

Zennor Parish Council

Chairperson: Cllr J F Brookes, Tredour, Zennor, St Ives, TR26 3DA, 01736 799492

Clerk: Jeanette Ratcliffe, 21 Leskinnick Terrace Penzance, TR18 2HB, 07850599719

Minutes of Meeting Tuesday 9th December 2014

Present: Cllrs Jon Brookes (Chair), Sam Nankervis (Vice Chair), Jennifer Gourley, Nicky Monies, Nick Lambert (left the meeting at 20.57)

Also Attending: Jeanette Ratcliffe (Clerk); Cllr Roy Mann (Cornwall Councillor, left the meeting at 20.51)

Apologies: Cllr Lottie Millard; Cllr Sandy Martin; Peggy Rickaby (ZPC Transport Officer); Terry Webb, Neighbourhood Beat Officer

1. Welcome and Apologies

As above

2. Minutes 11th November 2014

Minutes signed as read and correct.

3. Matters Arising

- a. *Item 6a.* Supplementary to ZPC Standing Orders being amended to allow for council meetings to be recorded and in response to guidance from CALC, Clerk has drafted a 'Broadcasting & use of Social Media at Council Meetings' policy, which has been emailed to councillors. **Action:** Bring policy to January meeting adoption (**Clerk**).
- b. *Item 7a. PA14/08328 Heather Brea – Proposed conversion of agricultural barn to holiday let.* Notification received from CC that this application has been withdrawn.
- c. *Item 13c. Signs at end of Pump Road.* Cllr Gourley has given feedback to members of public that contacted her, highlighting CC roadside signage regulations and procedures.

4. Declarations of Interest

None

5. Parish Council regulations & procedures

- a. *Parish Council Minutes.* Clerk reported that CALC have advised that: minutes only lawfully have to record resolutions; no legal requirement to record discussion leading to them; minutes are the Clerk's and don't need to be altered unless the Council agrees to do so at its next meeting; if so, the protocol is that the clerk adds to the next minutes that the minutes of the previous meeting were signed with the recorded amendment/addition. CALC also advised that when details of ZPC meeting are reported prior to signing off of the minutes (e.g. in Cornishman Down Your Way column), it must be made clear that these are not the minutes. **Action:** Send copy of Ludgvan PC minutes to Clerk for comparison (**Cllr Mann**).
- b. *Public involvement during ZPC meetings (including planning consultation discussions).* CALC have advised on the protocol for involving the public in PC meetings. It is customary for council's to have a public participation slot at the beginning of the meeting during which members of the public can speak (for an amount of time defined by the Chair) on any item on the agenda, including planning applications. **Resolution:** to have Public Participation after Declarations of Interest on the ZPC meeting agenda, with the Chair reserving the right to move substantive items up the agenda to sit closer to that public participation slot (Proposed Cllr Brookes; seconded by Cllr Gourley; **unanimously carried**).

- c. *Model Publication Scheme (draft for discussion)*. Clerk has emailed the draft document to councillors. **Action:** Bring finalised document to next meeting for adoption (**Clerk**)
- d. *Risk Assessment (draft for discussion)*. Clerk has researched this and downloaded sample copy of a parish council risk assessment (from Tywardreath & Par Parish Council). **Actions:** send Clerk copies of Ludgvan PC and Penzance TC risk assessments for comparison (**Cllr Mann**); draft and circulate draft ZPC Risk Assessment for consideration at February meeting (**Chair & Clerk**).

6. Planning

- a. *Any other planning consultation received before the meeting (standing item)*. No consultations received.

