

# St Martin – By - Looe Parish Council

Friday 27<sup>th</sup> November 2020.

**To All Members of the Parish Council.**

**THE PARISH COUNCIL MEETING** will be held by ZOOM and telephone on **Thursday 3<sup>rd</sup> December 2020 at 7.30pm.**

## **The Parish Council Meeting.**

**Public Question Time. IMPORTANT PLEASE READ NOTE BELOW.**

**Agenda Item 1:** Declarations of Interest.

**Agenda Item 2:** Apologies for absence.

**Agenda Item 3:** Minutes of the Parish Council Zoom Meeting of the 5<sup>th</sup> November 2020.

**Agenda Item 4:** Planning Applications:

**Agenda Item 5:** Planning Decisions received by the date of the meeting.

**Agenda Item 6:** Planning Matters.

**Agenda Item 7:** Finance. – 2021/22 Precept.

**Agenda Item 8:** Reports on Matters arising from the Minutes.

**Agenda Item 9:** Business received after publication of agenda.

**Agenda Item 10:** Information received from CC and other Authorities.

**Agenda Item 11:** New business.

**Agenda Item 12:** Around the Table.

### **Important - please note:**

***All requests from members of the public to speak at the meeting should be submitted in writing to the Clerk at the address below, at least 48 hours before the meeting.***

***This will enable the Parish Council to consider the request and respond accordingly.***

***Failure to contact The Clerk may well result in the request to speak being refused.***

***Once approved you will be invited to participate by either ZOOM or telephone by the Clerk, please ensure you submit your request by email or by telephone.***

Charles Hyde (Mr) Clerk to the Council  
8 Trelawny Road, Menheniot, Liskeard. PL14 3TS  
01579 340905

[stmartinpc1@btinternet.com](mailto:stmartinpc1@btinternet.com)

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Please note that this Council executes its duty in considering the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights.

# St Martin – By - Looe Parish Council

To All Members of the Parish Council.

**WORKING AGENDA FOR THE PARISH COUNCIL MEETING TO BE HELD BY ZOOM AND TELEPHONE ON THURSDAY 3<sup>rd</sup> DECEMBER 2020 AT 7.30pm.**

***To join the meeting please click on the ZOOM link in the email/text sent to you by The Clerk OR Telephone 0203 481 5237 or 0203 481 5240 and enter meeting ID 433 784 5190 (password will be required) in the email and join by voice only.***

Chairman: Robert Henly.

Vice-Chair: Roberta Powley.

Parish Councillors: Barbara Reynolds, Andrea Lankston,

David Keeble, Lynne Burt, Simon Lawes.

Mr Charles Hyde, Clerk and Proper Officer of the Council.

County Councillor Armand Toms.

PCSO David Billing.

## **Agenda Item 1: Public Question Time and Declarations of Interest:**

## **Agenda Item 2: Apologies for absence:**

## **Agenda Item 3: Minutes of the Parish Council Meeting:**

**3.1.1: Minutes for the Parish Council ZOOM Meeting held on 5<sup>th</sup> November 2020.** It was proposed by \_\_\_\_\_ seconded by \_\_\_\_\_ and agreed unanimously that they be taken as read and signed by the Chairman as a true and accurate record of the meeting.

## **Agenda Item 4: Planning Applications:**

None received.

## **Agenda Item 5: Planning Decisions received by the date of the meeting:**

None received.

## **Agenda Item 6: Planning Matters:**

None received.

## **6.2: Correspondence:**

Forwarded by email where possible.

## **Agenda Item 7: – Finance.**

### **7.1.1: Summary of Accounts.**

#### ***Reconciled balances date 24/11/2020***

Opening Bank Balances 1 <sup>st</sup> April 2020	£27,306.28
Income to date	£15,633.02
Expenditure to date	£17,428.83
Balance to date	£25,510.47

## **7.2: Accounts paid in November 2020.**

Cheque No	Organisation	Amount
BACS	CF Hyde – Clerks Oct expenses.	50.00
BACS	Zoom, October.	14.39
BACS	Clerks Salary October 2020	632.82
BACS	Annual Energy Allowance	500.00
BACS	CPRE Subscription	36.00
BACS	Looe Development Fund – Millendreath Defibrillator Contribution	100.00
BACS	Cornwall Council – Magazine Print costs	42.08
		1375.29

## **7.3: Income in November 2020.**

18-Nov-20	S Wills AD REVENUE		£	30.00
24-Nov-20	Schooling AD REVENUE		£	30.00
		Total	£	60.00

It was proposed by \_\_\_\_\_ and seconded by \_\_\_\_\_ that Items 7.1, 7.2 and 7.3 are ratified.

