

WITHIEL PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD IN

THE WITHIEL VILLAGE HALL ON WEDNESDAY, 1ST MAY 2024 AT 7.13PM

Present	Cllr. M. Davies (Chairman)	Mrs. J. Burdon (Parish Clerk)	Cllr. Ms. J. Shearer (Vice-Chair)
	Cllr. Ms. A. Lake	Cllr. E. Piper	Cllr. R. Wilson
	Cllr. Mrs. W. Symons	Cwll. Cllr. Mrs. J. Cruse	2 Members of Public

Minute	AGENDA ITEMS	Action
89/24	Apologies:- Councillor S. Coy.	
90/24	Public Forum (Members of the public are permitted to make representations, answer questions, and give evidence in respect of any item of business included in the agenda. The designated time will be 15 minutes and no longer than 5 minutes per person, the time may be extended at the discretion of the Chair):- Two members of public in attendance. One member of public was in attendance regarding her planning application on the agenda this evening, she did not have anything to add at this point.	
91/24	Members Declaration of Interest in items raised on the Agenda/Requests for Dispensation:- None. Clerk to follow up on Paragraph 3.5A Declarations with CALC and report back, ready for our next meeting Action: Clerk.	Clerk
92/24	Election of Chair and Vice-Chair:- Councillor M. Davies was nominated for Chairman (Proposed: Councillor Ms. J. Shearer; Seconded: Councillor Ms. A. Lake) 1 abstention. He duly accepted and thanked the Parish Council. Councillor Ms. J. Shearer was nominated for Vice-Chair (Proposed: Councillor Ms. A. Lake; Seconded: Councillor E. Piper) Both signed their Declaration of Acceptance of office Action: Clerk to update records and website.	Clerk
93/24	Election of Officers:- Finance Monitors:- Councillors S. Coy and Mrs. W. Symons Footpath Monitor:- Councillor Ms. J. Shearer and E. Piper Planning Monitor:- Councillors M. Davies and Ms. A. Lake Monthly Report Monitor for News and Views:- Chair and Vice-Chair PR Monitor and Noticeboard Monitor:- Councillors Mrs. W. Symons and R. Wilson Elected on Block (Proposed: Councillor Mrs. W. Symons; Seconded: Councillor Ms. J. Shearer) All in favour Action: Clerk to send information to all Councillors and Cornwall Councillor Mrs. J. Cruse and update website. Voltaise Funding Monitors:- Resolved all Councillors to review prior to meetings and not to have Monitors.	Clerk
94/24	Election of Representatives:- Camel Valley Community Area Partnership Meeting Representatives: Councillors Ms. J. Shearer and R. Wilson (Deputy) (Proposed: Councillor Mrs. W. Symons; Seconded: Councillor E. Piper) Councillor Ms. J. Shearer being the sole official representative and Councillor R. Wilson can also attend meetings and can stand in if she is unable to attend, as there is only one voting representative per parish. All in favour.	

