

# LANDRAKE with ST. ERNEY PARISH COUNCIL

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”) permits Parish Council meetings to be held by remotely.

## Minutes of virtual Parish Council meeting Held on Tuesday 24<sup>th</sup> November 2020

**COUNCILLORS VIRTUALLY PRESENT:** Mr M Gingell (Chairman), Mr G Francis (Vice Chairman), Mrs Hazel Cartledge-Claus, Mr D Foote, Mr N Owen, Dr S Walker.

**IN ATTENDANCE:** Mrs K Heald (Mrs), CC Jesse Foot and two members of the public

The Chair welcomed members of the public explaining, due to the Clerk being unwell, the meeting, which was scheduled to take place on 10<sup>th</sup> November was postponed.

### OPEN FORUM

#### Speedwatch

Mr Robin Grigsby updated the Council on the Community Speedwatch team highlighting potential sites for the cameras, these included:

- The entrance to the farm on Tideford Road
- The square by Bullers Arms
- School Road – to the West of the School
- Pound Hill
- Church Street

Mr Grigsby asked the Council for their feedback and priorities. Dr S Walker agreed to speak to Mr Grigsby regarding installation of the camera outside her property in Church Street.

The Chairman thanked Mr Grigsby for setting the group up.

#### War memorial

Mr Grigsby was concerned about the length of time tributes remain on the war memorial. His personal feelings are that if left too long they look sad and faded.

The Chairman agreed a discussion on the war memorial would be included on the agenda for the next meeting. **Action:** Clerk to include on the agenda and update R Savery, who has monitored the war memorial.

#### 1. Apologies for Absence

Apologies received and acknowledged from G Knowles, R Savery and T Barton.

#### 2. Declarations of interest on any agenda items

None

#### 3. Approval of minutes from the previous meeting

It was proposed by G Francis, seconded by D Foote, that subject to the amendment of CC Jesse Foot's surname, the minutes from the Parish Council meeting held on 13<sup>th</sup> October 2020 are approved. **Resolved.**

# LANDRAKE with ST. ERNEY PARISH COUNCIL

4. **Any matters arising from the minutes which are not agenda items**  
Nothing reported
5. **Recreation Field**  
Nothing to report
6. **Sir Robert Geoffrey Memorial Hall**  
Remains closed in line with current government restrictions
7. **Village playground and village maintenance**  
Paul Lamerton has been self-isolating. The Chairman has been monitoring the village.
8. **Climate Change**  
H Cartledge-Claus has been collating information working with the local school.
9. **Community Network Panel**  
G Francis lead the discussion. Road Safety has always been a priority in Landrake  
The Council had been advised each town or parish is only able to submit one highway improvement project for the Community Network Panel Highway Improvement Scheme. It was proposed by S Walker and seconded by N Owen that the Council submits the School Road project. It was proposed by N Owen, seconded by G Francis and unanimously agreed that The Council agreed, if required, to contribute up to £4,000 towards the cost of the School Road project. If the project cost comes in under £12000 (where the £4,000 would represent one third of the cost) the Parish council will request to make a contribution of one third of the final cost. **Resolved.**
10. **Website and emails**  
Work is progressing with the comments and news/notices section of the website. The Council's website provider is working on new designated email addresses. The Clerk anticipates these will be ready for the new year.
11. **To review the allowance awarded to the Parochial Church Council and to consider offering the donation for this financial year without any conservation and management conditions connected to the grant.**  
Deferred until the next meeting.
12. **Finance**
  - a) **Approval of budget and precept**  
The Council discussed the budget in depth. The Clerk's proposed budget is shown the appendix on page 4. G Francis has since provided the Clerk with costings for the annual maintenance and broadband costs for the defibrillator:  
**Annual costs**

Defibrillator annual maintenance fee	:	£192.00
BT Broadband and line rental (premium service)	:	£598.80
<b>Total annual cost (for the first 12 months)</b>	:	<b>£790.80</b>

  
The Council has built up reserves and shall look to fund other traffic and transport projects from its own resources.  
The Chairman suggested, in order to build up reserves for highway improvement projects, such as a 20mph speed limit across the parish, the precept of £17,024 is increased by £2,000. Following discussions, H Cartledge-Claus proposed agreed a

# LANDRAKE with ST. ERNEY PARISH COUNCIL

£2,000 increase on last years' precept. The motion was passed with one Council voting against the increase. **Resolved**

**b) Appointment of internal auditor**

The Chairman has been in touch with Ian Biffen, former Clerk for the Parish Council (who left in 2016). Mr Biffen offers local bookkeeping services and has agreed providing he fits the criteria he would be willing to complete the internal audit next year. It was agreed the Clerk would contact Ian to discuss the costs.

