* Awaiting VAT claim

£583.02

c) Bank paperwork mandate.

A letter written to Barclays Bank was signed by the signatories on the Antony Parish Accounts to change the address for the bank statements and correspondence to be sent to. They should now be sent to the new clerks address.

d) Reserves.

The members were advised by the clerk that they can hold up to 200 % of their annual precept . However, it would be difficult to consider an increase in precept .

43.15 Appointment of Clerk contractual matters.

a) The clerk and Chairman signed the contract and approved the job description effective 16th June 2015 with an agreed Spinal point of 18 and NJC salary rate of £ 9.207 per hour. The contract is for 24 hours per month.

b) The council agreed that they would fund up to 20 hours of mentoring from Chris Harris for the clerk and up to 20 hours of overtime for the clerk to attend such sessions.

The council agreed to pay for the annual subscription for the Society of Local Council Clerks .

c) The council agreed to purchase a computer , appropriate software and business level printer/scanner for the clerk to use for council duties. The clerk will source , obtain 3 quotes and get approval before placing the order. It is anticipated this will cost approximately £ 525 ex Vat.

44.15 Invoices approved for payment.

Payee and details	CHEQUE	Gross	VAT	Net
		£	£	£
DaCCWA Neighbourhood Watch Cancelled	101192	0.00	0.00	0.00
M Bulmer grasscutting Antony	101195	235.00	0.00	235.00
M Bulmer grass cutting Wilcove	101196	120.00	0.00	120.00
L Parsons strimming at Wilcove	101197	48.00	0.00	48.00
L Parsons strimming	101198	208.00	0.00	208.00
Scott Dickens Antony grave yard strimming	101199	196.00	0.00	196.00
C Allen Stationery and printing supplies	101202	66.17	11.03	55.14
SLCC Clerks Society Subscription	101203	82.00	0.00	82.00
Play inspection Company - annual report	101201	150.00	25.00	125.00
C Allen Clerical Salary 24 hours June 2015	101204	220.97	0.00	220.97
DaCCWA Neighbourhood Watch Signs	101200	80.00	0.00	80.00

45.15 Play area report.

The Play area report was distributed to Councillors Shepherd and Lobb. Having reviewed the new equipment recently installed at Wilcove Councillor Shepherd was not happy that the report highlighted many of the fixing had come loose.

Action :The clerk to find out when the equipment was installed by looking for invoices and paperwork and advise Councillor Shepherd so he can liaise with Sovereign Playgrounds.

NB.The final invoice was dated 26th Feb 2014 and was issued on the completion of work. Invoice number 55964.

46.15

Date of next meeting Wednesday 2nd Sept 2015 7.30pm Antony Village Hall.

47.15 AOB

a) 15/16 August Wilcove History Exhibition 1-5 pm.

Input and attendance from Antony Parish Council would be appreciated.

Please contact Councillor Knott.

b)Woodland walk sign erected.

c) The new Wilcove sign has been approved by Cornwall Council and awaiting erection by them using their own posts.

d)Shevioc Parish Council have asked to use Antony Village Hall as an Evacuation place in the case of an emergency.

e) The potholes in Antony and Wilcove reported to Cornwall Council still remain unactioned. It was noted that the traffic calming island at Antony has caused a problem for large vehicles.

f) 7 Cove meadow letter to Mrs Freeseay to confirm that the Parish council had no objection to the planning application that Cornwall and Antony Estates approved.

Action :The clerk to write the letter,

48.15 Meeting closed 9.50pm

Councillor Knott left the meeting at 8.25pm .

Approved.....Chairman