	<p>Climate Action Group Representatives:- Remove this representative and from the agenda each month, unless there is a need to include it (Proposed: Councillor Ms. A. Lake; Seconded: Councillor E. Piper) All in favour Action: Clerk.</p> <p>Neighbourhood Watch Representative:- Remove this representative and from the agenda each month (Proposed: Councillor E. Piper; Seconded: Councillor R. Wilson) All in favour Action: Clerk.</p> <p>Chairman expressed concerns at how the meeting went recently for the Withiel Playing Fields and he felt it was dealt with very badly. His view is personally he does not feel conformable with Councillor Mrs. W. Symons being our representative and he would propose Councillor S. Coy to go back on to the Committee as the Parish Council representative; Seconded: Councillor Ms. A. Lake. Majority in Favour Action: Clerk.</p> <p>Withiel Playing Fields Association Representative:- Councillor S. Coy Action: Clerk to inform the Withiel Playing Field Association.</p> <p>Emergency Plan Representative:- Remove this representative and from the agenda each month (Proposed: Councillor E. Piper; Seconded: Councillor R. Wilson) All in favour Action: Clerk.</p> <p>St. Breock Community Fund Representatives:- Councillors Ms. A. Lake and Mrs. W. Symons (Proposed: Councillor Ms. J. Shearer; Seconded: Councillor R. Wilson) All in Favour Action: Clerk.</p> <p>Action: Clerk to send information to all Councillors and Cornwall Councillor Mrs. J. Cruse and also update website.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
95/24	<p>Monthly Cornwall Councillor Report:- Cornwall Councillor Mrs. J. Cruse reported as follows:-</p> <ul style="list-style-type: none"> • Solar Farms – a certain amount of concern about the huge solar farms taking farmland. We need to be certain where they are put. Government says you cannot put them on grade 3a or above. Recently many have been located on grade 3b land which the Council feel is not right which means a lot of solar farms have been turned down. The motion is to look and make a report on all farmland in Cornwall as such they have commissioned a study to decide what grade of land we have in Cornwall, at a cost of £30,000, which the Council will pay. • Councillor R. Wilson reported about food security. Climate change is global and we can sponsor trees, buy land, etc. Chair reported that solar farms will pay out a lot more than standard farming and trees. • Councillor Ms. J. Shearer reported in France there are solar panels in all car parks, especially on roofs, which offers shade in the summer. It is a wasted opportunity of having thousands of acres of solar panels. • Dental Services for School children, a letter has been sent from Cornwall Council. • Programme for elderly people who have falls. This is a big issue and causing a lot of problems in hospitals. It is being funded by Cornwall Council health preventative programmes. She believes this will be excellent and we should really promote this. • Tomorrow it is the Police & Crime Commissioners Elections, so please go and vote, it is very important. <p>Chair thanked Cornwall Councillor Mrs. J. Cruse for her report and attending the meeting this evening.</p>	
96/24	<p>Confirmation of Minutes from the Monthly Meeting held on the 3rd April 2024:- Resolved to approve the Minutes of the Monthly Parish Meeting Minutes held on the 3rd April 2024 as circulated were confirmed as a true and accurate record and duly signed by the Chairman (Proposed: Councillor Ms. J. Shearer; Seconded: Councillor Ms. A. Lake)</p>	

