

# Pillaton Parish Council

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**Tuesday 7<sup>th</sup> May 2024**

**Present: Councillor Dolley (Chairman)**

**Councillors: Bunkum, Floyd, Ley, Moore & Warne (Vice Chair)**

**Also in attendance:**

Christopher Cook - (Locum) Parish Clerk & Responsible Financial Officer.

Members of the public: 3

Members of the public were permitted to speak on each Agenda item for a period of 3 minutes. This meeting was advertised as the Annual Meeting of the Parish Council and as such could be filmed or recorded by broadcasters, the media, and members of the public. The public were advised that whilst every effort is taken to ensure that members of the public would not be filmed, it could not be guaranteed.

**Minutes 7<sup>th</sup> May 2024**

## **11. Chair's Welcome & Announcements**

**Cllr Dolley (Chair) welcomed members of the public to the Meeting and welcomed the Clerk & RFO Christopher Cook.**

**Health and Safety housekeeping rules were delivered and social distancing (Covid-19) measures where appropriate were observed.**

**No one intended recording the meeting.**

## **12. Public Participation**

**None.**

## **13. Election of Chairman (LGA 1972 Sect.15 (1))**

**One nomination received Cllr Dolley. Proposed Cllr Warne, seconded Cllr Ley.**

**No other nominations were received.**

**Councillors Resolved to elect Cllr Dolley to serve as Chairman until 1<sup>st</sup> May 2025.**

**Cllr Dolley signed the Declaration of Acceptance of office form.**

## **14. Election of Vice Chair (LGA 1972 Sect.15 (1))**



Chair: Councillor Dave Dolley  
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Councillors: Shirley Floyd - Chris Ley --  
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One nomination received Cllr Warne. Proposed Cllr Floyd, seconded Cllr Ley.  
No other nominations were received.  
Councillors **Resolved** to elect Cllr Warne to serve as Vice Chair until 1<sup>st</sup> May 2025.

Cllr Warne signed the Declaration of Acceptance of office form.

15. To receive apologies (LGA 1972 s.85 (1))

Cllr Johnson.

Councillors **Resolved** to note.

16. Declarations of Interest

Councillors **Resolved** that no Councillors declared any pecuniary or non-pecuniary interests.

Councillors **Resolved** that no Councillors were liable for written Dispensations or Gifts.

17. Minutes of the Public Meeting 2<sup>nd</sup> April 2024 and the Annual Meeting of the Parish Council 2<sup>nd</sup> May 2023

Cllr Dolley proposed that both sets of draft Minutes were an accurate record. All agreed.

Councillors **Resolved** to approve the draft Minutes 2<sup>nd</sup> April 2024 and 2<sup>nd</sup> May 2023.

18. Matters arising from the draft Minutes for report purposes only.

None.

19. Planning

New Planning Applications – None received

Application link <http://planning.cornwall.gov.uk/online-applications>

Planning Application Decisions – One received

Application PA23/06551  
Proposal Application for modification of a planning obligation to remove small Parcel of land from deed in respect of application E2/00/01369/OUT Dated 7<sup>th</sup> March 2022 (Modification of S52/S106 agreed.  
Location Coombe Mill Farm Pillaton Mill Saltash Cornwall PL12 5AN

**DECISION DATE 25<sup>th</sup> April 2024**

Planning Application – For information – One received

Application PA24/03040  
Proposal Prior approval notification to determine if planning permission is required for: An agricultural steel portal framed building to cover an existing open feed and loafing yard  
Location Smeaton Farm Pillaton Saltash Cornwall PL12 6RZ



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Planning Application received after Agenda has been issued – To be advised

Councillors Resolved to note all Planning matters.

## 20. (a) Finance

- (i) Accounts for approval May 2024 £386.41 Zurich Municipal (Insurance Policy premium renewal)
- (ii) Bank reconciliation balance £3,953.31 as at 31<sup>st</sup> March 2024
- (iii) Bank reconciliation 7<sup>th</sup> May 2024 – To be updated when first Precept payment realised

Cllr Warne (Vice Chair) proposed, Cllr Moore seconded approval of accounts for payments. All agreed.

Councillors Resolved to approve the account for payment and note items 20 (ii) & (iii) and that the Bank reconciliation would be updated for 4<sup>th</sup> June 2024 when Bank statements are available.

## 20. (b) Finance resolutions

- (i) Internal Audit report to review
- (ii) To approve the Annual Governance Statement (Section 1)
- (iii) To approve the Accounting Statement (Section 2)
- (iv) To approve the Certificate of Exemption (Form 1)
- (v) To set the commencement date for the Exercise of Public Rights

Cllr Warne (Vice Chair) proposed, Cllr Moore (seconded) approval of items (ii) to (iv) All agreed. The Chairman & RFO signed all AGAR forms.

Councillors Resolved to approve items 20 (ii) to (iv)

Councillors Resolved to note item 20 (v)

Councillors Resolved to note that the year-end accounts 31<sup>st</sup> March 2024 had been audited as correct, the Internal Audit report had yet to be received.

**Resolution – Conflict of Interest confirmation required by External Auditors (BPO).**

Councillors Resolved to note the Conflict of Interests form and this was signed off by the Chairman & RFO.

