



## Minutes – Full Council Annual Meeting

### Minutes of the meeting held on Monday 3<sup>rd</sup> June 2019 at 7.15pm in the Council Chamber, Chyanhale, Ponsmere Valley, Perranporth, TR6 0DB

**Present:** Cllrs Arthur (Chair), Boston, Byfield, Crewes, Davies, Gaisford, Higgins, Hill, Lawrence, Norrington, Rogers, White and Yeo

**In attendance:** Cornwall Cllr Harvey, Tatiana Cant (Parish Clerk) and 15 members of the public

#### **114/19/FC Election of Chairman**

Nominations were requested for the role of Chairman. Councillors Arthur and Yeo were proposed and seconded. A vote was held and Cllr Arthur was duly elected.

#### **115/19/FC Election of Vice Chairman**

Nominations were requested for the role of Vice Chairman. Councillors Lawrence, White and Yeo were proposed and seconded. A vote was held and Cllr White was duly elected.

It was agreed to suspend the meeting to allow for public participation.

**Public Participation** – A query was raised regarding when the annual accounts would be presented to the council. In response the Clerk explained that these had not yet been received from the accountants who were preparing them but that they would be presented as soon as they were available.

The meeting was reconvened.

#### **116/19/FC Note from the Chairman**

The Chairman noted that Cllr Lawrence had recently saved a life on a nearby beach and thanked her for her service.

#### **117/19/FC Apologies**

Apologies had been received from Cornwall Cllr Callan who had a work commitment.

#### **118/19/FC Declarations of interest and dispensations granted**

There were no declarations of interest and no dispensations had been granted.

#### **119/19/FC Minutes of the last Full Council meeting**

The minutes of the Parish Council meeting on 29<sup>th</sup> April were considered and were accepted as a true and accurate record.

#### **120/19/FC Action List**

Members reviewed the Action List and noted items of progress. The Clerk reported that she had liaised with Cllr Lawrence to create a Noticeboard Usage Policy. This would be finalised and presented to Full Council for approval.

### 121/19/FC New committee structure

The new committee structure was agreed as follows:

<b>Committee</b>	<b>Membership</b>
Planning	Cllrs Arthur, Davies, Higgins, Lawrence, White, Yeo
Staffing	Cllrs Arthur, Crewes, Davies, Lawrence, White
Finance & Operations	Cllrs Arthur, Byfield, Crewes, Hill, Higgins, White, Yeo
Public Spaces	Cllrs Arthur, Byfield, Boston, Gaisford, Lawrence, Norrington, Rogers, White
Services	Cllrs Arthur, Boston, Hill, Norrington, Lawrence, Rogers, White, Yeo

A meeting schedule would be produced for circulation at the next meeting.

**ACTION:** Create and distribute Meeting Schedule

### 122/19/FC Council Representation on Outside Bodies

Representation by Councillors on outside bodies was agreed as follows:

<b>Outside Body</b>	<b>Councillor</b>
Perranporth Garden Charities	Byfield
Perranporth Memorial Hall	White
Perranporth Improvements Committee	Lawrence
North Coast Cluster Group	Rogers, Yeo
Perranporth Tennis Club	Lawrence
St Piran Trust	White
Special Area of Conservation	White
Age Concern	Lawrence
Community Network Panel	Norrington, Yeo
CALC	Higgins
Heritage Project Steering Group	Higgins, Yeo
Neighbourhood Plan Steering Group	Boston, Gaisford, Rogers
Bolenna Park Action Group	Boston, Lawrence
Police Liaison Group	Crewes, Lawrence
Emergency Plan	Gaisford, Rogers

Membership of the Civic Building Working Group was agreed: Cllrs Arthur, Byfield, Davies, Higgins, Norrington and officers: Parish Clerk and Library Manager.

### 123/19/FC Reports from group meetings

*Beach* – Cllr Byfield reported on preparations for the season including new signage. The Tunes in the Dunes event had been very successful and with no problems although the clean-up afterwards needed to be organised more quickly and thoroughly. The beach events calendar had been shared with the RNLI.

*Community Network Panel* – Cllr Yeo reported that he was collecting information for potential highways schemes and related requests should be directed to him.

*Staffing* – Cllr Crewes reported the new staff appointments agreed for the office, library and beach. Discussions had also taken place regarding the potential employment of a street cleaner / handyman as well as asking for improved services from the traffic warden. New arrangements for payroll were also being investigated.

### 124/19/FC Reports from members attending meetings of outside bodies

*Police Liaison* – Cllr Crewes reported that he had attended two recent meetings with Cllr Lawrence relating to police and highways issues. The new online fault reporting system at Cornwall Council was very effective. There had been a large number of incidents attended by the police recently in Perranporth and there was a drive to recruit Special Constables.

**ACTION:** Advertise CC online reporting link on Parish Council web site

*Chamber of Commerce* – Cllr Norrington reported that he had attended a recent meeting regarding chambers of trade/commerce. It may be possible to encourage the businesses in the parish to revive this concept and establish a group which could then work with the Parish Council.

*Community Navigator Role* – Cllr White reported that Nikki Kelly had been appointed to help signpost residents to appropriate services and improve wellbeing for the community. She would be meeting the new appointee with the Clerk.

**125/19/FC Expenditure in May 2019**

The schedule of payments for May 2019 was unanimously approved. The Clerk reported that new finance software would be installed at the beginning of July and that regular monthly reports would soon be available.

**126/19/FC Insurance renewal**

The Clerk presented the new insurance policy and premium proposed by WPS Insurance which provided cover from Royal Sun Alliance. She had met the WPS adviser twice with the Chairman and defined cover to include all properties including the library as well as consolidating the previous disparate arrangements. The Council would save £3,000 per year and a refund would be received of £1,920. Members approved the new insurance policy and premium totalling £5,957.22.

**127/19/FC Library Devolution**

An update on arrangements was provided by the Clerk. The operation of the Perranporth Library had now been officially transferred from Cornwall Council to Perranzabuloe Parish Council. Recruitment had been successful and 2 new library staff would be starting at the beginning of July. The relaunch would take place in August after some refurbishment works had been carried out by Cornwall Council, and it was expected that the library would soon be opening on Saturday mornings.

**128/19/FC Update on 8 Boscawen Road**

Cllr Byfield reported that members had received presentations from both firms of architects at a closed session of the Full Council. Consensus from that meeting indicated a recommendation that Poynton Bradbury Wynter Cole Architects (PBWC) was the preferred partner. Cllr Byfield proposed, seconded by Cllr Crewes that PBWC be appointed to develop the plans for works at 8 Boscawen Road, and that the working party should liaise with PBWC to develop the plans. The proposal was AGREED with one abstention.

**129/19/FC Bolenna Park Action Group**

The goal posts and basketball hoops had been ordered. Discussion of the plans for new equipment was deferred.

**130/19/FC Beach signage**

Members received a presentation from Cllr Norrington on proposed signage for the beach. This comprised 3 large signs costing a maximum total of £3,500. It was agreed to proceed with commissioning and installing the signs.

**131/19/FC Items of Correspondence from the Clerk**

None

**132/19/FC Date of the Next Meeting**

It was agreed to convene Full Council meetings on the 2<sup>nd</sup> Monday of every month. The next meeting would take place on 8<sup>th</sup> July 2019.

There being no further business the Chairman closed the meeting at 21.15hrs

Signed .....

Date: 8<sup>th</sup> July 2019