**c) Approval of payments as detailed below**

Recipient	Details	Amount payable
P Lamerton	23 hours plus silicone for climbing frame repairs in the playground	£325.68
P Lamerton	Grass cutting in School Road for the year	£160.00
Landrake with St Erney Parochial Church Council	Royal wreath	£ 17.00
K Heald	Home office allowance Underpayment from September £85.00 owing less applicable tax	£ 82.40
K Heald	Net wages and home office allowance to be paid in December 2020	£1031.49
HMRC	PAYE	£ 242.40
Reeford Manning	Cut off & tidy hedge footpath to the bridge	£ 110.00
Reeford Manning	Strimming in the parish	£ 280.00

The Chairman detailed the payments listed above. It was proposed by N Owen, seconded by D Foote and agreed by all Councillors that the Council approves the payments. It was noted a cheque had been received from Reeford Manning as a donation for the defibrillator maintenance costs. **Resolved**.

**13. Planning – update on recent planning decisions**

No updates. No response from Royale Life regarding the Dolbeare development queries.

**14. Correspondence**

Dolbeare  
Family history / St Michaels Church enquiry  
HGV Dustbin vehicles  
History of Landrake

It was agreed the Clerk would share the document produced by Ray Roberts regarding the history of Landrake on the local community facebook page.

The communication regarding the HGV vehicles was noted.

**15. Date of next meeting**

Tuesday 12<sup>th</sup> January 2020

# LANDRAKE with ST. ERNEY PARISH COUNCIL

Clerk's proposed budget circulated to Parish Councillors on 25<sup>th</sup> October 2020

		2020-21	Notes	2019-20
	Forecasted opening balance as at 11/10/2020	<b>32837</b>	Contractor costs not known - overall costs based on the budgeted figure	
	<b>Receipts</b>			
	Precept	17302		16742.95
	CTS Grant	353		281.21
	Grant funding received			
	Bank interest	2		
	VAT reclaim	537		
	Total receipts	<b>51031</b>		<b>17024</b>
	<b>Budget</b>			
1	Staffing costs	4194	Annual increase as per SLCC Scale points / contract	4085.16
2	Pension / gratuity		Only applicable after 3 years employment	213.00
3	Home office allowance	1000		1000.00
4	Office consumables, printing & postage	225		270.00
5	Mileage allowance	250		300.00
6	SLCC	109	Shared costs with Millbrook Parish Council	150.00
7	Audit fee	200		200.00
8	Internal audit fee	175	Cost tbc	100.00
9	Insurance	578	5% increase forecasted.	550.00
10	War memorial wreath	25		25.00
11	Christmas tree / lights	50		50.00
12	Village hall cleaner	255	2% increase	250.00
13	St Michaels church	750		850.00
14	Charitable donations	150		150.00
15	Website	200		70.00
16	Room Hire	100		100.00

# LANDRAKE with ST. ERNEY PARISH COUNCIL

	Village maintenance			
17	Contractors	6885	2% increase	6750.00
18	Weed spraying	464	2% increase	455.00
19	Emptying of dog bins	486	2% increase	476.00
20	Play park development	750		750.00
21	Bank charges	72	Increase due to internet banking fee	30.00
22	Sundry costs	200		200.00
	Data protection fee	35	Not previously budgeted for - legal requirement	
	Councillor and staff training	150	Standing inclusion in Council budgeting	
	Traffic & transport			
	Council assets		Not previously budgeted for but funds spent in 2020-21	
	Office equipment			
	Bins			
	<b>Total from precepted income and council tax support grant</b>	<b>17302</b>		<b>17024</b>

	Budgeted reserves			
	Contingency fund - 50% of precept	8651		
	<b>Earmarked funds</b>			
	Election costs - contested / uncontested	4034	£3634 + 400 build up. If £3634 required then build up £800 from 2022-23	
	Landrake Football Field Fund	5622	Do we need to increase this?	
	Clerk's Pension Gratuity Fund	0	To be budgeted for after 3 years employment	
	Playground development	2922	£2172 + £750	
	Traffic & transport	10500	Vote priority - School Road / Tideford. (see note below)	
	Legal costs	1000		
	Covid-19 support / community support projects	1000		
	Total reserves	<b>33729</b>		
	<b>TOTAL BUDGET</b>	<b>51031</b>		

**Agreed precept submission for 2021/22 = £19,024**