

## MINUTES ANNUAL MEETING OF POUNDSTOCK PARISH COUNCIL ON TUESDAY 29 MAY 2018

The Annual Meeting of Poundstock Parish Council was held in Bangors Methodist Hall on Tuesday 29 May 2018 at 7.30 p.m.

Councillors present were Stephen Pawley, Alison Rowland, Brenda Alison, Colin Gilbert and Fred Ward. Also, in attendance were the Clerk Mrs. Lynn Pluess, Cornwall Councillor Nicky Chopak and 2 members of the public.

1. Election of Chairman: **090/18**  
Only one nomination received it was **resolved** to elect Cllr. Stephen Pawley as Chairman, proposed Cllr. Colin Gilbert, seconded Cllr. Alison Rowland, **unanimous**. Declaration of Acceptance on Office was duly signed.
2. Election of Vice-chairman: **091/18**  
Only one nomination it was **resolved** to elect Cllr. Alison Rowland as Vice-chairman proposed Cllr. Colin Gilbert seconded Cllr. Brenda Alison, **unanimous**. Declaration of Acceptance on Office was duly signed.
3. Apologies for absence: **092/18**  
Apologies were received and accepted from Cllrs. Kerensa Cobbledick, Brian Furse, Pamela Idelson-Smith, Kirsty Philpott and Alistair Rowland.
4. To receive Declaration of Interest and Dispensations: **093/18**
  - (a) Items on the agenda – None.
  - (b) Gifts over £25.00 – None.
  - (c) Dispensations – None.
5. Public Participation - Matters raised by Members of the Public on an agenda item: **094/18**  
Members of the public in attendance addressed the Council regarding parking along Leverlake Road.
6. Minutes of the previous meetings: **095/18**  
It was **resolved** to approve the minutes of the Ordinary Meeting held on 24 April 2018 proposed Cllr. Colin Gilbert seconded Cllr Fred Ward, **unanimous**. It was **resolved** to approve the minutes of the Annual Parish Meeting held on 24 April 2018 proposed Cllr. Alison Rowland seconded Cllr. Fred Ward, **unanimous**.
7. Reports: **096/18**
  - County Councillor's Report:  
Ward Member Cllr. Nicky Chopak spoke of new General Data Protection Regulations in force from 25 May 2018 following which planning enforcement information will now longer be available on the website. Incidents can be reported but no feedback will be received in any circumstances, there is now concern about secrecy and how issues will be resolved. She advised Planning Officers will now become Planning Enforcement Officers as well and people should be aware of these changes. The Big Wind Farm near Week St Mary planning application PA14/02107 has been rejected at the High Court.
  - Chairman's Report:  
The Chairman gave a report of the meeting attended to discuss the bridge repairs on the road from New Mills to Wax Hill which is finally on the way to a resolution. The Chairman's report was submitted to The Packet and the editor offered a regular spot which has been accepted, he encouraged members to let him know if they have anything they would like included in future reports. He met with Cllr. Brenda Alison and the Clerk following the GDPR training sessions they attended for urgent updates to be addressed later in the meeting. The review of the Clerk's salary to be considered at a later date.
  - Clerk's Report:  
Confirmation has been received that the declaration for Poundstock with the Pension Regulator has been completed.
- 8.1 Planning Decisions given by Cornwall Council: **097/18**
  - 30.04.2018 **PA18/02540** APPROVED Applicant: Mr G Watton Location: Land North of Lower Widemouth Farm Bude Cornwall Proposal: Construction of a storage building Parish: Poundstock
  - 30.04.2018 **PA18/02588** APPROVED Applicant: Mr Jonathan Hall Location: Communications and Transatlantic Cable Relay Station Widemouth Bay Bude EX23 ONE Proposal: Erection of new 2.6m high security fence and associated gates. Installation of new prefabricated Security Hut Parish: Poundstock

Chairman's Signature.....

Dated.....

8.2 Planning Applications: None.

**098/18**

9. Appointment of Council's Representatives to Outside Bodies:

**099/18**

It was **agreed unanimously** Councillors continue with committees as previous year: -

- Bude Community Network Panel – Cllr. Brenda Alison
- Guildhouse Management Committee – Cllr. Stephen Pawley
- Police Liaison – Cllr. Alistair Rowland
- The Poundstock Packet – Cllr. Alison Rowland
- The Revel Committee – Cllr. Fred Ward
- Widemouth Residents Association – Cllr. Fred Ward

10. Appointment of Portfolio Holder:

**100/18**

It was **agreed unanimously** to appoint Members the following portfolio's:

- Cemetery and Closed Churchyard – Cllr. Brenda Alison
- Emergency Procedures – Cllr. Kirsty Philpott
- Finance – Cllr. Stephen Pawley
- Highways – Cllr. Kerensa Cobbletick
- Planning – Cllr. Stephen Pawley
- Public Conveniences in Widemouth Bay – Cllr. Colin Gilbert and Cllr. Fred Ward
- Public Rights of Way – Cllr. Alison Rowland
- Transport – Cllr. Brian Furse

11. Meeting Dates and Times for 2018/19:

**101/18**

It was **resolved** to agree the dates and times for the 2018/19 meetings proposed Cllr. Stephen Pawley seconded Cllr. Colin Gilbert **unanimous**.