**ACTION:** AGAR reports 20 (ii) to (iv) to be posted to the website [www.pillaton.org.uk](http://www.pillaton.org.uk)

## 21. Governance

Councillors agreed to adopt-

- (i) Standing Orders (NALC) 2021 version and Financial Regulations version 2019
- (ii) Model Publications Scheme
- (iii) General Power of Competence (GPC)

The Clerk explained the requirement for the Model Publications Scheme and the (GPC) status, the latter not being mandatory.

Cllr Ley proposed, Cllr Warne (Vice Chair) seconded adoption of items (i) to (iii). All agreed.



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**ACTION:** The Model Publications Scheme to be posted to the website [www.pillaton.org.uk](http://www.pillaton.org.uk)

## 22. Resolutions to appoint a Clerk & Responsible Financial Officer

Cllr Ley stated that two Extraordinary Meetings of the Parish Council had taken place to interview two candidates for the post of Clerk & Responsible Financial Officer.

Interview 1 took place 23<sup>rd</sup> April 2024 and Interview 2 took place 30<sup>th</sup> April 2024

Minutes of the Interviews are as follows-

## Minutes of the Extraordinary Parish Council Meeting held on 23 April 2024.

There was a single agenda item – The appointment of a Parish Clerk.

Members of the public were excluded from the meeting on the grounds of confidentiality.

The meeting was conducted in two phases:

1. Interview of candidate 1.
2. Further Actions.

### Interview of Candidate

**Present:** Councillor Warne (Vice Chair)

**Councillors:** Bunkum, Floyd, Johnson, Ley, Moore

Councillor Dolley recused himself from this section of the meeting.

Candidate 1 attended and was introduced to the Councillors. The candidate was questioned by the councillors on capability and suitability for the role. On conclusion of the interview, the councillors noted the impressive qualities of the candidate and suitability for the role. However, concern was noted that the candidate would be unable to fulfil the role immediately and therefore complete mandatory annual Parish business. A proposal was put forward by Councillor Johnson that the candidate be offered the post and interim support be sought from a Locum Parish Clerk.

Two councillors supported the proposal. Three voted against and one abstained. The proposal was not accepted.

### Further Actions

**Present:** Councillor Dolley (Chairman)

**Councillors:** Warne, Bunkum, Floyd, Johnson, Ley, Moore

Councillor Dolley was updated on the Interview of Candidate. Councillors decided it would now be appropriate to pursue the application from candidate 2 and offer an interview. Councillor Dolley agreed to contact this candidate and seek an interview as a matter of urgency. Councillor Ley (temporary clerk) was requested to write letters to:

1. Candidate 1 - expressing thanks for application. The candidate should be advised that the Councillors were extremely impressed and were only unable to offer the post because of the urgent mandatory requirements and her unavailability over the coming months.



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Village Community and the Parish Magazine could be utilised. The current Parish Council site and website provided by a local resident was essentially a parishioner site to promote news and events. The Council utilised the site to advertise Public Meetings, and record Agendas and Minutes.

Councillors agreed that further thought should be given to a website provision and that in the meantime current arrangements would hopefully carry on.

Councillors Resolved to note.

## 23. (b) Village bench repair

Cllr Dolley (Chairman) explained that the bench opposite the old post office, whilst serviceable, did require some repair. The bench is situated on Highways Council land.

Councillors discussed whether a recycled type bench could be used as a replacement. Councillors agreed that the Chairman should seek an estimate to repair some of the bars in the bench.

Cllr Dolley (Chairman) also advised that the repaint and refurbishment of the telephone box is estimated to cost £285, and that the bottom of the refuse bin situated in the Recreation Field has rusted away and required rewelding.

Councillors explored the option of replacing the refuse bin with a remodelled Wheelie bin which might be offered to the Parish Council at no cost. This would be dependent on the estimated repair costs.

The RFO advised that the first tranche of Precept payment should now have been received and this could be used to finance any repair costs falling outside of the maintenance budget.

Cllr Dolley (Chairman) proposed, Cllr Warne (Vice Chair) seconded that under Delegation of Authority, the Parish should seek estimate(s) and agree to finance the sum of £285 representing the telephone box repaint, and record expenditure and estimates under the payments for approval at the Public Meeting 4<sup>th</sup> June 2024.

Councillors Resolved to agree the above financial actions. All agreed.

## 24. Correspondence

Councillors Resolved to note Items 24 (a) & 24 (b) and that no further action be taken over both items now.

## 25. Any other Business

Cllr Warne (Vice Chair) mentioned the Beech tree in the Churchyard opposite the village hall and who was responsible for the maintenance. Cllr Dolley (Chairman) confirmed that the tree was in the confines of the Parish Church and that the P.C.C. would be responsible for maintenance and by way of Church Insurance for any damage that may be caused to third party property. Cllrs Warne (Vice Chair) and Cllr Floyd suggest that the P.C.C. are contacted for clarification, though with the church in an interregnum it was not known who the church officials / wardens were following the recent Church APCM.



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26. The next Meeting of the Parish Council at the village hall will be on the 4<sup>th</sup> June 2024

27. Meeting closed at 20:20

Signed Chairman Cllr Dolley..... Date.....



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