

LANDRAKE with ST. ERNEY PARISH COUNCIL

Minutes of the Annual Parish Council meeting held at Sir Robert Geffery Primary School on Monday 17th May 2021.

Councillors present: Mrs M Gingell (Chairman), Mr G Francis (Vice Chairman), Mrs Penny Mathers, Dr S Walker, Mrs Rosemary Savery, Miss T Barton, Miss Rachel Price

In attendance: Mrs K Heald, Parish Clerk

Cllr Gingell, as resigning Chair opened the meeting.

Open forum

There were no members of the public present.

The Clerk the Councillors if anyone would like to elect a Chairman for the Council.

1. Election of Chairman

Cllr Walker proposed Cllr Gingell. The motion was seconded by Cllr Francis and unanimously agreed by all Councillors. **Resolved.**

Cllr Gingell signed the Chairman's Declaration of Acceptance of Office.

Cllr Gingell welcomed Cllr Price, who had been newly elected to the Council.

2. Election of Vice Chairman

Cllr Gingell proposed Cllr Francis for the position of Vice Chairman. This was seconded by Cllr Barton and unanimously agreed by all Councillors. **Resolved.**

3. Apologies of absence

Apologies of absence received from Cllrs Owen, Smeardon and Cartledge-Claus.

4. Declarations of interest

None.

5. To receive the signed declarations of interest forms

(a) Declaration of Acceptance of Interest from the Chairman

(b) Declaration of Acceptance of Office form from Parish Councillors

It noted that all Councillors present in the meeting had duly completed their Declaration of Acceptance of Office forms.

It was proposed by Cllr Gingell, seconded by Cllr Walker and agreed by all Councillors that the Council agrees for those Councillors who have been unable to attend the meeting their Declaration of Acceptance of Office forms can be signed after the meeting.

6. To agree all members will abide by the Code of Conduct

All Councillors agreed to abide by the Code of Conduct. Cllr Francis reminded Cllrs of the Cornwall Council code of conduct training. It is a requirement that all Councillors should undergo Code of Conduct training within six months of having taken office.

7. To approve the Council's Standing Orders

Cllr Francis went through the main purpose of the Council's Standing Orders, which detail how the Council should operate. All Councillors agreed to approve the Standing Orders.

8. To approve the Council's Financial Regulations

Cllr Francis explained the purpose of the Council's Financial Regulations, which had been adopted in October 2020. All Councillors agreed to approve the Council's Financial Regulations.

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9. To appoint and approve the members of committees and working groups.

Cllr Mathers agreed to continue as Chairperson for the Environment & Climate Change Working Group.

Cllr Gingell & Cllr Francis agreed to continue as members of the Finance Working Group. Cllr Owen had previously said he would be willing to remain on this group.

The Clerk explained working groups can include non-councillors. Any committee needs to be open to the public.

10. To appoint the Cornwall Gateway Network Panel representative

Cllr Francis agreed to continue attending the Cornwall Gateway Community Network Panel meeting.

11. To confirm the arrangements for the Councils insurance cover in respect of all insurance risk

Cllr Gingell advised the Council's insurance policy had been reviewed in detail. Cllr Francis added he had looked at other Council's websites, of a similar size to Landrake, and concluded Landrake are getting good value.

The policy is due for renewal at the beginning of June and the proposal received, which is part of a long-term agreement, is £474.84.

12. To review the Council's policies, procedures and practices in respect of its obligations under the freedom of information and data protection legislation.

Cllr Francis advised the Council's publication scheme, relating to how and where data is stored recently been reviewed by the Council.

The Clerk highlighted:

(i) the need for Councillors to have their own designated email addresses (for compliancy and if personal email addresses were used and there was a Freedom of Information request there may be a need to access Councillors own personal email addresses.

(ii) The need for redacting personal data. If a Clerk receives an email from a member of the public, as the data controller, she is required to either redact the email address from the member of public or gain permission for the email address to be shared with the Councillors. (Fines for data breaches can be severe).

13. To note of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

Section 137 of the Local Government Act 1972, as amended by the Local Government and Housing Act 1989, Section 36, enables Councils to incur expenditure for certain purposes, not otherwise authorised, which in their opinion is in the interest of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants.

The Ministry of Housing, Communities and Local Government (MHCLG) has notified the appropriate sum used for section 137 in England, or Town & Parish Councils, in 2021-22 is £8.41 per elector.

The General Power of Competence (GPC) was introduced by the Localism Act 2011 and took effect in February 2012. In simple terms, it gives councils the power to do anything an individual can do provided it is not prohibited by other legislation. It applies to all principal councils (district, county and unitary councils etc).

The Clerk explained in order for the Council to spend money it has to have a legal power. In certain cases, as a last resort, the Council can use section 137. The Council is required to keep a separate accounting record of funds spent under section 137.

14. Approval of the minutes of the meeting held on Tuesday 4th May 2021

It was proposed by Cllr Mathers, seconded by Cllr Francis and agreed by all Councillors that the minutes of the Council meeting held on 4th May 2021 are approved as a true and accurate record of the meeting. **Resolved.**

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15. Finance

- a) **To note the Council's bank balance.** Cllr Gingell advised the Council's bank balance is £43,563.20.

Cllr Francis advised he has been looking at options to open for a savings account.

- b) **Approval of payments as detailed below**

Recipient	Details	Amount
Cornwall Association of Local Councils	Membership subscription	457.44
BHIB	Insurance renewal	474.84
Nisbets (reimbursement to the Clerk)	Thermometer and sanitiser for Parish Council meeting	41.37
Western Web	Emails	72.00

It was proposed by Cllr Barton, seconded by Cllr Savery and agreed by all Councillors that the payments listed above are approved. **Resolved.**

Cllr Gingell advised the Carnival committee has recently donated £36.00 for play park funds.

- ## 16. To determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

Cllr Gingell proposed the Council continues with physical meetings, with the next meeting being in Sir Robert Geffery Memorial Hall but the Council has Zoom meetings as an Informal Information meeting. The Clerk explained several of the standing items are updates / reporting matters and therefore would not require a vote so it would not be necessary to include these items in a physical meeting. Following discussion, it was agreed members of the public would be invited to the Zoom sessions and to continue with the system until September 2021. One Councillor voted against this decision. The Zoom meetings would be arranged one week before the main Council meeting. Councillors would be given the opportunity to put forward items to include on the agenda.

Dates for next meetings to September 2021.

1 st June 2021	-	Zoom information meeting.
8 th June 2021	-	Full Parish Council meeting
6 th July 2021	-	Zoom information meeting.
13 th July 2021	-	Full Parish Council meeting
3 rd August 2021	-	Zoom information meeting.
7 th September 2021	-	Zoom information meeting.
14 th September 2021	-	Full Parish Council meeting.

The meeting closed 20.00pm

Future agenda item: Village survey

Action: Clerk to search the archives and locate the original village survey produced for the Neighbourhood Development Plan.