

# MADRON PARISH COUNCIL

www.madron.org

Chairman: Councillor Vic. Peake

Clerk to the Council  
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Trannack Farm  
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15/18

## MINUTES OF ANNUAL PARISH COUNCIL MEETING

### MADRON PARISH COUNCIL

### HELD AT MADRON COMMUNITY ROOMS

### THURSDAY 03<sup>rd</sup> MAY

#### **Present:**

Cllr V. Peake (Chairman)

Cllr. Mrs. C. Roberts

Cllr Mrs L. Phillips

Cllr. M. Scoble

Cllr R. Mann

Cllr. A. Burrows

Cornwall Cllr Mrs. H. Hawkins

Clerk, Mrs J Ellis and no members of the public

Cllr. G. Tanner (Vice-Chairman)

Cllr Mrs G. Burlton

Cllr H. Eddy

Cllr I Phillips

Cllr. S. Bates

#### **1. To receive acceptance of office and Notification of Financial and Other Interests from councillors**

All Madron Parish Councillors confirmed no amendments.

#### **2. Election of Chairman for 2018/2019:**

It was proposed and unanimously agreed that Cllr Peake be elected to the office of chairman for the forthcoming parish year.

#### **3. To receive the Acceptance of Office from the Chairman**

Cllr Peake signed his Acceptance of Office form and this was countersigned by the clerk.

#### **4. Election of Vice – Chairman**

It was proposed and unanimously agreed that Cllr. G. Tanner be his vice-chairman for the forthcoming year.

#### **5. Apologies -** Were received from Cllr. Mrs. A. Jenkin and Cllr. S. Elliott.

#### **6. Declarations of interest on items on this agenda –** Planning PA18/02782 – Cllr. Mrs. L. Philips.

#### **7. Dispensations -** None

#### **8. Appointment of councillors with specific responsibilities for: -**

##### **a. footpaths and public rights of way**

Cllr Burlton

##### **b. police liaison**

Cllr Burrows

##### **c. parish council website**

Cllr Eddy and clerk

##### **d. health and hospitals**

Cllrs Jenkin and Eddy

##### **e. Planning councillors**

Cllrs Roberts, Eddy, Scoble & Tanner.

##### **f. Two auditing councillors to include risk assessments.**

Cllrs Scoble and Tanner

##### **g. liaison with playing field committee**

Cllrs Burlton and Bates

##### **h. trustee to Daniel School Foundation Trust**

Cllrs Jenkin and Scoble

##### **i. trustee to Tripconi Trust**

Cllrs Peake and I. Phillips

##### **j. affordable housing**

To be decided when needed

##### **k. routine maintenance throughout the parish**

Cllr Bates

##### **l. Older Peoples Forum**

Cllr Mrs Phillips,

##### **m. Town and Parish Forum**

Chairman, clerk, Cllrs Scoble and Mann

##### **n. Press liaison**

Chairman and clerk

#### **9. Confirmation of Standing Orders**

Clerk reported that she had circulated the model NALC standing orders which she recommended be adopted by this council. It was proposed and unanimously agreed that the regulations be accepted and amended as necessary for this council.

#### **10. Confirmation of Financial Regulations**

Clerk has emailed NALC financial regulations to councillors and recommends that these be approved by Madron Parish Council. It was proposed and unanimously agreed that the regulations be accepted.

#### **11. Confirmation of signatories to Barclays -** Current signatories are Cllr. Roberts, Burlton and Jenkin.

**12. Acceptance of minutes**

The minutes of the Ordinary Meeting held at Trythall CP School on 05<sup>th</sup> April 2018 were unanimously approved.

**13. Public Participation** – None.**14. Chairman's Comments** – None.**15. Councillors' Questions and Comments**

Cllrs agreed that going forward the minutes will record decisions and not names.

Cllr. G. Tanner attended the West Penwith chairman and clerk meeting and discussions took place about setting up a scheme to bus frail and elderly people to the hospital. Volunteer drives would be required.

Each CNP area is going to be given £50,000 a year for the next 4 years to be spent on highways (not on maintenance or safety issues) within each CNP area. Each Parish will forward projects to the panel for a decision to be made.