	Planning Results and Correspondence:- None received.																															
101/24	<p>Monthly Accounts for May 2024, including monthly bank reconciliation and budget monitoring and any other Financial Matters:- It was proposed that the Council approve and accept the accounts for May 2024 as circulated on schedule, including agreement with the bank reconciliation and budget monitoring as reported (Proposed: Councillor Ms. J. Shearer; Seconded: Councillor Mrs. W. Symons)</p> <table border="1"> <tr> <td>Microsoft</td> <td>£59.99</td> <td>Microsoft 365 Renewal</td> </tr> <tr> <td>Cornwall ALC Limited</td> <td>£262.56</td> <td>Membership 2024/25</td> </tr> <tr> <td>Town & Parish Council Website</td> <td>£235.00</td> <td>Hosting 1/5/24-1/5/25</td> </tr> <tr> <td>HSBC – Bank Charges</td> <td>£8.00</td> <td>March 2024</td> </tr> <tr> <td>Salaries and Expenses</td> <td>£228.31</td> <td>May 2024</td> </tr> <tr> <td>HMRC – Income Tax</td> <td>£50.40</td> <td>May 2024</td> </tr> <tr> <td>Hudson Accounting Limited</td> <td>£125.00</td> <td>Internal Audit Fee 23/24</td> </tr> <tr> <td>Receipt:- Cornwall Council</td> <td>£4,000.00</td> <td>Half Year Precept</td> </tr> <tr> <td>Receipt:- HMRC</td> <td>£123.94</td> <td>VAT Up to 31/3/24</td> </tr> <tr> <td>Receipt:- HSBC – Gross Interest</td> <td>£46.50</td> <td>April 2024</td> </tr> </table> <p>Zurich Insurance Renewal received in the sum of £241.00 which is to be renewed by the 1st June 2024. Resolved to renewal policy (Proposed: Councillor M. Davies; Seconded: Councillor Ms. A. Lake) Action: Clerk.</p>	Microsoft	£59.99	Microsoft 365 Renewal	Cornwall ALC Limited	£262.56	Membership 2024/25	Town & Parish Council Website	£235.00	Hosting 1/5/24-1/5/25	HSBC – Bank Charges	£8.00	March 2024	Salaries and Expenses	£228.31	May 2024	HMRC – Income Tax	£50.40	May 2024	Hudson Accounting Limited	£125.00	Internal Audit Fee 23/24	Receipt:- Cornwall Council	£4,000.00	Half Year Precept	Receipt:- HMRC	£123.94	VAT Up to 31/3/24	Receipt:- HSBC – Gross Interest	£46.50	April 2024	Clerk
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102/24	Voltaise Solar Funding Update:- Chairman reported he had not sent around the set of guidance notes and he would circulate very soon Action: Chair.	Chair																														
103/24	Conflict of Interest with BDO LLP External Auditors:- Resolved to respond advising there are no conflicts of interest (Proposed: Councillor Ms. A. Lake; Seconded: Councillor E. Piper) Action: Clerk to send to External Auditors and advertise accordingly.	Clerk																														
104/24	Approval of Annual Accounts for the year ending 31st March 2024:- Resolved to approve the Annual Accounts for the year ending 31 st March 2024 as set out, which were duly signed by the Chair and Clerk (Proposed: Councillor E. Piper; Seconded: Councillor Mrs. W. Symons) (1 abstention) Action: Clerk to send to External Auditors and advertise accordingly.	Clerk																														
105/24	Approval of Bank Reconciliation for year ending 31st March 2024:- Resolved to approve the Bank Reconciliation for the year ending 31 st March 2024 as set out, which were duly signed by the Chair and Clerk (Proposed: Councillor E. Piper; Seconded: Councillor Mrs. W. Symons) (1 abstention) Action: Clerk to send to External Auditors and advertise accordingly.	Clerk																														
106/24	Approval of Section 1 of Annual Return – Annual Governance Statement 2023/2024:- Resolved to approve Section 1 of the Annual Return as set out (Proposed: Councillor E. Piper; Seconded: Councillor Mrs. W. Symons) Action: Clerk to send to External Auditors and advertise relevant statement advising that the accounts are unaudited at this time, as per regulations.	Clerk																														
107/24	<p>Approval of Section 2 of Annual Return – Accounting Statements 2023/2024:- Resolved to approve Section 2 of the Annual Return as set out (Proposed: Councillor E. Piper; Seconded: Councillor Mrs. W. Symons)</p> <p>Action: Clerk to send to External Auditors and advertise relevant statement advising that the accounts are unaudited at this time, as per regulations.</p>	Clerk																														
108/24	<p>Internal Auditors Report to be actioned for the year ending 31st March 2024:- Clerk reported on internal audit carried out and the internal audit response record as follows:-</p> <ol style="list-style-type: none"> 1. Appropriate accounting records have been properly kept throughout the financial year. The accounts are maintained on a spreadsheet; they were up to date, in balance and free from material errors. 																															

