

MINUTES of the ANNUAL MEETING of ST JUST-IN-PENWITH TOWN COUNCIL held in the Council Chamber, Council Offices, 1 Chapel Street, St Just on Monday 23 May 2016 on THE RISING OF THE ANNUAL TOWN MEETING

PRESENT

Cllr K McFadden - Town Mayor
Cllr D Stevens - Deputy Town Mayor

COUNCILLORS

Mrs M Blundy	Mrs G McQueen
B Clemens	F Morris
Mrs F Cock	G Roberts
N McFadden	Mrs G Salmon
T McFadden	

TOWN CLERK

Elaine Baker

ALSO IN ATTENDANCE

Cllr Mrs S James – Cornwall Council
Shirley Darby – Assistant to Town Clerk
Arthur Matthews – Local Resident
Hazel Murray – The Cornishman

TC.1 ELECTION OF TOWN MAYOR & DECLARATION OF ACCEPTANCE OF OFFICE

RESOLVED: That Councillor Kevin McFadden is elected as the Town Mayor for the Municipal Year 2016 / 2017. Councillor K McFadden duly signed the declaration of acceptance of office.

TC.2 APOLOGIES FOR ABSENCE

There was an apology for absence from Cllr D Roberts.

TC.3 DECLARATIONS OF INTERESTS

Cllr Clemens declared a non-registerable interest in min no. TC.16(a)/16 (Applications) in respect of PA16/04104 as the applicant was a personal friend and he agreed to withdraw from the meeting for consideration of the application.

TC.4 DISPENSATIONS

There were no dispensations granted.

TC.5 ELECTION OF DEPUTY TOWN MAYOR & DECLARATION OF ACCEPTANCE OF OFFICE

RESOLVED: That Councillor Stevens is elected as the Deputy Mayor for the Municipal Year 2016 / 2017. Councillor Stevens duly signed the declaration of acceptance of office.

TC.6 MINUTES

RESOLVED: That the minutes of the Ordinary Meeting of the Town Council held on 9 May 2016 be approved as an accurate record and signed by the Town Mayor.

TC.7 MATTERS ARISING

There were no matters arising from the minutes.

TC.8 COUNCILLOR ATTENDANCE AT MEETINGS & EXPENSES

RESOLVED: That the schedule of Town Councillor attendances at Council meetings during the municipal year 2015 / 2016 and the payment of expenses be noted (copy appended to the signed minutes).

TC.9 APPOINTMENT OF TOWN COUNCIL COMMITTEES

RESOLVED : That the following committee memberships be approved for the Municipal Year 2015/ 2016:-

(b) Staffing Committee (5 Councillors)

Cllr Stevens (Deputy Mayor)
Cllr Mrs Blundy
Cllr T McFadden
Cllr Mrs Salmon
Cllr G Roberts

(d) Internal Audit Committee (6 Councillors)

Cllr K McFadden (Town Mayor)
Cllr Mrs Cock
Cllr Clemens
Cllr T McFadden
Cllr Mrs McQueen
Cllr Mrs Salmon

TC.10. EXTERNAL REPRESENTATION – COUNCIL APPOINTMENTS

(a) Cornwall Association of Local Councils

Cllr K McFadden

(b) Geevor Partnership

Cllr K McFadden

- (c) Cornish Mining Consultative Forum
Cllr K McFadden (Substitute Cllr F Morris)
- (d) West Penwith Community Bus Committee
Cllr Mrs G McQueen
- (e) St Just Community Sports Hall
Cllr D Roberts
- (f) St Just Children's Centre
Cllr Mrs G McQueen
- (g) Rural Transport Partnership
Cllrs Mrs G McQueen / Cllr Mrs M Blundy
- (h) Centre of Pendeen
Cllr K McFadden
- (i) Local Council Planning Forum
Cllr F Morris
- (j) St Just Huelgoat Twinning Association
Cllr D Stevens
- (k) Board of Trustees Pengarth Day Centre
Cllr G Roberts
- (l) Penzance, St Just, Nevada City & Bendigo Twinning Group
Cllr Mrs F Cock
- (m) Mayor's Parlour
Town Mayor (Councillor K McFadden)
- (n) West Cornwall HealthWatch
Cllr Mrs M Blundy
- (o) D & C Police Liaison Group
Cllr B Clemens

(p) Tin Coast Partnership Working Group

Cllr N McFadden

TC.10 AUTHORISATION FOR TOWN CLERK &RFO

RESOLVED: That, in accordance with FR.6, authority is delegated to the Town Clerk & RFO to use internet banking for Town Council payments.