## **7.4: Requests for Funding received by date of meeting.**

None received.

## **7.5: Receipts and letters of thanks received by the date of the meeting.**

None received.

## **7.6: Financial Business.**

**7.6.1: Clerk's Annual Salary Review** – Currently paid SCP 27, £12.68 per hour, 11 hours per week, =£139.52. Plus £500 per year energy allowance and £50.00 per month telephone and internet package. Mileage rate 45p (HMRC maximum before expenses become taxable).

***NALC Recommendation 3% increase to £13.51 per hour. (SCP have been regraded and the new grade will be SCP 20).***

**7.6.2: Presentation of half year accounts** – (attached).

**7.6.3: 2021/2022 Precept** – The draft precept, (attached) as prepared by the Clerk.

Discussions ensued and it was proposed by Councillor Reynolds, seconded by Vice Chairman Powley to accept the draft precept for the next financial year. ALL AGREED.

## **7.6.1: Accounts to be paid in December 2020.**

It was proposed by \_\_\_\_\_ and seconded by \_\_\_\_\_ that the following be authorised for payment.

Cheque No	Organisation	Amount	
BACS	CF Hyde – Clerks Nov expenses.	50.00	
BACS	Zoom, November	14.39	
BACS	Clerks Salary November 2020	632.82	
		Total	697.21

## **Agenda Item 8: Reports on Matters arising from the Minutes.**

**8.1.1: May Lane Obstruction** – County Councillor Toms contacted Paul Allen at Cormac who thought a sign unnecessary as this has never been reported before.

**8.1.2: Planning Issues** – Davina Pritchard has been invited to our next Zoom meeting, Awaiting a reply.

**8.1.3: Salt bins** – Dave Peat Waste has been asked to refill all the bins. Could you please check when out walking please?

**Agenda Item 9: Business received after publication of agenda:**

None received.

**Agenda Item 10: Information received from CC and other Authorities:**

**10.1.1: Cornwall Council.**

**Communities and Devolution team** – Newsletters and Special Bulletins and Notices. All circulated by email during the current lockdown.

**10.1.2: Other Authorities.**

All Circulated by email during the current lockdown.

**Agenda Item 11: New Business:**

**10.1.1: 'Light Up The Parish' Competition** – The Clerk together with Councillor Reynolds have instigated a Parish competition for the Best outdoor Display and The Best Window. Two hampers have been sourced as prizes, a Kayak/ Paddle Board session for two, Cornish Blue Cheese, two tubs of festive sweets and wine, at least 6 prizes needed in total. Judges needed for 19<sup>th</sup> December.

**Agenda Item 12: Around the table:**

***Councillor Reynolds:***

***Councillor Keeble:***

***Councillor Lawes:***

***Councillor Lankston:***

***Councillor Burt:***

***Vice-Chairman:***

***The Chairman:***

***County Councillor Armand Toms:***

***PCSO Dave Billing:***

Date and Time of Next Meetings: 14<sup>th</sup> January 2021, **Parish Council Meeting** at 7.30pm by Zoom.

There being no other business the meeting closed at

**2021 Meeting Dates**  
**By Zoom until further notice.**

January 14th	7.30pm	Parish Council meeting.
February 4th	7.30pm	Parish Council meeting.
March 4th	7.30pm	Parish Council meeting.
April 1st	7.15pm	Annual Parish Meeting. (Cancelled)
	7.30pm	Parish Council Meeting.
May 13th	7.15pm	Annual Parish Council Meeting, election of officers.(Deferred).
	7.30pm	Parish Council Meeting.
June 10th	7.00pm	Parish Council meeting.
July 1st	7.00pm	Parish Council Meeting.
September 2nd	7.30pm	Parish Council Meeting.
October 7th	7.30pm	Parish Council meeting.
November 4th	7.30pm	Parish Council Meeting.
December 2nd	7.30pm	Parish Council meeting.