2. This Authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and vat was appropriately accounted for. Financial Regulations were last reviewed in September 2023. Payment - Within the sample testing all payments were supported by invoices, had been approved and VAT was accurately accounted for.
3. This Authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. Statutory Insurances are in place and the Fidelity Guarantee is adequate at £250K. Risk Assessment & Internal Controls – The Council has reviewed its risk assessment and the effectiveness of its internal controls.
4. The precept or rates requirements resulted from an adequate budgetary process; progress against the budget was regularly monitored, and reserves were appropriate. Budget Setting - The 2024/2025 budget and precept were properly approved by Council following the production of estimates. Budget monitoring – Budget monitoring reports were taken to each Council meeting. Adequacy of Reserves – After allowing for earmarked reserves of £28,978 the general reserve stand at £3,779; equating to 51% of gross expenditure which is within generally accepted parameters.
5. Expected income was fully received, based on correct prices, properly recorded, and promptly banked; and vat was appropriately accounted for. Precept – The precept received was checked to the records of the Council and the principal authority and found to be in accord. VAT claims – The 2022/2023 VAT claim was received in May 2023.
6. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and vat appropriately accounted for. Not Applicable.
7. Salaries to employees and allowances to members were paid in accordance with this Authority's approvals, and PAYE and NI requirements were properly applied. When implementing the national pay award an incorrect hourly rate was used: the necessary adjustments are to be made in the 2024/2025 financial year.
8. Asset and investments registers were complete and accurate and properly maintained. There has been no change in the asset register during the year.
9. Periodic and year-end bank account reconciliations were properly carried out during the year. Bank reconciliations are reported to each Council meeting. The year-end bank reconciliation was found to be accurate.
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure) agreed to the cash book, supported by an appropriate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded. The accounts were produced on a receipts and payments basis and were in accord with underlying records. An audit trail was provided, and accompanying information required by the external auditor produced.
11. If the authority certified itself as exempt from a limited assurance review in 2021/2022, it met the exemption criteria and correctly declared itself exempt. The criteria were met and the declaration was correctly made.
12. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with the relevant legislation. The Council published all the required information.
13. In the year covered by this AGAR, the authority provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations.

	<p>The AGAR was properly approved by Council, the requisite Notice was published and the correct number of days for public inspection were allowed. However, the Notice was dated before the Council had approved the AGAR therefore, the requirements have not been met. This has resulted in a 'No' response only annual internal audit report. The Council must ensure it correctly completes the appropriate assertion within the annual governance statement.</p> <p>14. The authority has complied with the publication requirements for 2022/2023 Agar. All publication requirements were met.</p> <p>15. Trust Funds (including charitable). The Council met its responsibilities as trustee – Not applicable.</p> <p>Resolved to approve the Internal Auditors Report and action any queries raised (Proposed: Councillor E. Piper; Seconded: Councillor Mrs. W. Symons) Action: Clerk</p>	Clerk
109/24	<p>Camel Valley Community Area Partnership:- Councillor Ms. J. Shearer reported following the meeting at Wadebridge Town Hall on the 22nd April 2024:-</p> <ul style="list-style-type: none"> • The meeting was attended by myself and Councillor R. Wilson. There were just over thirty people attending the meeting, joined by several online. • The notes of the meeting held on January 8th were agreed and there were no matters arising. No members of the public participated. • There were two partner updates: Emma Rowse, who is the Chief Executive of the Voluntary Sector Forum outlined the recent Health Improvement Grant distribution, working in partnership with the Cornwall Community Foundation. There are two projects within our CAP area. The VSF is working with the CCF (Cornwall Capacity Fund) to distribute £645,000.00 across the county to 68 different projects, with an average grant size of just under £10,000.00 benefitting nearly 30,000 people. Just over half the grants are helping people living in poverty, or areas of deprivation or disadvantage. Priority is given to issues around children and young people and it is hoped that service provision will be improved and that we make sure that young people have their voices represented by the CAP. 15 Youth Ambassadors have been recruited and will be in post for the next twelve months. The VSF is very keen to be involved with the CAP in any schemes around young people and children. A list of the beneficiaries of these awards can be found here https://www.cornwallcommunityfoundation.com/wp-content/uploads/2024/03/Health-Improvement-Fund-2024-Distribution.pdf • Danielle Kirby from the NHS Integrated Care Area was not available and there was concern that no one from the NHS had made an appearance at the CAP meetings so far. • Sector Inspector Adam Stonehill from Devon and Cornwall Police said that priorities remain the same: to prevent serious violence, persistent and severe anti-social behaviour and deal with on-going drug problems. Adam is very keen to promote the Devon and Cornwall Alert messaging system, where residents can report crimes and concerns as quickly as possible. To sign up, a name, postcode and an email address are needed so people are encouraged to do so. A new website has been launched which is in line with every other area and shows clearly who the local officers are and also has an update of local crime statistics. He says it is a very accessible tool. Cornwall Councillor Mrs. Jenny Cruse feels that some residents are reticent to sign up due to insecurity about anonymity and sharing data. There is a new PCSO in Padstow due to start shortly - PC Andy King. Adam urges everyone to follow social media page as this helps enormously. 	

