

Pillaton Parish Council

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Clerk Pillaton Parish Council
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Tuesday 4th June 2024

Present: Councillor Dolley (Chairman)
Councillors: Bunkum, Floyd, Johnson, Ley & Moore

Also in attendance:

Christopher Cook - Parish Clerk & Responsible Financial Officer.

Members of the public: 0

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 4th June 2024

28. Chair's Welcome & Announcements

Cllr Dolley (Chair) welcomed Councillors to the Meeting, there were no members of the public present.

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

No one intended recording the meeting.

29. Public Participation

None.

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

Cllr Warne (Vice Chair).

Councillors Resolved to note.

31. 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.



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Vice: Councillor Roger Warne
Councillors: Shirley Floyd - Chris Ley --
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32. To approve the Minutes of the Annual Meeting of the Parish Council 7th May 2024.

Cllr Ley proposed, Cllr Dolley (Chairman) seconded that the draft Minutes were an accurate record. All agreed.

Councillors Resolved to approve the draft Minutes 7th May 2024.

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

None.

34. Planning

New Planning Applications – None received

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

Planning Application Decisions – 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

DECISION DATE 1st May 2024 – Prior approval not required

Planning Application – For information – None received

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

Councillors Resolved to note all Planning matters.

35. (a) Finance

- (i) Accounts for approval June 2024 £435.00 as per payment schedule
- (ii) Bank reconciliation balance £4,995.40 as at 31st May 2024 (April interest excluded)
- (iii) Account 1 £2,688.59 / Account 2 £3,128.22 (Balance £5,816.81)
- (iv) Receipts 2024 / 2025 £1,863.50 / Payments 2024 / 2025 £821.41
- (v) Vat Claim outstanding £76.17

Cllr Ley proposed, Cllr Dolley (Chairman) seconded approval of accounts for payments for June 2024. All agreed.

Councillors Resolved to approve the account for payment and note items 35 (i) to (v) and that the Bank reconciliation would be updated for 9th July 2024 when Bank statements are available and the Bank signatory process complete.

35. (b) Finance other



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The Annual Governance Audit reports have been received by the External Auditor who have advised that the Pillaton Parish Council exemption status is noted and that no further review will take place until March 2025.

Councillors **Resolved** to note.

36. Governance

Councillors agreed to note Standing Orders and to adopt the Model Financial Regulations (NALC) 2024 version

- (i) Standing Orders (NALC) 2021 version
- (ii) Model Financial Regulations (LALC) 2024

Cllr Johnson proposed, Cllr Ley seconded adoption of item (ii). All agreed.
Councillors **Resolved** to approve Standing Orders & Financial Regulations.

ACTION: The Model Financial Regulations (NALC) 2024 version to be posted to the website www.pillaton.org.uk

37. Chairman's items

See Item 40.

38. Clerks items

The Parish Clerk introduced two draft Policies seeking approval by Councillors.

- (i) Planning Applications – The Five-Day Protocol
- (ii) Scheme of Delegation

Cllr Dolley (Chairman) proposed, Cllr Ley seconded adoption of the two draft Policies. All agreed.
Councillors **Resolved** to adopt both Policies.

The Good Councillor Guide (CALC) 2024 had previously been distributed to Councillors.

39. Village Community & Parish Magazine website

Cllr Dolley (Chairman) referred to the Parish Council draft Minutes 14th May 2024 published in the Parish Magazine, stating that they had been edited and salient points from the Public Meeting had been omitted.

The Clerk agreed that not all Legislative points in the Minutes need be included in the Magazine.

Cllr Johnson suggested that, with agreement between the website administrator and the Clerk, an edited version could be included in the Magazine with the rider that 'a full transcript of the draft Minutes can be viewed on the website'. Councillors agreed with this compromise.

ACTION: Clerk and Pillaton Village News Editor to discuss.



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Cllrs Ley & Johnson both suggested that perhaps an annual-honoraria of approximately £300 to £500 could be offered to an administrator of the website in the future. Cllr Johnson proposed that the Council consider fund raising events or crowd funding activities to finance any honoraria. The Clerk pointed out that the Council have a budget 'contingency fund' reserve which could be used to finance any honoraria.

Cllr Johnson raised concerns about the website accessibility compliance and editing of news panels in the Parish Magazine. It appears that the website does not currently comply with regulations.

ACTION: The Clerk to distribute an Accessibility compliance statement to Councillors for consideration.

Cllr Johnson also questioned the use of private emails used by Councillors and compliance with GDPR regulations, having reviewed the latest edition of the revised Good Councillor Guide. Councillors also discussed whether it would be suitable for the Clerk to have access to the current website.

The Clerk advised that using personal email addresses for Council communications could be liable to be a failure under Audit regulations. As recommended by Cllr Johnson all communications from members of the public should be addressed to the Clerk at clerk@botusfleming.org.uk and a response would be sent on behalf of Pillaton Parish Council. Unless a dedicated Pillaton email address for the Clerk is provided this avenue will have to be used now. The Clerk is accepted as the GDPR Officer for the Council.

Councillors agreed that further thought should be given to website provision and the position advertised again. The Clerk reiterated the website provision as offered by WesternWeb Limited and the costs involved.

Councillors Resolved to note.

40. Councillor's reports

Cllr Dolley (Chairman) wished to express the thanks of the Parish Council to Mr O'Brien for carrying out the repairs to the steel refuse bin at the Recreation Field.

Cllr Dolley (Chairman) referred to the ROSPA annual play inspection report and the repair synopsis detailing the equipment highlighted for remedial repairs. The report also highlighted a need for signage 'No Kite Flying' by the overhead power and telephone lines, and Cllr Johnson agreed to source a suitable sign.

Cllr Dolley (Chairman) stated that the main items requiring attention were the Play Train, wood fence barrier cableway, Multiplay, and seating, all of the items had rotten wood requiring replacement. Repair estimates would be obtained from suitable local contractors, and costs considered.

Cllr Johnson stated that the Cableway seating merely required greasing and not dismantling.

Cllr Johnson proposed that the Play Train be retained until September and removed after the school holidays if the item could not be repaired.

Cllr Johnson acknowledged the repaint and refurbishment of the telephone box.



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Cllr Johnson proposed, Cllr Ley seconded that under Delegation of Authority, the Parish Council should approve and settle the invoice from ROSPA for £136.80 and this payment would be recorded under payments for approval at the Public Meeting 2nd July 2024.

Cllr Bunkum noted that with the re-cycling and refuse operation there appeared a lack of communication between the driver and operatives. The Clerk pointed out that there should be a camera in the cab to assist operatives with reversing and other manoeuvres, but that the situation should be monitored before BIFFA are approached for comment.

Cllr Floyd requested that the area at Tiddles Lane and the bend be addressed for grass cutting and the area strimmed to help with visibility. Cllr Dolley (Chairman) would address the matter.

Cllrs Ley & Floyd noted the dimming of selected lighting at night by Cornwall Council in the Parish and whether the dimming is a policy that is being carried out in the area.

Councillors Resolved to agree the note this report.

41. Correspondence

Tamar Bridge & Torpoint Ferry Joint Committee letter to the Secretary of State for Transport.

Councillors Resolved to note the contents of the letter.

42. The next Meeting of the Parish Council at the village hall will be on the 2nd July 2024

43. Meeting closed at 20:10

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



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