



Minutes – Full Council

Minutes of the Parish Council Meeting held at the Council Chambers, Chyanhale, Ponsmere Valley, Perranporth, TR6 0DB at 7pm on 18 December 2023

1. To note Councilors present

Cllrs Gaisford (Chair), Arthur, Boston, Bowers, Byfield, Higgins, Lawrence, Rogers, Pentecost, White and Wyn Jones and Yeo.

Also in attendance: Amanda Lash (Clerk).

2. To receive apologies for absence and reasons

Apologies were received and accepted from Cllr Trevethan, Hunter and Silvey

Proposed: Cllr White Seconded: Cllr Bowers unan 232/23/FC

3. Declarations of Interest and Dispensations Granted

Cllr Lawrence and Cllr Gaisford 5b (Item 14) **233/23/FC**

4. Public Question Time

None. **234/23/FC**

5. Minutes of Last Meeting

It was **resolved** to approve the Minutes held on 27 November 2023 with an amendment to "item 12 "It was **resolved** to vire £20k from Wheal Leisure EMR funds to general reserve for Bolenna Toilets overspend."

Proposed: Cllr Rogers Seconded: Cllr Lawrence 10 (1abs) 235/23/FC

6. To Receive Clerks Report

Mapping exercise undertaken. Still up to 60 parish bins that CC will not empty as part of the contract. Attended a budget meeting with other Parish Councils. Out of the 10 towns/parishes that attended, precept increases were in double figures. Induction of Cllr Hunter has taken place. Had meeting with Cllr Rogers, Jan from EAD Solutions and Natural Generation. 2 sets of percolation tests will be done in January. Meeting John Grimes Partnership tomorrow to look at Seiners Wall and ramp. Engineer engaged to calculate wind load for acoustic fencing to order to move forward with quotations. Quotations received for pre-works skatepark. In the process of checking quotations to ensure like for like. EMRs now on RBS system and income budget lines will be done to keep on track of budget. **236/23/FC**

7. To note reports from Cornwall Councilors

S106 skatepark approved £91k. **237/23/FC**

8. Correspondence

(a) Thanks were given to Perranporth Garden Charities for their £5,000 donation towards the stop ball net fencing. **238/23/FC**

Signature:

Date:.....

- (b) Email from Cornwall Council Monumental Project **noted** **239/23/FC**
(c) Off Street Parking Order 2024 CC **noted**. New Car Parking Order out for consultation. Cllr Lawrence questioned Wheal Leisure charging. Cllr Arthur to check that still free overnight. **240/23/FC**

9. To note November 2023 Accounts

November 2023 accounts were **noted**. Full Q3 report will be distributed ahead of meeting on 22 January 2024. **241/23/FC**

10. To note and approve November payment schedule.

November's payment schedule was approved.

Proposed: Cllr Boston Seconded: Cllr Lawrence unan 242/23/FC

11. To resolve on adopting the Planning Terms of Reference

It was **resolved** to adopt the Planning Terms of Reference with amendment:

"Applications submitted to Strategic Planning Committee at Cornwall Council to be ratified at Full Council. Other significant applications at the discretion of the Planning Committee Chair."

Proposed: Cllr White Seconded: Cllr Lawrence unan 243/23/FC

12. To resolve to adopt Risk Assessment and Risk Management Strategy Policies

(a) Risk Assessment Policy and Assessment 2023

Proposed: Cllr Bowers Seconded: Cllr Pentecost unan 244/23/FC

13. To Resolve on amendments to the Car Parking (Off Street Places Order)

It was **resolved** to delete 6.11 – Rover/Cornwall Council permits but include Blue Badges/Disabled Permits. 24 hours annual permit at Droskyn Car Park increased from £290 to £350.