The issue of parking on Fore Street was discussed as to who owns the piece of land that is not being used effectively for parking. It was agreed to bring back to June's meeting.

**16. Comments from Cornwall Councillors** – Cllr. H. Hawkins advised that putting forward TRO as part of the CNP (community Network Panel) will be a cheaper alternative as each CNP area will only pay for one TRO rather than each parish paying for one separately. The money for highways needs to be spent as a group as devolution issues are passed down.

**17. Planning****Applications:**

PA18/ 02782 - Lower Crankan Farmhouse Newmill Penzance Cornwall TR20 8UT - Demolition of existing potting shed/greenhouse and construction of new potting shed/studio.

Clerk advised that the application had been approved. It was noted that the application had an inaccuracy in that the site can be seen from the road, and had this council been consulted this would have been flagged up and perhaps a request for the studio not to be used for holiday accommodation would have been given. It was agreed clerk would advise planning.

**Results****Approved:**

PA18/00723 - Little Bosulval Barn Newmill Penzance Cornwall TR20 8XA - Use of former holiday unit as a residential dwelling.

**Committee**

PA18/01325 - Outline Planning Permission with all matters reserved for the Construction of a Dwelling House and Associated Work land South East of Tre-An-Pras Vingoies Lane Madron.

**18. Public Rights of Way**

Footpath 104/5/1 and 2 –Bolitho Estates have advised they have reminded the tenant.

Footpath 47 – Stile – Clerk advised that this is with CC senior enforcement team.

**19. Clerk's Report and Correspondence**

All Instructions from last month's meeting have been completed.

PCC – Newsletter – Circulated to all Cllrs by email.

CC – Town & Parish Council Newsletter – Circulated to all by email.

Defibrillator Battery – Cllr. A. Burrows advised he could source one for 170 Euros. It was agreed Cllr. V. Peake would check Trythall Battery and then clerk would order the batteries from the Defibrillator maintenance firm in the uk.

End of Year Audit – The end of year Audit has been carried out with Clerk, Cllr. Tanner and Scoble on the 23.04.18 and all accounts were found to be in good order.

Dog Waste / Litter Bins – The Bins are being collected Friday to be installed next week.

June Meeting Cllrs agreed to move meeting to 14.06.18.

August Meeting Cllrs agreed to move to Landithy Community Rooms.

To note receipt of Council Tax Support Grant this year is £1358.86 compared to £1371.26 last year.

**20. Annual Governance Statement** – To approve and authorise Section 1 of the 2017/2018 return – The accounts prepared by the clerk as Responsible Financial Officer for the financial year 2017-2018 have been completed and are available at the meeting. They have been audited by Cllrs Scoble and Tanner throughout the year and the Independent Internal Audit completed by Mr Gallie. All have approved the accounts and have signed to that effect. It was RESOLVED that this council approves the accounts. Clerk will now forward all details to PKF Little John for final approval.

**21. Annual Return** – To approve and authorise Section 2 of the Accounting Statements 2017/2018 return. The accounts prepared by the clerk as Responsible Financial Officer for the financial year 2017-2018 have been completed and are available at the meeting. They have been audited by Cllrs Scoble and Tanner throughout the year and the Independent Internal Audit completed by Mr Gallie. All have approved the accounts and have signed to that effect. It was RESOLVED that this council approves the accounts. Clerk will now forward all details to PKF Little John for final approval.

17/18

**22. General Finance:**

VAT return for financial year 2017/2018 – Clerk advised she had submitted the VAT claim to HMRC for 17/18 in the sum of £1117

To approve the following accounts for payment –

It was RESOLVED, that the following payments be made:

Mrs Jodie Ellis, clerk	Salary	£594.40
	Office Allowance	£ 30.00
HMRC	PAYE & Nat. Ins	£33.80
Cornwall ALC Limited	Membership 2018/2019	£487.28
Biffa	Bin Emptying February & March	£18.38

**23. Time and Date of Next Meeting**

7.30pm, Thursday 14<sup>th</sup> June 2018 at Trythall CP School