

## Meeting Notes | 14 April 2020

Date: Tuesday 14 April 2020  
Time: 7.30pm  
Location: Online discussion meeting

Councillors of St Keyne took part in an online discussion on 14 April 2020 to agree a response to the agenda. These meeting notes reflect the discussions and decisions they support that will be implemented by the Parish Clerk under the council's system of delegation.

### Participating

Cllr Sally Lewis Chair

Cllrs Charles Boney, Jane Page, Min Toms, Kevin Shovelton, Richard Dorling, Frances Lewis.

### 41/2020 Chair's Welcome & Housekeeping

### 42/2020 Public Participation / Cornwall Council report, if available.

No responses received from residents.

### 43/2020 Apologies

No apologies received.

### 44/2020 Declarations of interest

No interests declared or dispensations requested.

### 45/2020 Minutes of the public meeting

To approve the minutes of the meeting held on 10 March 2020.

*Deferred to next public meeting.*

### 46/2020 Matters arising from the minutes

A Overpayment for print costs from Cornwall Council (Clerk)

*Cornwall Council checking and arranging refund*

B Bus parking lines at The Village (Clerk)

*Estimate from Cornwall Council Highways Team: approximately £500*

### 47/2020 Correspondence

A Email from Cornwall Hospice Care asking for donation

B Request for donation from Cornwall Air Ambulance (postponed from March meeting)

*Cllr Sally Lewis proposed making a donation of £75 to each group.*

*Councillors agreed £75 to CAA from Donations Budget, and £75 from COVID-19 Community Fund.*

*ACTION Clerk to arrange payments*

### 48/2020 Planning Matters

Ref PA20/02667

Location South Lankelly Farm

Proposal Application to determine if prior approval is required for a proposed: Erection, Extension or Alteration of a Building for Agricultural or Forestry use.

*Councillors agreed to support this planning application.*

*ACTION Clerk to inform Planning Officer*

Lambest Cottage | Menheniot | Cornwall PL14 3RE

01579-342437

clerk@stkeyneparishcouncil.org.uk

- B Planning application received after agenda published. None received.
- C Planning applications approved by Cornwall Council. None approved.
- D Planning applications refused by Cornwall Council. None refused.

**49/2020 Finance**

*Councillors agreed to approve the schedule.*

*ACTION Cllr Page to authorise online payments*

**A Direct Bank Payment & Receipts.**

Date	Payee	Description	Pay	£
12/03/2020	Plusnet	Broadband & Phone	DD	£ 45.00
17/03/2020	A2Z Print	Newsletter	OLB	£ 69.00
26/03/2020	Fran Lewis	Expenses	OLB	£ 29.90
27/03/2020	A2Z Print	Newsletter	OLB	£ 62.50
30/03/2020	NBB Recycled Furniture	Benches	OLB	£ 828.00
20/04/2020	Cornwall ALC	Annual membership	OLB	£ 261.56
20/04/2020	Menheniot Parish Council	Contribution to SLCC fee	OLB	£ 70.00
27/04/2020	John Hesketh	Salary	OLB	£ 61.80
27/04/2020	HMRC	PAYE	OLB	£ 247.86
All bank payments this period				£ 1,675.62
<b>Bank Receipts Schedule</b>		0		
Date	Payer	Description		£
02/03/2020	Cornwall Council	Community Chest		£ 72.00
05/03/2020	Cornwall Council	Community Chest		£ 345.00
29/02/2020	Cornwall Council	Interest		£ 30.58
31/03/2020	Cornwall Council	Interest		£ 31.95
All bank receipts this period				£ 479.53

**B Bank Reconciliation.**

*At the close of business on 31 March 2020, the council held £47,825.40 in its bank accounts.*

**C COVID-19 Community Fund**

Councillors are reminded that they will be in receipt of £500 from Cornwall Council as a contribution to the Emergency Plan.

*Councillors agreed to set aside a contingency fund of £5,000 from the general reserve.*

**D Plusnet contract**

Councillors agreed to renew of the broadband and telephone contract for the village hall.