Proposed: Cllr Byfield Seconded: Cllr Lawrence unan 245/23/FC

Cllr Lawrence and Cllr Gaisford left the room

Cllr Bowers Chaired item 14 in absence of Cllr Gaisford

14. To Resolve on payment of Invoice for Simon Lawrence at a cost of £16,908.74 plus VAT

Cllr Bowers outlined history of work. Estimate was for £8,045. Clerk had a meeting with Mr Lawrence regarding the invoice. Mr Lawrence fully understands that at the point where the job materially changed, he should have come into the office to discuss and get approval for extra costs. The extra work needed to be undertaken was discussed. In summary, following observing waves, the waves were going over the back and realized that a sea wall was needed, together with weep holes and flip valves. The concrete cap also needed to be 3x thicker. Logistics difficult due to location. Several dowels were needed in the cap to the wall, linked with steel and resin to ensure steel does not come out. Gravel at the back. Kerb to match existing kerb to make seamless joint. Councilors acknowledged the work that was completed was excellent, However, the work was outside of the scope of the tender and double the amount. The Clerk outlined audit concerns and Financial Regulations discrepancies (quotes are required not estimates, delegated powers). Risk management was discussed.

Amendments to resolution proposed:

246/23/FC

Signature:

Date:.....

(a) To **resolve** to pay 50% on top of estimate £4,022.50 – total £12,067.50

Proposed: Cllr Wyn Jones Seconded: Cllr White 247/23/FC

(b) To **resolve** to authorise £8,045 plus VAT as per the estimate, immediately, and request another invoice for the additional works together with a full explanation of increased labour costs. Clerk to contact Mr Lawrence to find a compromise and explain fully the situation.

Proposed: Cllr Byfield Seconded: Cllr Pentecost 248/23/FC

Votes were taken in the following order:

(a) To **resolve** to pay 50% on top of estimate £4,022.50 – total £12,067.50

2-8 (not carried) 249/23/FC

(b) To **resolve** to authorise £8,045 plus VAT as per the estimate, immediately, and request another invoice for the additional works together with a full explanation of increased labour costs. Clerk to contact Mr Lawrence to find a compromise and explain fully the situation.

9-0 (1abs) carried 250/23/FC

Cllr Lawrence and Cllr Gaisford came back into the room

15. To note the Draft Public Spaces & Services Minutes and Resolve on any Recommendations.

Draft Public Spaces & Services minutes were **noted**. **251/23/FC**

(a) It was **resolved** to transfer contract to Biffa for street cleaning/Cornwall Council bins. Staffing to review and discuss any potential contractual changes and get advice from South West councils regarding existing staff.

Proposed: Cllr Lawrence Seconded: Cllr White unan 252/23/FC

(b) It was **resolved** to purchase the electric vehicle (Peugeot xExpert 75kw Professional) in this financial year rather than 1 April, at a cost of £31,470 plus VAT and associated costs. Tow bar up to a cost of £1,000. Assistant Clerk to negotiate price of tow bar. Finance Officer to investigate Octopus grant 50% of EV charger costs.

Proposed: Cllr Bowers Seconded: Cllr Boston 8 (2abs) 253/23/FC

16. To Note Draft Finance & Operations Minutes and Resolve on any Recommendations.

Draft minutes were **noted**. **254/23/FC**

(a) It was **resolved** to move from RBS to Scribe (cloud based) at a total cost of £1,619 per annum from 1 April 2024.

Proposed: Cllr Byfield Seconded: Cllr Bowers unan 255/23/FC

(b) It was **resolved** to move from Microsoft Payroll to SAGE payroll (cloud based) at a cost of £50 per month from 1 April 2024.

Proposed: Cllr Byfield Seconded: Cllr Bowers unan 256/23/FC

(c) **To resolve on Google Workspace or Office 365 for use by Parish Council.**

2 proposals were discussed and voted on in the following order:

(i) To **resolve** to migrate to Office 365. Cllr Pentecost to provide training.

Proposed: Cllr Boston Seconded: Cllr Yeo 8-2 carried 257/23/FC

(ii) To **resolve** to use Google Workspace and retain Gmail.

Signature:

Date:.....

Proposed: Cllr Byfield

**Seconded: Cllr Arthur 2-6(2 abs) not carried
258/23/FC**

(d) **Move from ITEC to Voiphone.**

It was **resolved** to defer. Cllr Byfield would like Clerk to investigate further due to broadband issues/4g availability in Summer/use of Parish Offices.

Proposed: Cllr Boston

Seconded: Cllr Yeo

unan 259/23/FC

(e) It was **resolved** to transfer £100k from the Lloyds Rent Account Lloyds 32 day Account.

