

St Martin – By - Looe Parish Council

MINUTES FOR THE PARISH COUNCIL MEETING AT 7.30PM, HELD ON THURSDAY 1st DECEMBER 2022 AT NO MAN'S LAND MEMORIAL HALL.

Attended by:

Chairman: Robert Henly.
Vice-Chair: Roberta Powley.
Parish Councillors: Barbara Reynolds, Andrea Lankston,
Nigel Cummings, Simon Lawes, David Keeble.
Mr Charles Hyde, Clerk and Proper Officer of the Council.

Public Question Time and Councillors Comments on Declared Interests:

None declared or raised.

Agenda Item 1: Declarations of Interest:

None declared.

Agenda Item 2: Apologies for absence:

County Councillor Armand Toms.
PCSO David Billing.

Agenda Item 3: Minutes of the Parish Council Meeting:

3.1.1: Minutes for the Parish Council Meeting held on 3rd November 2022 It was proposed by Councillor Reynolds, seconded by Councillor Lankston 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:

5.1.1: Application No: PA22/08425.

Applicant: Mr. P Evans.

Location: Barn At Keveral Manor, St Martin By Looe, Cornwall, PL13 1PA.

Proposal: Prior Approval for conversion of agricultural building to residential dwelling.

Cornwall Council Decision: Prior approval not required.

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 03/11/22

Opening Bank Balances 1 st April 2022	£24,467.15
Income to date	£16,627.18
Expenditure to date	£10,874.82
Balance to date	£30,219.51

7.2: Accounts paid in November 2022.

Cheque No	Organisation	Amount
BACS	CF Hyde – Clerks October 2022 expenses.	50.00
BACS	Cornwall Council - Clerks Salary October 2022.	649.98
BACS	CF Hyde – Annual Energy Allowance	500.00
BACS	Nigel Cummings – Website Hosting and Maintenance, October 2022.	20.00
BACS	St Martin’s School Trust FINAL TURNPIKE TRUST COIF PAYMENT	14.06
BACS	Looe RNLI Tithe Maps sales	40.60
BACS	CPRE Annual Subscription	36.00
BACS	Duchy Defibrillators	372.00
	Total	1682.64

7.3: Income in November 2022.

7-Nov-22	Barbara Rivers AD REVENUE	£	60.00
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It was proposed by Councillor Keeble, seconded by Vice Chairman Powley that Items 7.1, 7.2 and 7.3 are ratified. ALL AGREED.

7.4: Requests for Funding received by date of meeting.

7.4.1: Tregoad School Appeal for funds to purchase books – Email sent by the Head of Tregoad School to County Councillor Armand Toms who circulated to all Parish Councils in his ward.

Apologies for the evening email. I just wanted to email to ask a question and wasn't sure if you'd be able to direct me to someone who could support.

We are part of Cornwall Library Service who are fantastic and part of their service is clearing out old/damaged books but when they came the other day, they have cleared around 80% of our books leaving us with a limited amount. Like all businesses, we don't have a big pot of money especially being a small school so I am trying to think of how we can get either someone sponsoring us/a donation/grant to give us the opportunity to buy more books. I would be looking at around £1000-£1500.

I wanted to come to you first as I know you have lots of contacts and wasn't sure if you could advise any starting points?

Discussions ensued and it was proposed by Vice Chairman Powley, seconded by The Chairman that a £50 donation be sent to the school. ALL AGREED.

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, £13.51 per hour, 11 hours per week, =£148.61. 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 recommended rate for SCP 27 in 2023/24 £17.58 per hour, 11 hours per week, = £193.38. Energy Costs need to be reconsidered with an additional £100 in the draft precept.

The Clerk has informed the Chairman that he is happy to continue on the same salary for another year.

The Chairman also agreed the annual allowance should be increased due to the rising energy costs.

Councillor Cummings challenged both decisions, stating the Energy Allowance could be seen as poor value for money by the parishioners who see a Clerk employed for 11 hours per week receiving such a high allowance, he also stated that it should be paid with the salary.

