

CROWAN PARISH COUNCIL
MINUTES OF FULL PARISH COUNCIL MEETING
HELD REMOTELY
ON THURSDAY 11th JUNE 2020 AT 7pm

Members of the public and press are invited to remotely attend this meeting of the Council. Please apply to The Clerk for instructions on how to attend. Minutes of Council Meetings are available to view on www.crowan-pc.gov.uk		
PRESENT: Cllrs Tunnicliffe (Acting Chairman); Cllr Miss Allen; Cllr Henwood; Cllr Jenkin (Cornwall Councillor); Cllr McLeod; Cllr Roberts; Cllr D. Smith; Cllr Lay; Cllr R. Smith; Mrs G Lidgett (Parish Clerk) in attendance.		
APOLOGIES: Cllr Tripp; Cllr Christophers; Cllr Parnell (Unable to connect)		
CHAIRMAN'S WELCOME: Cllr Tunnicliffe welcomed all to the meeting and urged all to stick to the agenda for the first remote meeting. Comment was made that participants should have received all the relevant paperwork in advance, and this was confirmed.		
(Members of the Public are invited to speak for a maximum of 3 minutes on any subject covered by the agenda and should give their name and subject to the Clerk before the meeting commences. Councillors will not comment on agenda items in Public Forum however the Public are welcome to stay and listen when the given subject is discussed. Any items brought to Council but not on the agenda will be considered for future meetings on written application to The Clerk. Total time allocated to Public Forum will not exceed 45 minutes in accordance with Standing Orders).		
PUBLIC FORUM: No Public Present		
AGENDA REFERENCE	DESCRIPTION	ACTION
20-05/01	MEMBERS DECLARATIONS a. Pecuniary/Registerable Declarations of Interests –None b. Non-Registerable Interests – None c. Declaration of Gifts - None	
APPROVAL OF MINUTES		
20-05/02	1. To approve and adopt the Minutes of the Full Parish Council Meeting held on 12/3/2020 – Approved and adopted subject to a minor amendment (Cllr Jenkin requested amendment to item 2019-20/226 – “Cllr Jenkin to request Cornwall Council for a delivery of stone....” 2. To approve and adopt the Minutes of the Planning Committee Meeting held on 12/3/2020 - Approved	Clerk to make amendment
CORNWALL COUNCILLOR'S REPORT		
20-05/03	Cornwall Councillors Report deferred until next meeting due to limited time for this meeting. Cllr Jenkin has supplied a comprehensive core briefing from Cornwall Council which will be circulated to Councillors by the Clerk.	Clerk
PLANNING MATTERS		
20-05/04	Please refer to separate meeting to be held remotely at 08:15 pm after this meeting	
OPEN ISSUES AND ACTIONS FROM PREVIOUS MEETINGS		
20-05/05	1. To ratify decisions made under the Covid-19 Emergency Scheme of Delegation (please see attached sheet) Following clarification of minor points, the attached sheet was ratified as a true and correct record of business conducted under the Emergency Scheme of Delegation during the initial stage of the COVID-19 lockdown. Proposed: Cllr Jenkin Seconded: Cllr Henwood. Motion carried unanimously	

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POLICIES AND PROCEDURES (All areas of Council Business)		
20-05/05	Review of Policies and Procedures deferred until next meeting due to limited time for this meeting Cllrs agreed this was acceptable.	
COMMUNICATIONS (Website/Noticeboards/Local Press/Social Media/Cornwall Council)		
20-05/06	1. For information - The PC website has been regularly updated with Covid-19 information throughout the current crisis and the Clerk has been in touch with Village Hall Committees by email. The noticeboards remain closed until further notice. Cornwall Council have sent regular updates throughout the Covid-19 crisis and relevant information has been passed on appropriately.	Information only
ADMINISTRATION AND FINANCE (Including Meetings, Banking, Reporting, Invoicing, Audit, Budget, Contracts, HR and GDPR)		
20-05/07	1. To approve the monthly accounts: Total Receipts: £22,588.29 Total Payments £4,104.39 Proposed to Approve: Cllr Henwood Seconded: Cllr McLeod Motion carried unanimously	
20-05/08	1. To receive the internal auditors report – Received by all	
20-05/09	1. To receive the internal 2019-20 Financial Year End Accounts documents provided by the Clerk: - a. Statement of Accounts 2019-20 - Received b. Annual return figures - Received c. VAT reclaim form (copy) - Received d. Fixed Assets and Long-Term investments - Received e. Budget for FY2020-21 – Received Cllr Jenkin requested a breakdown of the Statement of Accounts – the Clerk to circulate a breakdown to all Councillors.	Clerk
20-05/10	To approve and sign the Annual Governance Statement 2019-20: Proposed to approve: Cllr Henwood Seconded: Cllr D. Smith Motion carried unanimously Approved and signed by Cllr Tunncliffe as Acting Chairman	Cllr Tunncliffe
20-05/11	To approve and sign the Annual Accounting Statements 2019-20 and supporting documents (Bank Reconciliations at 31/3/2020 & Explanation of Variances & Contact Details): Proposed to approve: Cllr Henwood Seconded: Cllr D. Smith Motion carried unanimously Approved and signed by Cllr Tunncliffe as Acting Chairman	Cllr Tunncliffe
20-05/12	To approve the Notice of Public Rights and Publication of Annual Governance & Accountability Return: Amendment requested to give the official Parish Council address instead of Chairman's home address. Clerk to make the amendment before publishing the Notice	Clerk

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	Proposed to approve subject to amendment: Cllr Jenkin Seconded: Cllr McLeod. Motion carried unanimously	
NEW BUSINESS:		
20-05/13	New business deferred until next meeting due to limited time for this meeting: Agreed	Deferred
DIARY DATES:		
20-05/14	1. Next Full Parish Council Meeting – Now moved to 16 th July 2020 at 7pm (later date due to there being no meeting in August)- Location TBC 2. Next Amenities and Highways Committee Meeting – Thursday 18th June 2020 at 7pm to be held remotely by Zoom 3. Next Planning Committee Meeting – Thursday 9 th July at 7pm Location TBC	
20-05/16	It was resolved that due to a H & S issue highlighted in the Monthly Greens Report regarding Leedstown Play Equipment, this item should be discussed as a matter of urgency. Cllr Henwood had visited the site and would provide photographs. In his opinion the equipment was not as bad as stated by Greens. It was further resolved that the planned repairs should go ahead for health and safety reasons rather than opt for the complete removal of the equipment at this stage and any additional costs were approved within reason. Clerk to establish the additional costs with Greens. Proposed by Cllr Jenkin. Seconded by Cllr Tunnicliffe. Motions carried unanimously	Clerk
20-05/17	It was resolved that due to the confidential nature of the business about to be transacted it is advisable that the press and public be excluded and instructed to withdraw during the discussion of the following matters. Proposed by Cllr Jenkin. Seconded by Cllr Henwood. Motion carried unanimously	
20-05/18	MEETING CLOSED@19:55	

Signed.....

Date.....

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