

# ST KEW PARISH COUNCIL

**Chairman:** Cllr Richard Godden

**Clerk:** Cindy Powell, 6 Greenhill Villas, Wadebridge PL27 6HN

Tel: 01208 815591 Email: clerk@stkewparish.org.uk

www.stkewparish.org.uk



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The Annual General Meeting of St. Kew Parish Council will be held in St. Kew Parish Hall on Tuesday 9th May 2017 commencing at 7.30 p.m. Members of the public are welcome to attend.

**The Meeting will be adjourned after Item One for an open discussion period between members of the Public and the Council, this period is limited to a maximum of fifteen minutes**

## A G E N D A

1. Election of Chairman
2. Chairmans Welcome and Apologies for Absence
3. Election of Officers – List of Officers 2016-17 attached for reference
4. **ADJOURNMENT**
5. To consider and approve the Minutes of the previous Parish Council Meeting.
6. Matters Arising.
7. Correspondence
  - a) None received
  - b) Any other important items of correspondence which the Chairman considers appropriate.
8. **Planning Applications**  
  
**Planning Decisions**  
**PA17/01352 – Mr Lanaway , Coldnorthcott, St Teath Road, St Teath**  
Extension to existing workshops - **APPROVED**
9. Schedule of Monthly Accounts April 2017
10. Report on Annual Audit
11. Parish Councillor reports and any other matters
12. Items for Pieces of Eight
13. Register of gifts and hospitality for Councillors and staff.

# ST KEW PARISH COUNCIL

**Chairman:** Cllr Richard Godden

**Clerk:** Cindy Powell, 56 Foxdown Manor, Wadebridge, Cornwall PL27 6BD

Tel: 01208 813339 Email: [clerk@stkewparish.org.uk](mailto:clerk@stkewparish.org.uk)

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## ELECTION OF OFFICERS 2016-17

### OFFICERS

Chairman

Vice Chairman

Responsible Finance Officer

Churchyard Liaison Officer

Tree Officer

Madam Nation Trust Officers

### CURRENT OFFICER

Cllr R Godden

Cllr J Lethbridge

Cllr R Godden

Cllr R Hawken

Mrs J McGann

Cllr R Davey and Mr J Godden

### COMMITTEES

Footpath Committee

Cllrs Rickard and R Godden

Parish Hall Committee

Cllr Rowe

Community Hall Committee

Cllr J Lethbridge

Parish Newsletter Committee

Cllr S Liddiard

Playing Field Committee

Cllr T Mott

Planning Co-ordinator

Cllr A Godden

Community Network Co-ordinators

Cllrs J Rickard and T Mott

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## **Minutes of St Kew Parish Council Meeting held on Tuesday 11<sup>th</sup> April 2017 at 7.30 pm in St Kew Parish Hall**

**Present: Chairman:** Councillor R Godden, **Councillors** J Lethbridge, T Mott, A Godden, J Rickard, S Liddiard, B Finnemore, R Hawken

County Councillor S Knightley

**Apologies:** None

6 members of the public were present.

### **3044. Public Discussion**

Representation and objections were raised regarding planning application P17/02094 to be discussed at this meeting and County Councillor Knightley was asked to remove himself from the discussions as he had drawn up the plans. There were no objections to the building but overlooking neighbours and privacy was a concern.

### **3045. Chairmans Announcements**

None

### **3046. County Councillor and Police Reports**

County Councillor Knightley said that social housing was a priority, and asked to keep an eye on planning borders, as what another parish agreed could impinge on another. In any planning application it was necessary to declare any relationship.

### **3047. Council Meeting Minutes – To confirm and sign the Minutes of the Parish Council Meeting on 14<sup>th</sup> March 2016**

Proposed by Cllr A Godden seconded by Cllr Rickard it was AGREED that the Minutes of this meeting be a true and accurate record. All present at the meeting in favour.

### **3048. Matters Arising**

None.

### **3049. Correspondence**

None

### **3050. Planning Applications**

#### **PA17/02094 – Mr & Mrs Stephens, Barton Farm, Trelill Rd**

Extending existing derelict barn from single storey to two storeys into granny annexe to existing converted barn

This was viewed by Cllrs Mott and Rickard. It was difficult to get a clear picture from the plans and therefore a site meeting was held attended by Cllrs R Godden, Rowe, Rickard, A Godden and Hawken.

It was proposed by Cllr Mott and seconded by Cllr Rowe that St Kew Parish Council recommend REFUSAL for the following reasons:

Site plans are incorrect regarding boundaries and are very confusing.  
Windows are overlooking neighbouring property, thus creating loss of privacy on north elevation.

Height of roof is an issue and levels are overbearing for neighbouring properties.

