



**MINUTES OF THE 799th MEETING OF BUDOCK PARISH COUNCIL,
HELD AT BUDOCK VILLAGE HALL, ON MONDAY 30th JULY 2007**

PRESENT : Cllrs Bastin (Chairman), Trevor McCabe, Fairbank, Fryer, Gibson, Gifford, Mrs J Pengelly, Miss R Pengelly and Tape.

There were no comments from the public on matters on the agenda.

C2605 TO ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Tim McCabe.

C2606 DECLARATIONS OF INTEREST

a) In Items on the Agenda

There were no declarations of interest in items on the agenda.

b) Of gifts of a value of more than £25

There were no declarations of gifts of a value of more than £25.

C2607 TO CONFIRM MINUTES OF THE LAST MEETING

a) Meeting of Budoock Parish Council, 25th June 2007

It was proposed by Cllr Tape, seconded by Cllr Fryer and

RESOLVED that the Minutes of the Council Meeting held on 25th June 2007 be approved as a true record and duly signed.

b) Extraordinary Meeting of Budoock Parish Council, 9th July 2007

Item C2602 (a), 5th paragraph – Should read two members of the public, **one of whom was a Trustee** of Treverva Village Hall

It was proposed by Cllr Tape, seconded by Cllr Fryer and

RESOLVED that the Minutes of the Extraordinary Council Meeting held on 9th July 2007 be approved as a true record and duly signed, subject to the above amendment.

C2608 TO REPORT MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA

a) Cornwall CC Unitary Bid

It was noted that it had been announced on 27th July 2007 that this bid had been successful. Cllr Hatton agreed to summarise what was likely to happen next in his County Councillor's Report.

b) Possible Bus Shelter Grant

The Clerk reported that he had received an application form from Cornwall CC, and was awaiting information from Kerrier DC before submitting this.

C2609 AGENDA ITEMS

a) Annual Accounts to Year-End 31st March 2007

i) To receive and approve the unaudited accounts for the Year Ending 31st March 2007

It was proposed by Cllr Trevor McCabe, seconded by Cllr Tape and

RESOLVED that the unaudited accounts for the year end 31st March 2007 be approved.

ii) To complete the Statement of Assurance for the Year Ending 31st March 2007

The Council considered each question of the Statement of Assurance and confirmed by resolution that it had met the required standard under each heading, with three exceptions :-

- **Box 5 – Risk Assessment** – The Clerk was instructed to state that the Council would produce a Risk Assessment document before the end of the calendar year.
- **Box 6 – Internal Audit** – The Clerk was instructed to state that the Council had introduced a revised set of internal controls, which the Internal Auditor considered provided the appropriate level of financial control.
- **Box 7 – Action taken in respect of Internal & External Audit Reports** – The Clerk was instructed to state that, although the Council’s External Audit Report for 2005/06 recommended that a formal Risk Assessment procedure be introduced, this had not yet been done, but would be as soon as possible (see also comment regarding Box 5).

The Statement of Assurance was duly signed by the Chairman.

iii) To receive and note the report of the Internal Auditor

The Council received the report of the Internal Auditor and noted the comments raised, regarding Vat Recovery, Risk Management and Petty Cash. All had already been responded to by the Clerk.

It was proposed by Cllr Fairbank, seconded by Cllr Gibson and

RESOLVED that the report be accepted by the Council.

b) To ratify the Budget & Precept for 2007/08

The Chairman stated that, during the Internal Audit, it had been found that the budget and precept for the current year had not been agreed by council resolution, before being passed to the District Council, as was required. He explained that the council could not, at this time, debate the budget and precept figures of :-

• Total Net Expenditure	£ 20,324
• Less amount from Parish Balances	£ 6,824
Used to reduce the Precept	-----
• Precept Required	£ 13,500

The Clerk stated that he would ensure that he would provide guidance so that the 2008/09 Budget and Precept would be agreed and submitted in the correct timeframe (final submission December 2007).

It was proposed by Cllr Trevor McCabe, seconded by Cllr Fryer and

RESOLVED that a Budget of £20,324 for total next expenditure, and a Precept of £13,500 for 2007/08 be ratified.

c) To ratify the Clerk’s Contract of Employment

The Chairman stated that, during Internal Audit, the Clerk had been asked for a copy of his contract of employment, and for sight of the minute which agreed his terms and conditions. For newer councillors, he explained that interviews for the position of Clerk to the Council had taken place on Saturday, 2nd June 2007, with the offer of employment made the following day, and the next meeting of the council the next day, Monday, 4th June 2007. There was insufficient time to prepare paperwork prior to the council meeting, which agreed the appointment, but did not formally agree the Clerk’s contract of employment.