- Councillor Dominic Fairman updated everyone on the Active Travel Group. St. Teath Parish Council secured funding from the Cornwall Capacity Fund to pay for a feasibility study carried out by Sustrans into a quiet lanes project to improve rural connectivity and this study is currently underway. Sustrans is reviewing the network and doing a traffic study. The study will identify viable roads and consult the local community. There is strong support for the scheme. He says that the link between St. Breward and Camelford would be a game changer. The idea is to promote active travel - walking, horse riding and bike riding (including electric bikes) - which is beneficial to health and reduces carbon, thus contributing to Cornwall's Net Zero commitment. Site visits are planned for July and the report is due to be delivered to the September CAP meeting.
- Barry Cornelius was also successful in securing funding from the CCF for a review of community transport strategy, although strangely, according to him, Cormac has been engaged to this research. He felt that Cormac was paid to do a job which they should have been doing anyway. Since the COVID era, there is much more demand for transport to hospitals, doctors' appointments and many other destinations. He already runs an Age UK electric minibus, which has done 50,000 miles since 2020. It is quite evident that there is a lack of affordable transport in many local areas and Barry has applied for funding because he is turning away many requests for door-to-door accessible transport, especially when a wheelchair is involved. Within CAP 4 (our area) there are 4 community hubs and the study is based around these. They also run a free prescription delivery service. During 2023 the service did 375 prescription deliveries, 141 medical trips, 140 other trips carrying 490 passengers, 82 of which were wheelchair bound. They also have a diesel minibus which is used by many local organisations. There are various issues about the driving licence required for the volunteer drivers.
- We were unable to hear an update from the Highways Department as the manager, Oliver Jones, did not attend.
- Sarah Sims delivered an update on CLUP (Cornwall Levelling Up)/CCF funding. 8 projects have been approved and are awaiting payment. 1 is in progress - the surf lifesaving club. £81,000.00 payments have been made and £55,000.00 has been agreed and awaiting payment. £136,000.00 is secured and of this £60,000.00 will come from the central reserve.
- CLUP CAP 4 (our area) received the largest number of EOIs in the last few weeks before the programme closed. There are still 12 projects in the pipeline waiting to be assessed and another 12 have been invited to full application.
- Councillor Dominic Fairman talked about water pollution - worse in the wet weather recently with many more discharges into streams. Cornwall Council is setting up a phosphate credit scheme to encourage people to upgrade their sewerage systems - a lot of holiday parks have outdated systems. Developers will be able to buy credits to mitigate their building projects. He also mentioned the problem of coastal erosion and shifting sands, particularly at Polzeath.
- The Action Plan for the Camel Valley Area as it currently stands (available online) was accepted with no objections.
- It was agreed to send out a template to Parish Councils so that they can use it to define concerns in their own areas.
- The date of the next meeting is 15th July 6.30-8.30pm at Chy Trevail, Bodmin.

Chair thanked Councillor Ms. J. Shearer for her report.