The Clerk replied that it is not unusual for a Parish Council to pay a homeworking Clerk an annual allowance, but perhaps it should be renamed Office Rental and Expenses, which would explain the payment better. The Clerk also stated that should the allowance be paid with the salary it would become taxable; Councillor Cummings told the Clerk this could be reclaimed.

Councillor Reynolds stated the allowance was less than £10 per week and has been successfully paid without question from the auditor for many years and sees no need for change.

Discussions became heated and at times aggressive.

7.6.2: Parish Council Reserves and Budget Setting for the year 2023/24 – The Parish Council currently holds £30,237 in the bank to pay for budgeted expenditure and allocated reserves including for emergency and unexpected expenditure. The allocated funds need to be reviewed with additional items added to ensure the Parish Council can continue to function.

The current IT is outdated and will need to be replaced at an approx. cost of £1000 and precept reductions should also be considered. (2 x £800 for years 2023/24 & 2024/25).

A suggested budget of £13,880 should be considered for the 2023/24 year, made up of £11,980.00 precept and £1900 from the Parish Council reserves & LMP Grant.

The Clerk informed Members that he had spent several hours working with Sarah Mason from CALC to ensure what is presented here is correct.

Councillor Cummings challenged the proposed budget and produced an alternative which was distributed to all members present.

The Clerk examined the suggested budget and informed Councillor Cummings that he had included income that was not to be repeated, EG: the Tregoad Sponsorship for the Christmas Lights, money passed to Light Up the Parish Group, the Community Chest Grant for Springfield Park Community Garden, money passed to the Community Group working on the project, Advertising revenue, which is generated by the Clerk in a voluntary role and cannot be guaranteed.

However, the formula used by Councillor Cummings more or less mirrored the proposed budget suggested by the Clerk and with the correct figures used would result in more or less the same figures.

Councillor Cummings suggested the advertising revenue could be targeted, something the Clerk would be unwilling to be tied to and would therefore consider passing the job on to someone else.

The Clerk informed Members that excess advertising revenue can only be ploughed back into production costs, EG: Print costs and IT replacement for equipment used to produce the magazine.

GDPR was also discussed and the reasons for Councillor Cummings contacting the Data Protection Officer (Councillor Keeble) were given. The Clerk informed Members Sarah Mason from CALC was satisfied with our arrangement from the information he was able to give her, and that use of IT equipment by the Clerk for personal use was a matter for the Parish Council to decide but recommended exclusive use of Parish Council IT for Parish Council business, if at all possible. Councillor Keeble was uncomfortable with the GDPR discussion and offered his resignation from the roll of Data Protection Officer, Councillor Reynolds asked him to reconsider as this matter could be easily sorted, Councillor Keeble agreed to remain in the post.

Once again discussions became heated and aggressive and accusations of unprofessional conduct were regrettably made, which resulted in Councillor Cummings informing Members the email link between the website and Clerk had been cut, because the Clerk was unwilling to change the way he received emails, which he claimed was the reason for the questionable emails getting through.

The Chairman brought the discussions to an end and it was put to the vote. Vice Chairman Powley proposed accepting the budget as shown below this was seconded by The Chairman and agreed 6 – 1.

Remaining reserves should change to:

£10,000 for the play area.

£500 for unexpected election costs (mandatory).

£12,500 for emergencies, unexpected and non-precepted expenditure. (Equivalent to one years precept, (maximum allowed to hold).

£1000 for replacement IT.

7.6.3: 2023/2024 Precept – The draft precept, as prepared by the Clerk was discussed. Vice Chairman Powley proposed the Draft Precept of £11.980 be accepted, this was seconded by Councillor Reynolds and agreed 6 – 1.

7.7.1: Accounts to be paid in December 2022.

It was proposed by Vice Chairman Powley, seconded by Councillor Keeble that the following be authorised for payment. ALL AGREED.