St Martin-By-Looe Parish Council

**Expenditure 2020/21 to date:**

Item	Budget	Actual	Plus/Minus	Percentage	
Insurance	£ 350.00	£ 349.22	-£ 0.78	100%	On Budget
Parish Paths	£ 180.00	£ -	-£ 180.00	0%	No invoice as yet.
Clerks Salary	£ 7,521.80	£ 4,380.74	-£ 3,141.06	58%	On Budget
CDC Admin fee	£ 72.00	£ 42.00	-£ 30.00	58%	On Budget
Clerks Expenses -All	£ 1,100.00	£ 918.15	-£ 181.85	83%	Might go over budget slightly
	£ 200.00	£ -	-£ 200.00	0%	To spend on noticeboards for Millendreath
Street Furniture	£ 350.00	£ 198.42	-£ 151.58	57%	To spend on noticeboards for Millendreath
Equip Maintance	£ -	£ -	£ -	#DIV/0!	
Hall Hire/Zoom	£ 150.00	£ 71.94	-£ 78.06	48%	On Budget
Subscriptions	£ 210.00	£ 231.04	£ 21.04	110%	increased next year
Misc & contingency	£ 250.00	£ 260.00	£ 10.00	104%	On Budget
Grass Cutting/Weed spray	£ 650.00	£ 160.00	-£ 490.00	25%	Awaiting invoice
Data protection	£ 40.00	£ 35.00	-£ 5.00	88%	On Budget
Section 137	£ 50.00	£ 50.00	£ -	100%	On Budget
Grants & gifts	£ 200.00	£ 150.00	-£ 50.00	75%	On Budget
British Legion Wreath	£ 20.00	£ 20.00	£ -	100%	On Budget
Audit fees	£ 50.00	£ 50.00	£ -	100%	On Budget
Fingerpost project	£ -	£ -	£ -	#DIV/0!	
Salt bins	£ 300.00	£ -	-£ 300.00	0%	Awaiting invoice
VAT	£ -	£ 1,868.96	£ 1,868.96	#DIV/0!	Bus Shelter and Defib at No Man's Land
Parish magazine	£ 170.00	£ 42.08	-£ 127.92	25%	Advertising paying this cost
Community development	£ -	£ -	£ -	#DIV/0!	
From Reserves	£ -	£ 8,601.28	£ 8,601.28	#DIV/0!	Bus Shelter, Defib at No Man's Land, F/Post to come.
<b>Total budget &amp; expenditure</b>	<b>£ 11,863.80</b>	<b>£ 17,428.83</b>	<b>£ 3,696.07</b>	<b>147%</b>	

## Income

Precept	£ 11,863.80	
Grants	£ 3,370.92	Includes £3k for bus shelter
Bank Interest	£ 2.28	
VAT refund	£ 81.03	
Parish paths	£ -	
Misc	£ 199.99	Covisd 19 Hardship fund grant
Advertising revenue	£ 115.00	
<b>Total Income</b>	<b>£ 15,633.02</b>	

## St Martin-By-Looe News

Advertising revenue to date	£ 115.00	More to follow.
Print costs (anticipated)	£ 168.32	
<b>Profit/Loss</b>	<b>-£ 53.32</b>	

## St Martin By Looe Parish Council Draft Precept 2021/22

Item	2020/21	2021/22	%	Explanation
Insurance	£ 350.00	£ 400.00	14%	Additional cost for bus shelter.
Parish Paths	£ 180.00	£ 180.00	0%	No Change
Clerks Salary	£ 7,521.80	£ 7,727.72	3%	NALC Pay Scales
Salary Admin	£ 72.00	£ 72.00	0%	No Change
Clerks Expenses/Office cost	£ 1,100.00	£ 1,100.00	0%	No Change
Office Supplies	£ 200.00	£ 200.00	0%	No Change
Defib Annual Costs	£ -	£ 280.00	#DIV/0!	New annual cost
Hall Hire/Zoom	£ 150.00	£ 150.00	0%	To include Zoom cost whist needed.
Subscriptions	£ 210.00	£ 250.00	19%	Increased costs.
Grass Cutting	£ 500.00	£ 500.00	0%	Based on current year charges
Misc & Contingency	£ 250.00	£ 250.00	0%	No Change
Street Furniture/Fingerposts	£ 350.00	£ -	-100%	All replaced, no maintainance due this year.
Weed Spraying	£ 150.00	£ 180.00	20%	No Change
Election costs	£ -	£ 250.00	#DIV/0!	Elections this year
Data Protection	£ 40.00	£ 40.00	0%	No Change
Section 137	£ 50.00	£ 50.00	0%	No Change
Grants/gifts	£ 200.00	£ 200.00	0%	No Change
Remembrance Wreath	£ 20.00	£ 20.00	0%	Actual cost
Audit fees	£ 50.00	£ 50.00	0%	No Change
Salt Bins	£ 300.00	£ 250.00	-17%	Annual cost
Magazine	£ 170.00	£ -	-100%	Advertising covering costs.
Community Development	£ -	£ -	#DIV/0!	Removed as never used
<b>Precept requested without CTG</b>	<b>£ 11,863.80</b>	<b>£ 12,149.72</b>	<b>2%</b>	<b>Increase</b>
Grants (CTS and any others)	£ 432.49	£ 354.52	-18%	Reducing grant.
<b>Precept plus CTG &amp; Grants</b>	<b>£ 12,296.29</b>	<b>£ 12,504.24</b>	<b>2%</b>	<b>Increase</b>