

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 10th February 2015

Present: Cllrs Jon Brookes (Chair), Sam Nankervis (Vice Chair), Nicky Monies, Lottie Millard

Also Attending: Jeanette Ratcliffe (Clerk)

Apologies: Cllrs Jennifer Gourley, Sandy Martin & Nick Lambert; Peggy Rickaby (ZPC Transport Officer); Terry Webb, Neighbourhood Beat Officer; Cllr Roy Mann (Cornwall Councillor)

1. Welcome and Apologies

As above

2. Minutes 13th January 2015

Minutes signed as read and correct.

3. Matters Arising

- a. *Matters arising.* ZPC VAT reclaim sent off to HMRC by Cllr Millard.
- b. *Item 7a.* Planning decision still pending when Clerk last looked on CC planning portal.

4. Declarations of Interest

None

5. Public Participation

None

6. Parish Council regulations & procedures

- a. *ZPC Risk Assessment (for discussion).* Amendments were made to draft during the meeting. Risk assessment schedule to be completed on an annual basis. **Action:** Bring document back to next meeting for adoption (**Clerk**).
- b. **Action:** Produce a programme of regular monthly/yearly activities for the Parish Council, including a checklist of policies and procedures to be annually reviewed (**Clerk**).
- c. *Clerk replacement.* Post to be advertised in The Cornishman and through CALC. Clerk to draft advert, Chair to approve it. Chair to be point of contact and provide list of list of Clerk duties to anyone who inquiries. **Resolution:** to fund job advert in Cornishman up to the region of £70 (Proposed by Cllr Brookes; seconded by Cllr Millard; **carried**).

7. Planning

- a. *Local Government Ombudsman Planning Focus Report – Learning lessons from complaints.* Councillors to view.
- b. *Any other planning consultation received before the meeting (standing item).* No consultations received.

8. Parish Plan (standing item)

Action: Cllr Gourley to gather local business adverts for printing on back of parish map.

9. Finance (standing item)