*ACTION Clerk to renew*

**E Information Commissioners Office**

Councillors agreed to set up a Direct Debit to pay the annual fee to the ICO.

*ACTION Clerk to set up*

**50/2020 Councillors' Reports**

**A Cllr Jane Page**

Maintenance report

*Deferred to next public meeting after public spaces reopen*

**B Community Emergency Plan**

Cllr Shovelton will update councillors on the CEP and its recent application. Councillors noted the report.

*This report may be viewed on the council's website*

## **51/2020 Chair's Agenda Items**

*The Chair recorded thanks from herself and residents of the parish to Cllrs Shovelton, Lewis, and Toms for their work in creating and implementing the Community Emergency Plan under difficult circumstances.*

### **A Community Governance Review**

Consultation on the Review closed on 24 March 2020. The council's position was sent to the Review Panel on 11 March 2020. Dobwalls & Trewidland Parish Council have been kept in the loop on this.

### **B Lawn Cemetery**

Two benches (one funded by Phil's Community Chest) have been ordered from our usual supplier and delivery arranged to Cllr Shovelton's home address.

### **C Be Kind in St Keyne**

Report from Cllr Shovelton

Our support for essential shopping and getting prescriptions delivered by our volunteers is ticking over nicely with some days being clear of requests and others being fairly busy. Overall we are not being overwhelmed by the number of people with requests coming forward.

Today has been busier than over the weekend but that is probably a 'bank holiday' effect and today people have been realising that they are running short so have been phoning in. More requests are now coming in from Trewidland with whom we agreed to run a single system for supporting residents who are unable to get out.

We have been concerned that there may be some people who are not coming forward but yet need help. We have no real evidence this the case but we have been thinking about how best we could assure ourselves there is no-one left without help. Another newsletter would probably not winkle anyone else out because there have been three newsletters already. We could deploy all our volunteers and ourselves to knock on everyone's door but that might be like using a sledgehammer to crack a small nut and some people may not welcome the intrusion.

Overall therefore we are proposing that we stick with our existing strategy, which appears to be working.

We've had further news from Oaktree surgery today and we'll need to collect repeat prescriptions from them every Thursday afternoon for every resident that has phoned in to request one. This is a more onerous system than that adopted by Rosedean surgery but Fran has the names and contact details of the relevant Oaktree patients so it should work.

The questions we have asked ourselves are whether we should be doing anything differently and whether we should be doing anything in addition to what we are doing already. We think our current strategy is working but we are open to any ideas and suggestions for improvement.

## **52/2020 Clerk's Report**

New regulations that set out how councils may continue manage their business in public were issued last week. In summary, the definition of 'public' has been changed to allow for online meetings using audio and video links, with public participation being allowed in the same way. At the moment, this council does not have the technology to permit this, and CALC is preparing an advisory note.

However, the advice published last month in a Briefing Note has since been confirmed by CALC, that is:

Small payments can be made by the Clerk and Chair without a public meeting

Sums larger than the upper limit of £500 that were in the 2020/21 budget (agreed last November) and which might typically include insurance or ground maintenance, have effectively already been approved by councillors, so payments can be made as required.

Planning: councils agrees a response and is not the final decision maker (that remains with Cornwall Council and their usual time constraints still apply). St Keyne Parish Council can agree a response online.

Play areas and the lawn cemetery have been closed. We continue to take advice from local funeral directors on how interments are managed. We can continue to accept requests for the Exclusive Right to Burial.

**New regulations that govern council meetings and governance were published on 4 April 2020.**

The regulations remove the requirement for an annual meeting in May of this year.

*The Annual Parish Meeting scheduled for 12 May 2020 will not take place.*

They allow for the existing governance to remain in place until the next annual meeting either in May 2021 or at a rescheduled annual meeting, whichever is the sooner.

*The Annual Meeting of the Parish Council scheduled for 12 May 2020 will be postponed*

This means that the current Chair and Vice Chair will continue in officer either until May 2021 or at a rescheduled annual meeting, whichever is the sooner.

**53/2020      Date of next meeting**

12 May 2020 at St Keyne Village Hall to be confirmed

**54/2020      End of meeting**