	There were no questions from the Councillors present on this report. Councillor R. Wilson thanked Councillor Ms. J. Shearer for her report.	
110/24	Climate Change and the Environment:- No update Action: Clerk to remove from the agenda as discussed and agreed earlier.	Clerk
111/24	Neighbourhood Watch Scheme:- No update Action: Clerk to remove from the agenda as discussed and agreed earlier.	Clerk
112/24	Withiel Community Emergency Plan:- No update Action: Clerk to remove from the agenda as discussed and agreed earlier.	Clerk
113/24	Parish Councillor Training Requirements:- None.	
114/24	<p>Correspondence – Clerk listed correspondence and actions required:-</p> <ol style="list-style-type: none"> 1. Rural Services Network – Rural Funding Digest – April 2024 Edition 2. NALC - Chief Executive's Bulletin 3. Cornwall Council – Town & Parish Council Bulletin: 5th April 2024 4. NALC – Events 5. Rural Services Network – The Rural Bulletin – 9th April; 16th April; 30th April 2024 6. Cornwall Council – Listening to you 7. WREN - Film 'Power to the People' 7.30 Thursday 25th April at the Regal Wadebridge 8. CALC – Reminder of Upcoming Training & Events 9. Cornwall Council – Forest for Cornwall Spring Newsletter 2024 10. Ocean Housing Group – Accomplishments and Key Priorities 11. NALC – Newsletter 12. CALC – Cornwall Dementia Conference – Friday 17th May 2024 from 9.00am to 4.30pm at The Royal Cornwall Showground, Wadebridge 13. Cornwall Council - Camel Valley Community Area Partnership - Monday 22nd April 2024, 18:30pm-20:30pm 14. Cornwall Rural Community Charity – The Clean Cornwall Newsletter 15. CALC – Code of Conduct Training for Clerks and Councillors 16. CALC – Slides from GO Collaborate Presentation on the 16th April 2024 17. CALC - Cornwall and the Isles of Scilly Safeguarding & Community Safety Newsletter 18. Great Western Railway - New rail strike announced for 8th May 2024 19. Cornwall Council - 10th Anniversary of Cornish National Minority Status 20. Cornwall Council - Climate Training sessions 21. Office of the Police & Crime Commissioner - The next Councillor advocate online seminar – 3rd June 2024 22. Office of the Police & Crime Commissioner - Survey to help identify where improved connections with your local policing team are required 23. CALC – Free Briefing – Biodiversity Net Gain Presentation by Andrew Towlerton on Tuesday 4th June 2024 from 6.30-7.15pm 24. Cornwall CLT – May News 25. Bodmin Police Station – May 2024 Bodmin/Wadebridge Neighbourhood Police Team Newsletter 26. CALC – Open Surgery Meeting on Thursday 9th May 2024 at Bude or Callington 27. CALC – Steve Parkinson Finance Course dates 28. Survey Monkey - Survey for Community Governance Degree Dissertation 29. Lendology – Partnership with Cornwall Council 30. Clerks & Councils Direct Magazine (Councillor Ms. J. Shearer) 	
115/24	Any Urgent Matters the Chair considers relevant for this meeting:- Clerk reported on a fee she had received for next year's Internal Auditor Fee to date and will include on the next agenda, and await any further quotes Action: Clerk.	Clerk

	<p>Chairman suggested we wrote to Withiel Playing Fields to say the AGM meeting was not handled great, people were excluded from the meeting. He would be happy to produce a letter from the Parish Council and circulate for approval, advising we are disappointed how the meeting was handled and that people were turned away at the door (Proposed: Chairman; Seconded: Councillor Ms. A. Lake) Majority in favour. Councillor Mrs. W. Symons and R. Wilson noted that they could not vote. Councillor R. Wilson will take the points of the letter on board and would form some of letter in next month's News and Views about it, he will wait for the letter and there will be a statement made in due course. (Councillor Mrs. W. Symons emailed to confirm she had requested not to be included in the letter) Action: Chair.</p> <p>Councillor Ms. J. Shearer reported as one of the excluded from the meeting, and she was not the only one, there were several other people who had been treated the same. She asked where the date of the meeting was published? Councillor Mrs. W. Symons advised it had been put up in the bus shelter noticeboard, Village Hall, Facebook and website.</p>	Chair
116/24	<p>Date of next Meeting:- Next meeting would be held on Wednesday 5th June 2024 at 7.00pm in the Withiel Village Hall.</p> <p>All other Meetings confirmed as the Wednesday 3rd July, 7th August, 4th September, 2nd October, 6th November and 4th December 2024.</p> <p>There being no further business to discuss the meeting closed at 8.41pm.</p>	

Signature:

Chair

Date: 5th June 2024