TC.11 APPROVAL OF DIRECT DEBIT & STANDING ORDER PAYMENTS

RESOLVED: That, in accordance with FR.5.6 authority is delegated to the Town Clerk & RFO to action direct debit and standing order payments as set out in the schedule appended to the signed minutes.

The Town Council also AGREED, that Cllr Mrs Cock continue to undertake monthly bank reconciliations in accordance with financial regulations.

(Action by : Elaine Baker)

TC.12 AMENDMENT TO STANDING ORDERS & FINANCIAL REGULATIONS

As a consequence of recent changes to the Public Contracts Regulations 2015, the Town Council considered consequential amendments to standing orders and financial regulations.

RESOLVED: That the insertion of a new paragraph 11.1 in financial regulations as set out below be approved, together with consequential amendments to standing order.

Paragraph 11.1(i) When the Council is to enter into a contract with an estimated value of £25,000 or more (net of VAT) the Council must comply with Articles 109 to 114 of the Public Contracts Regulations 2015 light touch rules."

(Action by : Elaine Baker)

TC.13 FINANCE

(a) Financial Assistance

The Town Council considered a report by the Town Clerk which set out a request for financial assistance from The Ark Pendeen towards its Early Arts Fun Day.

RESOLVED: That a grant of £600.00 is awarded to The Ark, Pendeen.

(Action by : Elaine Baker)

(b) Accounts for Payment

RESOLVED: That the accounts to the value of £3,946.79 is approved for payment.

(Action by: Elaine Baker)

(c) Letters of Thanks

A letter of thanks had been received from the St Just in Bloom Group.

TC.14 YEAR END 31 MARCH 2016

(a) Completion of the Annual Governance Statement of the External Auditor

The Town Council completed the Annual Governance Statement of the External Auditor in order for the statement to be returned to the external auditor by 27 May 2016.

(Action by : Elaine Baker)

(b) Accounting Statements for 2015 / 16

RESOLVED: That the accounting statements for 2015 / 16 be approved for submission to the external auditor by 27 May 2016 and publication on the Council's website.

(b) Internal Audit Report Year Ended 31 March 2016

The Town Council considered the report for the year ended 31 March 2016 which had been prepared by Hudson Accounting Ltd., the Council's internal auditor, and the recommendations contained therein. (copy appended to the signed minutes).

RESOLVED : -That

- (i) The Town Clerk be asked to investigate accounting software packages in accordance with recommendation (1) and to report back to a future meeting of the Town Council; and
- (ii) Town Clerk to discuss the level of the Council's Fidelity Guarantee with the Council's insurers.

(Action by : Elaine Baker)

TC.15 RENEWAL OF COUNCIL INSURANCE COVER

RESOLVED: That the renewal of the Council's insurance cover with Zurich Insurance plc, on a five year long term agreement, at an annual premium of £953.64 (including Insurance premium tax) be approved as it represents best value and that standing orders on contracts be waived accordingly.

(Action by : Elaine Baker)

TC.16 PLANNING

(a) Applications

PA16/03667 Change of use from Agricultural to Garden Land at Bosavern Farm, B.3306. Bosavern, St. Just. Applicant: Mr. Stephen Revill. **(T Cl No objection)**

PA16/04164 Domestic garage at East Levant Engine House, Trewellard, Pendeen. Applicant: Mr. Philip Osborn. **Withdrawn invalid application**

In accordance with his disclosure of interest Cllr Clemens withdrew from the meeting for consideration of the following application.