This had been summarised in a document which had now been circulated.

It was proposed by Cllr Trevor McCabe, seconded by Cllr Fairbank and

RESOLVED that the Clerk's contract of employment be ratified.

Following this, the Chairman and Clerk signed copies of the Clerk's contract, as employer and employee.

d) To review the Council's Banking arrangements

The Clerk explained that, following the formation of the new council, it was necessary to update the list of cheque signatories. Barclays, the Council's existing bankers, had reduced the signatories on the current account from "any 2 councillors" to "any 2 from 3 nominated signatories". On contacting the bank, the Clerk had been informed that "any 2 councillors" could still be allowed, but only on a standard business account, which had greatly increased charges.

He had investigated this, as an alternative option, and also accounts on offer from Lloyds TSB and the Cooperative Bank, both of which continued to offer "any 2 Councillors" as signatories, on accounts with no charges, specifically designed for Parish Councils, Clubs and Charities.

Following debate, it was proposed by Cllr Fairbank, seconded by Cllr Gibson and

RESOLVED that the Clerk be instructed to transfer the Council's banking from Barclays to the Lloyds TSB Treasurer's Account.

e) To consider the establishment of a Policy & Finance Committee of the Council

The Chairman explained that, over the past few weeks, the Clerk had raised a number of instances where the council did not have appropriate internal controls and procedures in place. Some changes to the council's procedures, financial controls and working practices were necessary. The Clerk had suggested that a small committee be set up, without any delegated decision making powers, but which could meet to examine possible changes in detail, and make recommendations back to full council.

Following discussion, it was proposed by Cllr Gifford, seconded by Cllr Fryer and

RESOLVED that a Policy and Finance Working Group be set up, and be asked to meet and make initial recommendations to the next meeting of the council.

It was then agreed unanimously that the Policy and Finance Working Group should comprise the following councillors : Cllr Fairbank (Chairman), Cllr Gifford, Cllr Miss R Pengelly and Cllr Bastin (ex-officio). It was agreed that the first meeting would be held on Thursday, 16th August 2007, at 4.30pm, at the Clerk's house.

f) To consider how to progress the proposed Budock Parish Plan

As there were still other agenda items to cover, it was agreed that this item should be deferred until the September meeting of the Parish Council.

g) To consider training requirements for new and existing Councillors

The Clerk stated that he had contacted the County Association (CALC), which had no training resources available until October / November. He had been offered use of CALC's training material, and stated that with preparation, he might, himself, be able to provide some training on Roles and Responsibilities, Finance, the Law and Planning.

Following discussion, it was felt that the council would prefer that training be provided by CALC, although the Clerk was also asked to investigate whether Kerrier DC might be able to assist.

h) Complaints received about lack of Weed Killing alongside roads in Budock Water

Cllr Tape explained that he had received complaints about the fact that the pavements and gutter no longer appeared to be weeded by the County Council. The Clerk added that a similar matter had been raised by Mawnan Parish Council in 2006, with the result that Cornwall CC had devolved a weed killing budget, under a formal 3-year partnership arrangement. Weed killing was carried out by the council's footpaths contractor.

He had, therefore, contacted the County Council, and asked for the same arrangement to be put in place for Budock.

i) Complaints about the performance of Kerrier DC Direct Services (Street Cleaning & Refuse Collection) in Budock Water

Cllr Tape stated that he had also received complaints about the District Council in these areas, but that the Clerk had made already contact with Kerrier DC, and the streets were swept the next day.

The Clerk added that he had been informed that street sweeping was scheduled to take place monthly, and that comments about the performance of Refuse Collection staff had been passed onto the council's contractor.

C2610 CORRESPONDENCE

The Clerk reported on correspondence received, a schedule of which is attached to the minutes as a record.

C2611 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

a) District Council

D Cllr Mrs Fryer reported that Cllr Rex Sadler had resigned as Leader, for health reasons, and been replaced as Leader by Cllr Graeme Hicks. Two Liberal Democrats had resigned from the party, and now sat as Independents.

The District Council was reviewing its licensing policy, in particular with regard to private hire vehicles.

b) County Council

C Cllr Hatton reported that, during August, Cornwall CC will attempt to increase the number of County Councillors, after going Unitary. There was also concern that the timetable to hold "shadow elections" in 2008 was very tight. A summary of possible responsibilities which might be devolved to Parish and Town Councils was expected to be issued in the near future.

Cllr Hatton stated that he had met with the County's Divisional Surveyor, and had asked if the Unitary Authority would result in faster delivery of promised Highways items, such as the Speed Visor. It was agreed that the Clerk should also make contact with the Divisional Surveyor, regarding this issue.