Proposed: Cllr Lawrence

Seconded: Cllr Boston

unan 260/23/FC

(f) It was **resolved** to transfer £100k from the Lloyds Rent Account to Lloyds 95 day Account.

Proposed: Cllr Lawrence

Seconded: Cllr Boston

unan 261/23/FC

(g) It was **resolved** to adopt the Property Portfolio and Disposal of Land Policy

Proposed: Cllr Arthur

Seconded: Cllr Boston

unan 262/23/FC

17. To note the Draft Staffing Minutes and resolve on any Recommendations

(a) It was **resolved** to appoint an extra member of staff on SCP13, 20hrs (Monday to Thursday 9am to 2pm) at a cost of £18,124 (including pension, PAYE/NI). Fixed for one year (subject to 3 month probationary period). Clerk to discuss recruitment timetable, job description at a Staffing Meeting in January and agree any recruitment costs.

Proposed: Cllr Wyn Jones

Seconded: Cllr Pentecost

**7-2(1abs) carried
263/23/FC**

(b) It was **resolved** to adopt the Use of Council Vehicle Policy. Clerk to include DVLA sharing code in policy. Cllr Boston to provide Clerk with details.

Proposed: Cllr Byfield

Seconded: Cllr Bowers

unan 264/23/FC

Cllr Higgins left the meeting

18. To receive any reports from Outside Bodies (CAP, Memorial Hall, Gardens Charities)

(a) Tennis Club - Cllr Lawrence reported their concerns about the state of the lane leading to the Bolenna Car Park. Noted. Cllr Byfield felt it in PPC's best interests to ensure that the lane is in good order as it now has a car park. Clerk to investigate costs and report at next meeting with a view to asking other parties who would benefit, for a contribution.

265/23/FC

(b) CNP meeting Cllr Yeo – Highway issues. Red road paving at Budnic Hill should be done in May 2024. PPC have previously agreed to contribute £5k to this scheme. Clerk is unable to find any ratification. Clerk to investigate further and include in budget discussions.

266/23/FC

19. To Discuss the 2024/25 Budget Following Previous Committee and Full Council Resolutions.

Clerk outlined budget discussions at a recent SLCC meeting. Many parish/town councils having to increase their precept drastically either through historic 0% precepts, NALC pay rises and/or with increase in staff due to increased workload. 24/25 Budget aims to meet 23-25 Strategic Objectives. However, there are lots of known unknowns: CCTV, Youth Hostel, Cligga, Seiners Wall, ramp, discussions regarding Boscawen Road/Parish Offices (EO Meeting 8 January), Budnic Hill,

Signature:

Date:.....

allotment land etc. Very difficult to budget for. Cannot budget for potential income (CIL, grant funding etc). Cllr Byfield concerned with increasing operational costs, and in particular staffing costs. Would like overheads and operating costs clearly separated to ensure that property income, car park income, other income and precept can cover costs in the future, and preempt a need to raise the precept significantly year on year. Clerk agreed that there are better ways of reporting that would facilitate a forecasting exercise, which has not (as far as she is aware) been undertaken. Some improvements have been made. EMRs have been separated and budget income lines will be added to ensure accurate reporting and scrutiny of PPC finances. Clerk noted that approximately £80k is capital expenditure in the next financial year. Cllr Byfield would like line by line scrutiny at the budget meeting in January. Cllr Yeo enforced this need for caution due to a recent restriction of Cornwall Council to increase its precept over 5% without referendum. A review of parish precepts has been expected for some years and is likely to be introduced. Clerk reiterated the current climate of large precept increases, possibly future proofing against 5% cap/dealing with historical 0% precepts. Some seeing 12% increase in staffing costs. Clerk and Finance Officer will work together to split out operational and overheads. This will be available for the budget meeting in January. Cllr Gaisford reiterated the tight timescale between the budget meeting and the deadline of 29 January for the precept.

267/23/FC

20. Date of Next Meeting

Members noted the date of the next meeting: Monday 8 January 2024 – Extra Ordinary Meeting. Next FC Meeting 22 January 2024.

268/23/FC

There being no further business the Chairman closed the meeting at 9.40pm