12. Portfolio Reports:

**102/18**

(a) Public Toilets: Lead Member Cllr. Colin Gilbert reported the drains had been blocked again and an emergency clearance undertaken. He has supplied an additional set of keys for the building. Re-painting the interior of the building was discussed it was agreed to get a quote, **Cllr. Colin Gilbert to action**. Cllr. Nicky Chopak gave an update on the repair to the drains, report is still pending which she hopes will be resolved in the next 10 days. Emergency contact details for the signs was discussed following which it was **resolved** to ask cleaning contractors TJ Cleaning & Maintenance if they would be the emergency contact for the public toilets and carry out emergency minor works with the authorization of the Lead Member Cllr. Colin Gilbert or Cllr. Fred Ward to be invoiced as required and if agreed signs are to be commissioned and fitted as soon as possible up to the value of £500.00 proposed by Cllr. Stephen Pawley seconded Cllr. Colin Gilbert **unanimous. Clerk to action**.

(b) Highways: Following the Bude Area Community Network Meeting Cornwall Councillor Nicky Chopak spoke of the Expression of Interest Form to be formulated and submitted by 9 July 2018 addressing the highway and safety requirements in the areas of concern.

(c) Transport: No report.

(d) Planning: No report.

(e) Cemetery and Closed Churchyard: Lead Member Cllr. Brenda Alison reported an approved contractor has made an inspection of the pathway to the west of the church and will be submitting a quote to tarmac the slope to include the cost of the license. Ownership of the land was questioned Cllr. Brenda Alison will investigate further. **Cllr. Brenda Alison to action**. Cllr. Brenda Alison spoke of Listing the War Memorial which would safeguard its long-term future and any changes would need planning permission, however a great deal of information is required to make the application which she will investigate further. **Cllr. Brenda Alison to action**.

(f) Public Footpaths: Lead Member Cllr. Alison Rowland reported a missing gate on the bridleway from Widemouth to Higher Widemouth (Coombe Lane) and followed up on previous issues raised now reported to be on the schedule of works in due course. She has received a report of a fallen tree in the area of Lions Den to parish boundary which she will investigate further before making a report.

13. Working Group Reports:

**103/18**

(a) Parish Hall & New Community Building – Chairman Cllr. Stephen Pawley gave a verbal report; awaiting a date for the survey to be carried out. He has carried out an inventory of the contents of the parish hall and noted the memorial clock, tables and chairs, miscellaneous items of crockery, electrical equipment and the skittle alley, the list to be circulate to

Chairman's Signature.....

Dated.....

members, **Chairman to action**. The painting of Penfound Manor currently in the safekeeping of a previous Councillor is to be verified.

(b) Neighbourhood Development Plan – Cllr. Alison Rowland reported the expression of interest for the funding is not straightforward so they will be seeking further assistance and guidance before proceeding.

14. Correspondence: None.

**104/18**

15. Agenda Items:

**105/18**

(a) Planning Local Council 5 Day Protocol - Following lengthy discussions to put a process in place for a swift effective response it was agreed to move this item to the next agenda for further consideration.

(b) Emergency Planning Meeting to be held on Tuesday 12 June 2018 at St Gennys Legion Hall, Cllrs. Alison Rowland and Kirsty Philpott to attend.

(c) GDPR – Cllr. Brenda Alison gave a written report circulated to members giving an overview of the new General Data Protection Regulations and the responsibilities of individual members. CALC is currently developing templates to assist with the process and these will be made available in due course. Cllr. Brenda Alison to work with the Clerk to prepare the Data Protection Policy, Privacy Notices, Record of Processing Activities, Subject Access Request Procedure, Security Breaches Procedure, Review Contracts and update Information Governance Contract Clause. **Cllr. Brenda Alison and Clerk to action.**

(d) Public Toilets – Quotation for the additional work involved to remove existing Wallgates and replace with new Wallgates and put in working order were discussed. It was **resolved** to accept the quote for £1,002.00 from Bay Plumbing and Heating and ask this be done as a matter of urgency, proposed Cllr. Colin Gilbert seconded Cllr. Fred Ward, **unanimous. Clerk to action.**

16. Finance:

**106/18**

(a) Balances as at 20 April 2018:

Statement Date:	Account:	Amount:
21 March 2018	Current Account	£174,736.14
21 March 2018	Savings Account	£80,436.24
	<b>Total Amount</b>	<b>£255,172.38</b>

(b) Income duly noted:

Cr. No.	Payment from:	Description:	Amount:
BACS	Cornwall Council	Precept 2018-19 of £17,500.00 & Grant	£18,066.01
Interest	Barclays Bank Limited	Interest 04 Dec 2017 to 04 Mar 2018	£40.09
		<b>Total Income</b>	<b>£18,106.10</b>

(c) Expenditure duly noted:

It was **resolved** to authorise payment of accounts outstanding as tabled proposed Cllr. Colin Gilbert seconded Cllr. Fred Ward, carried **unanimously**.

No.	Payment to:	Description:	Amount:
101044	Bangors Methodist Church	Hall Hire 24 Apr-26 Jun 2018	£60.00
101045	TJ Davies Cleaning	Public Toilets 01-30 April 2018	£1,100.00
101046	TJ Davies Cleaning	Public Toilets 01-31 May 2018	£1,100.00
101047	Cornwall ALC Limited	GDPR Training in Bodmin (Clerk)	£54.00
101048	Cornwall ALC Limited	GDPR Training in Redruth (Cllr Brenda Alison)	£54.00
101049	Cllr. Brenda Alison	Travelling Expenses	£48.60
101050	TJ Davies Cleaning	Un-block drains Public Toilets, Widemouth Bay	£80.00
101051	Mrs. Lynn Pluess	Wage Month 2	£780.90
		<b>Total Expenditure</b>	<b>£3,277.50</b>

Chairman's Signature.....

Dated.....

18. To note items for Agenda: **107/18**  
Planning Local Council 5 Day Protocol and New Sign Boards.
19. Date of next meeting: **108/18**  
The date of the next Ordinary Meeting of Poundstock Parish Council on Tuesday 26 June 2018.
20. Meeting Closed: **109/18**  
The meeting was closed at 21:37.