7. Parish Plan (standing item)

8. Finance

- a. *Quarterly budget report*. Clerk circulated her report. Bank balance 09.12.14 = £2438.57; expected balance at end of financial year = c£1300
- b. *Clerk hours and wages*. Clerk circulated a summary of her clerk hours/wages for 2013/14 (actual) and 2014/15 (predicted), allowing for new NALC salary scales effective from 1st January 2015 (hourly rate increase from £8.42 to £8.61). During both years, the increasing volume of (largely CC and Localism related) work the Clerk has to deal with has meant the contracted number of hours (168) have been/will be exceeded (by up to 70 hours this financial year).
- c. *ZPC 2015/16 Budget*. Clerk presented a budget planning table (version 2) for councillors to consider. Allowing for an opening balance of £1300 and expected expenditure (based on 2014/15) and the setting aside of £600 as a reserve (to cover the cost of unforeseen increases/circumstances), the predicted balance at the end of March 2016 is c£285.
- d. *Council Tax Support grant and Tax base*. Clerk circulated information provided by CC to assist parish council's in setting their precept. The current parish precept is £2000 and the CTS that ZPC will receive during 2015/16 will be £98.12 (£58.18 less than this year). The current cost per (Band D) council tax payer in the parish of the ZPC element (based on a £2000 precept) is £20.79.
- e. *Parish Precept*. The current precept A full discussion took place, taking into account all the above facts and figures, CC budget cuts and increased pressure on parish councils to take on more responsibilities, the implications for parishioners and the fact that (despite rising costs) ZPC had not increased its precept for many years. **Resolution:** to increase Zennor Parish Precept to £2400 (Proposed Cllr Nankervis; seconded Cllr Monies; **carried**; Cllr Gourley requested that her objection be recorded).
- f. *ZPC VAT reclaim*. Clerk has forwarded relevant invoices for financial years 2013/14, 2009/10 and 2008/9 to Cllr Millard; still trying to locate invoices for 2012/13, 2011/12 and 2009/10.
- g. *Invoices for payment*. CC planning conference £40 ZPC attendance fee. Cheque issued.

9. Parish Paths (standing item)

Action: Tendering of 2015/16 LMP contract to be added to agenda for ZPC February meeting (**Clerk**).

10. Transport

- a. *New funding for rural community transport minibuses.* Peggy Rickaby has forwarded this information to West Penwith Community Bus saying ZPC will do anything it can if they need any support accessing this funding.
- b. *Zennor Transport Officer Report.* Chair read out Peggy's report of her attendance of Penwith Rural Transport Forum meeting in Penzance on 3rd December, which included reference to: reduction in bus services coming from outlying regions into town; support from Cornwall Council to Community Transport Groups, in particular for hospital transport; 106 funding for Penzance Park and Ride; Cornwall Council's intentions in relation to Concessionary Fare travel. The Forum appreciated that CC's budget had been drastically cut and that more cuts are still to come but asked for better communication with the Council. **Action:** Email thank you to Peggy for her report **(Clerk)**.
- c. *Winter bus timetables.* Peggy has these; anyone who needs a copy can contact her and she will email them.

11. Correspondence

- a. *Email from SeaDog IT (Online Service Solutions).* **Action:** email reply re ZPC current website situation, thank you for getting him in touch, will contact them if situation changes **(Clerk)**.
- b. *Letter from Young People Cornwall.* Noted. Noted. No action to be taken.
- c. *Cornwall Blind Association letter.* Noted. No action to be taken.
- d. *CPRE letter ref membership.* Noted. No action to be taken.
- e. *Terry Webb (Neighbourhood Beat Officer) email.* Nothing to report apart from requesting that farmers be aware of livestock thefts especially turkeys at this time of the year and to report it as soon as they are aware. Sus scrap metal collectors are in the vicinity and for all to be aware. Please report any strangers who "knock" on doors as police will happily come out to check their details. No call is a waste of time. NBOs need public's support now more than ever. **Action:** forward email to Cllr Gourley for putting in Down Your Way **(Clerk)**.

12. Forthcoming Meetings

- a. *ZPC 7.30 Tuesday 13th January*

13. Other Business

- a. *ZPC website.* Cllr Lambert reported that the site will be live by Christmas.
- b. *Millennium Photos Project.* Jenni Pozzi has asked ZPC to take this archive into its care (black and white photographs of everyone in the parish outside their houses at the time of the millennium). It was stressed that these were not for publication, but for deposition in Cornwall Record Office. **Action:** catalogue the photographs and investigate cost of producing prints/contact sheets and process for deposition in CRO; bring the results back to future ZPC meeting **(Cllr Gourley)**.
- c. *Fly tipping.* Cllr Gourley emailed CC and most of the rubbish has been removed.
- d. *Xmas tree festival.* ZPC not participating.
- e. *Vehicles at Heather Brea corner.* These have now gone. A couple of parishioners have asked whether a local farmer could place a large stone to discourage future camping. Situation to be monitored.
- f. *Community Chest funding application.* No action required.

14. Future agenda items

- a. Broadcasting & use of Social Media at Council Meetings (ZPC policy for adoption)
- b. ZPC Publication Scheme (for adoption)
- c. Village Xmas tree & lights
- d. Millennium Photos Project
- e. NALC salary scales & Clerk's contract

Meeting closed 21.25

Minutes signed as correct by Chairperson

Signature.....

Date.....