On another local issue, Cllr Hatton reported that there had been discussion about the ownership of the lay-by / parking in front of the houses near to Treverva Village Hall, which it was now considered belonged to the houses, rather than County Highways.

C2612 PLANNING APPLICATIONS

a) To Note Planning Decisions received from the Planning Authority

The Clerk reported on decisions received, a schedule of which is attached to the minutes as a record. Concern was expressed that some Conditional Permission notices did not include conditions requested by the Parish Council. D Cllr Mrs Fryer requested that, in future, she be copied on any planning observations about which the Parish Council had particularly strong views.

b) To Note Planning Enforcement Complaints received by the Planning Authority

The Clerk reported that no complaints had been received, regarding Budock Parish.

c) To Consider Planning Applications Received From the District Authority

i) PA07/01024/TPO – Cornish Tree Care, 2 Trewen Road, Budock Water – Lopping of One Oak and raising the crown of one Beech Tree

OBSERVATIONS : No objections.

ii) PA07/01153/F – Mr A Singer, Colvennor, 16 Trevoney, Budock Water – Conversion of Garage to form Living Accommodation

OBSERVATIONS : No objections.

C2613 REPORTS FROM COMMITTEES AND REPRESENTATIVES

a) Playing Field Committee

Nothing to report.

b) Budock Water Village Hall Committee

Nothing to report.

c) Treverva Village Hall Committee

The Clerk was asked to ensure that all minutes and agendas of Parish Council Meetings be sent to Treverva Village Hall, for display.

d) Police Report

Both Community Police Officer and PCSO were unavailable, but a report had been emailed to the Clerk, in their absence. This included, for the period 25th June to 26th July 2007 :-

- 4 crimes reported (as against only 2 in 2006)
[1 x Burglary non-dwelling, 1 x Burglary dwelling, 1 x Common Assault, 1 x Theft]

As there was no mention of use of the speed gun, the Clerk was asked to request its inclusion in future reports.

The Clerk also reported a request that the Police page on the Parish Website be changed, to include a facility where members of the public can submit matters which cause them concern in their area (both Police and non-Police). Following discussion, it was agreed that the Clerk should respond suggesting that non-Police issues were better handled direct with the appropriate agencies.

C2614 RIGHTS OF WAY MATTERS

The Clerk reported on the following :-

- A modification Order had been agreed for Footpath 11. On checking this, Cllr Fairbank considered that there were mistakes in it, which he would email to the Clerk, for forwarding to Cornwall CC.
- Footpath from Trevoney to the Village Hall car park – He had discussed this with both Kerrier DC and Cornwall CC, and was awaiting documentation from the Area Surveyor.
- He had reported the stile and tree problems to the footpaths maintenance contractor, who had promised to attend to these.

A number of other issues were raised :-

- Footpaths require gravel topping to their surfaces :-
 - Numbers 24 and 23/1, which run from School Hill up to Trehane
 - Number 27/1 which runs at the back of the new cemetery from the back gate of the church towards Menehay House
- The path under the bypass (SWW) was currently unwalkable.
- Some footpaths signs were missing, for which a survey should be requested, as part of the County Council's Public Paths Improvement Program (PPIP).

The Clerk was asked to progress these issues.

C2615 FINANCE AND PAYMENT OF ACCOUNTS

The Clerk reported that the grant/donation from the Playing Field Committee, for the 25% deposit payable to Taylor Made Equipment, had been received, and that the council had applied for and received a £150 grant from Kerrier DC, for initial funding of the Broadband Internet connection to his home.

It was proposed by Cllr Fairbank, seconded by Cllr Trevor McCabe and

RESOLVED that accounts totalling **£5,653.62** be approved for payment and duly signed. A schedule of these is attached to the minutes as a record.

C2616 DATE AND TIME OF NEXT MEETING

The next meeting of Budock Parish Council will be held on Monday, 3rd September 2007, commencing at 7.30pm, in Budock Water Village Hall.

COMMENTS FROM THE PUBLIC

a) Grit Box on Vicarage Hill

This was damaged, and the Clerk was asked to contact County Highways, and request that it be replaced.

b) Notice Board in Church car park

This is very high, making the notices difficult to read. The Clerk agreed to see what could be done to lower it.

c) Dog bins with damaged lids

Damaged bins were reported as follows :-

- Just over the bridge near Mill Cottage and Mill House access
- Opposite the Meadery, outside their car park (did have a lid, but no bottom, and now has no lid either)

The Clerk was asked to contact Kerrier DC, and request that they be replaced.

Signed : 3rd September 2007
Chairman