

SOUTH PETHERWIN PARISH COUNCIL EXTRAORDINARY MEETING

Minutes of the extraordinary meeting of South Petherwin Parish Council 10 th June 2021 held in the Village hall.	Action
Present: Cllr P Parson (Chairman), Cllr A Barham, Cllr J Butler, Cllr A Finnimore, Cllr M Screech. Cllr A Jasper co-opted at this meeting.	
21/087 Chairman's opening remarks.	
21/088 Representations from the Public. One member of the public attended.	
21/089 Apologies. None.	
21/090 Co-option of Councillors. Amy Jasper's application to be a Councillor had been received and the statement was read out. It was proposed by Cllr A Barham, seconded by Cllr J Butler, that Amy Jasper be Co-opted to the Parish Council as a Councillor; all were in favour.	
21/091 Councillors' declaration of interest. None.	
21/092 Minutes of the Parish Council meeting 1 st June 2021, to be approved. It was proposed by Cllr M Screech, seconded by Cllr A Barham, that an amendment to item 21/081.d. be made 'the waste bin situated by the post box would be increased in size if a bigger bin was available'; 5 Cllrs were in favour and one Cllr abstained, motion passed. It was proposed by Cllr J Butler, seconded by Cllr A Barham, that the minutes, with this amendment, be approved; 5 Cllrs were in favour and one Cllr abstained, motion passed.	Clerk
21/093 Matters arising from the minutes not appearing elsewhere on the agenda. Had Mr Sanders been informed that his quote for the clearing of footpaths in the South Petherwin parish had been accepted? Yes, a letter of acceptance had been sent.	
21/094 Planning a. Applications: None b. Pre-applications: None c. Decisions: PA21/01172/PREAPP Closed - advice given. Barn At Trelinnoe. Mrs K Wills.	
21/095 Highways & Footpaths Matters a. Trelinnoe Gardens/Close footpath adoption. Ongoing b. Speeding awareness campaign. It was proposed by Cllr A Barham, seconded by Cllr A Finnimore, that the quote of £853.68 for 80 x 30mph signs of varying sizes had been seen by all Cllrs and agreed that this quote should be accepted; 5 Cllrs were in favour and one Cllr abstained, motion passed.	Clerk
21/096 Current & ongoing business a. Toilets. The electrics in the toilets had been checked and the disabled toilet light fixed. PAT testing of Parish Council equipment had also been carried out. b. Noticeboard Tregaller. Awaiting quote for repair.	Chairman
21/097 New business. a. New Code of Conduct. Cllr M Screech had completed online code of conduct training on 9 th June 21. It was proposed by Cllr A Finnimore, seconded by Cllr J Butler, that the New Code of Conduct be adopted by the Council; all were in favour. b. Revised Standing Orders. It was proposed by Cllr M Screech, seconded by Cllr A Barham, that the changes to the Code of Conduct ((i) gifts and hospitality in excess of £50 to be declared - N/A Parish Council Standing Orders states no gifts or hospitality to be accepted (ii) assist with any investigation into a complaint by the Monitoring Officer (iii) training to be undertaken within six months and then where practical every 2 years or as required by the Monitoring Officer) be included in Parish Council Standing Orders; all were in favour. It was proposed by Cllr A Barham, seconded by Cllr A Finnimore, that Standing Orders be revised, all were in favour. c. NALC Model Financial Regulations. The Clerk would edit the model document to reflect Parish Council activity, to be discussed at the next meeting.	

21/098 Finance

a.

- i) EOY Bank reconciliation. It was proposed by Cllr A Barham, seconded by Cllr A Finnimore, that the internal auditor revised EOY bank reconciliation be accepted; 5 Cllrs were in favour and one Cllr abstained, motion passed.
- ii) EOY accounts. It was proposed by Cllr A Barham, seconded by Cllr J Butler, that the EOY accounts be accepted; 5 Cllrs were in favour and one Cllr abstained, motion passed.
- iii) Risk assessment. The 20/21 risk assessment had been updated to reflect the amendment in the Parish Council financial process for Cllrs to cross check and sign invoices when signing cheques. It was proposed by Cllr A Barham, seconded by Cllr J Butler, that the risk assessment for 20/21, with amendments, be accepted; 5 Cllrs were in favour and one Cllr abstained, motion passed.
- iv) Annual Governance Statement and Accounting Statement 2020/21. It was proposed by Cllr A Finnimore, seconded by Cllr J Butler, that the Annual Governance Statement and Accounting Statement be accepted; 5 Cllrs were in favour and one Cllr abstained, motion passed.
- v) Annual Internal Audit Report 2020/21. It was proposed by Cllr A Barham, seconded by Cllr J Butler, that the Annual Internal Audit Report 2020/21 be accepted; 5 Cllrs were in favour and one Cllr abstained, motion passed.
- vi) Explanation of variances. It was proposed by Cllr M Screech, seconded by Cllr A Barham, that the explanation of variances be accepted; 5 Cllrs were in favour and one Cllr abstained, motion passed.
- vii) It was agreed that the Notice of Public Rights and Publication of Annual Governance and accountability return dates would be from Monday 28th July to Monday 6th August 2021, viewing could be arranged through Cllr P Parsons.
- viii) The assets register would be discussed at the next meeting.

Clerk

Clerk

b. Bank Statement Actual at 10th June 2021

Current Account £ 14,285.42

Savings Account £ 21,102.83

Total Balance £ 35,388.25

c. Invoices due for payment – to be approved.

Toilet and bus shelter cleaning contract (invoice not yet received) ~~£56.00~~

Information Commissioners Office annual fee £40.00

Noticeboard repair - Kemp's Home and Garden Maintenance ~~£80.00~~ £40.00

(payable to Matthew Kemp) remaining £40.00 to be paid now the noticeboard had been repaired.

It was proposed by Cllr A Barham, seconded by Cllr R Kneebone, that the invoices be paid; all were in favour.

d. Credits received (estimate)

Saving account interest – HSBC £0.17

HMRC – VAT rebate £65.17

It was proposed by Cllr A Barham, seconded by Cllr A Finnimore, that the invoices be paid; all were in favour.

21/099 Correspondence. None.**21/100 Urgent items**

a. A Cllr asked, are Parish Council's still consulted on applications for licenses. The Clerk would find out.

Clerk

b. The advert for the Clerk vacancy had been published widely returns due 14th July.

c. A parishioner had asked if 3 x dog bins were funded by South Petherwin Community Fund would the Parish Council provide the annual funding required to service the bins. To be discussed at the next meeting.

Clerk

There being no further business the meeting closed at 8.07pm

The next meeting would be on 14th July 2021 at 7pm in the Village Hall.