PA16/04104 Proposed double garage/workshop at Carnyorth Villa, 20, Carnyorth Terrace, Carnyorth, St. Just. Applicant: Mr. T. Semmens. **(T Cl Strong objection. Garage should be granite faced throughout as building within WHS and AONB).**

PA16/03969 Replacement roof structures and covering. Alterations of conservatory to form wine cellar. Removal of wood panel doors with traditional Cornish granite. Extension of domestic curtilage. Creation of additional off-street parking and associated works at Nancherrow Barn, Access to Kenidjack Valley, Kenidjack, St. Just. Applicant: Mr. C. Davies. **(T Cl Agreed with Planning Officer comments).**

(b) Decisions

PA16/00340 Retrospective application for replacement shed at 13, Nancherrow, St. Just. Applicant: Dr. David Rolfe. **Approval** (T. Cl. No Objection).

PA16/02219 Proposed new vehicle access by creating an entrance from the main highway (B.3306) into the farm with the aim of improving visitors' safety, particularly when leaving the site at Bosavern Community Farm, B.3306 Bosavern, St. Just. Applicant: Mr. Robert Pickering. **Approval** (Strong Objection – Entrance needs to be flared in for safety reasons so that traffic can be viewed easily each way. Lowering the hedges does not solve this problem and also would prefer the gate posts to be in granite. Town Council have now "Agreed to Disagree").

TC.17 LIBRARY AND ONE STOP SHOP DEVOLUTION PROGRAMME

In the light of the request received from the Friends of St Just Library it was AGREED that discussion on the communication received from Anne McSeveney, Cornwall Council regarding the library and one stop shop devolution programme be deferred until the next meeting on 6 June.

The Town Mayor reported that he, together with the Deputy Mayor and Town Clerk would be meeting with representatives of the Friends Group on Thursday 26 May and that a full report would be brought to the next meeting.

(Action by : Elaine Baker)

TC.18 UPDATE ON CONTRACTS

The Town Clerk reported that despite continued effort no further quotations had been received to complete the work on the perimeter wall of the Plain-an-Gwarry, and one additional quotation had been received in respect of the repairs to the public seating. It was AGREED that revised quotations would be sought for the public seating maintenance and that further quotations would be sought for the outstanding work to the perimeter wall of the Plain-an-Gwarry.

(Action by : Elaine Baker)

TC.19 USE OF THE PLAIN-AN-GWARRY

RESOLVED: That the application from CAG Consultants to use the Plain-an-Gwarry on 3 June 2016 from 2.30 – 5.30 p.m. for a community led development consultation be approved.

(Action by : Elaine Baker)

TC.21 INFORMATION ITEMS

None received.

TC.22 Matters for Report

The Town Clerk reported that she had met with Rentokil following repeated damage to one of the bait boxes sited in the Plain-an-Gwarry. In view of the reoccurring problems the recommendation was to relocate the bait box, and to provide an additional box nearer to the main problem area adjacent to the main entrance. A quotation had been received at a cost of £768.20 (excl. VAT).

RESOLVED: That the quotation from Rentokil at a cost of £768.20 (excl. VAT) be accepted and that the cost be met from the Council's free reserve.

(Action by : Elaine Baker)

Cllr Mrs James tabled a brief report on county matters (copy appended to the signed minutes). In respect of the meeting regarding the future of the Methodist Chapel it was agreed that the Town Mayor would represent the Town Council at the meeting, and that the National Trust would be asked to forward details of the meeting to the Town Clerk.

Cllr Clemens reported on the success of Pendeen Silver Band at a recent competition in Manchester.

Cllr Mrs Blundy reported that she was now an accredited Dementia Champion and could assist with training.

Cllr Mrs Cock reported on her attendance at the Cape Cornwall Patient Partnership and that there was now a second Douglas Woolcock Bus, however, additional volunteer drivers were needed. Discussions were also to be held on a possible link between the Health Centre and Sports Centre. Cllr Mrs Blundy added that the bus was only insured until November when a decision on retaining two buses would be taken. There was also an aspiration to provide transport to Treliske Hospital.

Meeting closed at 8.25 p.m.

Town Mayor