Cheque No	Organisation	Amount
BACS	CF Hyde – Clerks November 2022 expenses.	50.00
BACS	Cornwall Council - Clerks Salary November 2022.	649.98
BACS	Nigel Cummings – Website Hosting and Maintenance November 2022	20.00
BACS	St Martins Village Hall Trust – Hall Hire	140.00
	Total	859.98

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

8.1.1: Queen Elizabeth II Memorial Tree – Should the Parish Council plant a memorial tree, and if so what type and where? Item published in the Parish Magazine. Bring to the January meeting for further discussion.

8.1.2: Verge outside 5 & 6 Bucklawren Road – The Clerk has attempted to contact Environmental Services, however, requests to talk to someone has resulted in hitting a brick wall. An email has been sent to Environmental Services with our concerns.

The Clerk will contact County Councillor Armand Toms again to see if contact with Environmental Services can be made.

8.1.3: Damaged Salt Bin Junction Bucklawren Road and B3253 – County Councillor Armand Toms has repositioned and repaired the salt bin.

8.1.4: Single Track Lane at Widegates – Flooding and muddy due to construction. The Clerk reported our concerns to Morval PC. The One Way Signs appear to have been turned around. The Clerk to report to Morval PC.

8.1.5: Highway condition, Junction Pethick farm and Bucklawren Road – Surface breaking up. The Clerk reported to Cormac Ref: W222024245, who inspected the highway and agreed action was needed.

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.

Newsletters and Special Bulletins and Notices sent by email.

10.1.2: Other Authorities.

None received.

Agenda Item 11: New Business:

11.1.1: 2023 Meeting Dates –

January 5th	7.30pm	Parish Council meeting.
February 2nd	7.30pm	Parish Council meeting.
March 2nd	7.30pm	Parish Council meeting.
April 6th	7.15pm	Annual Parish Meeting.
	7.30pm	Parish Council Meeting.
May 4th	7.15pm	Annual Parish Council Meeting, election of officers
	7.30pm	Parish Council Meeting.
June 1st	7.30pm	Parish Council meeting.
July 6th	7.30pm	Parish Council Meeting.
September 7th	7.30pm	Parish Council Meeting.
October 5th	7.30pm	Parish Council meeting.
November 2nd	7.30pm	Parish Council Meeting.
December 7 th	7.30pm	Parish Council meeting.

11.1.2: Road Traffic Regulation Act 1984 S.14: Temporary Prohibition of Traffic.

Location: A387 Between Sandplace and Sandplace Road, St Martin.

Timing: 12th December 2022 to 20th December 2022 (09:30 to 14:30 hours).

Contact: Robert Fellows at BPD & Construction Ltd Tel: 0787 6662 777

Agenda Item 12: Around the table:

Councillor Reynolds:

Nothing raised.

Councillor Lankston:

Nothing raised.

Councillor Keeble:

Flooding occurred by Looe Country Park – due to the heavy rain. This appears to have been resolved by the park owners.

Councillor Lawes:

The Culvert once again overflowed and caused flooding – due to the exceptional rain and the culvert being blocked again. The Clerk to contact Cormac.

Councillor Cummings:

Nothing raised.

Vice-Chairman:

Coronation Mugs – Should we consider a gift to commemorate the Kings Coronation? The Clerk will look at available merchandise and bring to the next meeting.

The Chairman:

Road Surface at the Bus Stop at No Man's Land – Needs attention again. The clerk to report to Cormac.

The Clerk:

Staffing Committee – It was suggested by Sarah Mason at CALC that the Parish Council should consider forming a Staffing Committee to deal with all items relating to paid staff. It was suggested that at least three members be included, and although not compulsory the Chairman and vice Chair should be considered.

PCSO Dave Billing:

Police report - Please pass on my apologies for not attending tonight's meeting due to not being able to change my shift.

During the month of November there were two crimes reported to the Police within the Parish.

1 x Misuse of the Communications network.

1 x Theft by finding.

I would like to take this opportunity to wish you all a Merry Christmas and a Happy New Year.

Date and Time of Next Meeting: 5th January 2023 at 7.30pm The **Parish Council Meeting** at the No Man's Land Memorial Hall.

There being no other business the meeting closed at 8.48pm.