All Councillors in favour with one abstention by Cllr Hawken

### **Planning Decisions**

#### **PA17/01208 – Mr Lanaway ,Coldnorthcott, St Teath Road, St Teath**

Removal of existing temporary storage sheds and container with replacement permanent storage shed. – **APPROVED**

#### **PA17/0700 – Mr S Hancock, Land SW of Treamble, Chapel Amble**

Proposed Detached Dwelling - **REFUSED**

#### **3051. Schedule of Monthly Accounts**

It was proposed by Cllr A Godden and seconded by Cllr Liddiard that the monthly accounts for February be accepted en bloc. All in favour

#### **3052. Approval to sign Governance Statement**

Proposed by Cllr A Godden seconded by Councillor Rickard that the Governance Statement be signed. All in favour

#### **3053. Acceptance of Annual Accounts - Income and Expenditure Balance Sheet**

Proposed by Cllr Rowe, seconded by Councillor Rickard that the Annual Accounts be accepted. All in favour

#### **3054. Approval to sign Audit Form**

Proposed by Cllr A Godden and seconded by Cllr Rowe be signed. All in favour.

#### **3055. Acceptance of Grass cutting tenders**

Proposed by Cllr Rickard and seconded by Cllr Lethbridge that the tender submitted by Graham Tiplady in the sum of £545 for Chapel Amble and £1310 for St Kew be accepted.

All in favour

#### **3056. Grant request St Kew Parish Hall**

A request for a grant was received from the Parish Hall and it was proposed by Cllr Rowe and seconded by Cllr Finnemore that the sum of £250 be awarded. All in favour.

#### **3057. Parish Councillor Reports and any other matters**

**Cllr Mott** reported that Calor Gas are running grant schemes for anyone not on the gas grid  
**Cllr Rickard** attended the Network Meeting and gave his report matters discussed. CCTV partnership, Fire Service Monitoring, Camel Trail Partnership and the future of the Network Panel.

Concerns were also raised regarding the future of the Post Office at St Kew Highway.

#### **3058. Items for Pieces of 8**

Footpath tender

Date of Annual Parish Meeting

#### **3043. Register of gifts and hospitality for Councillors and Staff**

None

There being no further business, the meeting closed at 20.25

# PAYMENT SCHEDULE FOR St KEW PARISH COUNCIL

April 2017

## Payments to be agreed

<b>Date</b>	<b>Payment</b>	<b>Cheque No.</b>	<b>Amount</b>
30/04/17	Viking Direct Stamps, paper		99.13
30/04/17	Aalgaard Rerishaw internal audit		150.00
30/04/17	Marcus Cavill Award plaque		17.50
30/04/17	Mrs C Powell salary		160.80
30/04/17	Revenue & customs paye		40.20
30/04/17	Parish Hall grant		250.00
		<b>Total</b>	<b>717.63</b>

## **Observations and Conclusion**

*Having undertaken a comprehensive Internal Audit of St Kew Parish Council's accounting records and system of internal control, we have concluded that, based on our inspection, the Parish Council has maintained an effective and accurate system of internal control arrangements for the accounting period 2016/17.*

*The Parish Council's 'Internal Audit Report', part 4 of the Annual Return, has been duly completed and signed. We are of the firm opinion that the control objectives set out in that report have been achieved within the financial year to a high standard and thereby easily meets the needs of the Council.*

## **Acknowledgement**

*Aalgaard Renshaw Business Solutions Ltd would like to take this opportunity to thank the Members of St Kew Council for their instruction in relation to this matter. A special mention is given to the Chairman, Richard Godden for his co-operation during the audit.*

*Carolyn May (Director)*

*Jacquelyn Peskett (Director)*

*Aalgaard Renshaw Business Solutions Ltd*



# Declaration of Acceptance of Office

.....**TOWN / PARISH COUNCIL**

I, ..... having been elected/co-opted to the office of MEMBER OF ..... TOWN / PARISH COUNCIL on (date) ..... declare that I take that office upon myself, and will duly and faithfully fulfil the duties of it to the best of my judgement and ability.

I undertake to observe the Code of Conduct which is expected of members of ..... Town / Parish Council.

Signed ..... Date .....

This declaration was made and signed before me

Signed ..... Date .....

Proper Officer of the Town / Parish Council





**Druce Anna** <anna.druce@cornwall.gov.uk>

Apr 27 (2 days ago)

Dear Clerks

With the pending General Election we have decided to move the next Wadebridge & Padstow Community Network Panel meeting to Thursday 15<sup>th</sup> June 6.30pm at Egloshayle Pavilion. An agenda will be circulated closer to the time.

Also, with resignations and changes could you please confirm who your Panel representative for the upcoming year will be.

With thanks,  
Anna

Anna Druce  
Community Link Officer Wadebridge & Padstow  
Localism Team  
Neighbourhoods Directorate  
Cornwall Council

External telephone: 01872 322871

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