

GRADE RUAN PARISH COUNCIL

Parish Clerk: Lee Dunkley BA (Hons), MPhil, FSLCC

c/o 30 Clifden Close
Mullion
Helston
TR12 7EQ

clerk@grpc.org.uk
www.grpc.org.uk
07773 194876

Annual Council Meeting – Tuesday 18 May 2021

Minutes of the annual meeting of the Council held at Ruan Minor Village Hall on the above date, 19:00.

		Action
1/21	Election of Chair ELECTED Cllr Preston as the Chair of the Council for 2021/22. Cllr Agutter/Stephens. RECEIVED the declaration of acceptance of office.	
2/21	Election of Vice Chair ELECTED Cllr Green. as the Vice Chair of the Council for 2021/22. Cllr Lee/S Collins. RECEIVED the declaration of acceptance of office.	
3/21	Persons Present/Apologies Present: Cllrs Preston (Chair), Green (Vice Chair), Agutter, Clifton-Williams, S Collins, Freeman, Keeley, Lee, Scolding, Stephens, Trewin. Apologies: Cllrs P Collins, Fleetwood. Cllr Soady CC. In attendance: L Dunkley (Parish Clerk). 0 member of the public.	
4/21	To Receive Declarations of Interest / Dispensations. None.	
5/21	Public Participation. None.	
6/21	Reports from outside bodies. None.	
7/21	Council Meeting: Minutes 12 April 2021 RESOLVED that the above Minutes of the Meeting of the Council having been previously circulated, be taken as read, approved and signed. Cllrs Agutter/S Collins. 8 in favour, 2 abstained: Cllrs Keeley, Scolding. No matters arising NOTED.	
8/21	Council Meeting: Minutes 15 April 2021 RESOLVED that the above Minutes of the Meeting of the Council having been previously circulated, be taken as read, approved and signed. Cllrs S Collins/Trewin. 8 in favour, 2 abstained: Cllrs Keeley, Scolding. No matters arising NOTED.	
9/21	Planning Applications for consideration PA21/02823: Kitchen extension with bedroom in loft, reinstating of orangery, patio space created and renovation of existing bedrooms in loft with dormer replacement and additional window. Jonathan Jane. Chy Ula Treleague Crossroads Ruan Minor TR12 7JR The Council supported the application. Proposed, seconded. Unanimous.	Clerk to respond
10/21	Planning Applications for consideration PA21/02912: Two storey rear extension to existing cottage including installation of 3 conservation roof lights into existing roof. Hilary Roberts. Barn 2 Kuggar Ruan Minor Helston Cornwall TR12 7LY.	Clerk to respond

	The Council object to the application and request that the applicant/Planning Officer investigates concerns of drainage, overlooking and restriction of sunlight which have been raised by neighbours. Proposed, seconded. 7 voted in favour, 1 against, 2 abstained.																
11/21	<p>Planning Applications decided by CC since the last meeting</p> <p>APPROVED:</p> <ul style="list-style-type: none"> - PA20/09265: Proposed construction of a dwelling. Land Adjacent Coth Lytherna Cadgwith. - PA21/01695: Small extension to "sun lounge" on first floor to create larger living room. Cloakroom to become small study area - new skylight to roof and insertion of wood burning stove. Reinstatement of door into kitchen to create further access to front garden. Change of use from workshop to 4th bedroom and en suite. Polstangey Praze Ruan Minor. - PA21/03523: Application for Non Material Amendment following grant of planning permission PA20/10785 dated 26.01.2021. Amendment to fenestration on WSW elevation. St Rumons Cottage St Ruan. - PA21/02299: The removal of the old conservatory and terrace. New Orangery and terrace built on the same footprint, with the roof of the Orangery becoming a balcony which is accessed from the master bedroom. St Ruan House St Ruan. 																
12/21	Preapplications, consultations and appeals. None																
13/21	<p>New picnic benches</p> <p>RESOLVED to purchase three benches as above for use at the Recreation Ground and to set an upper spending limit of £600. Cllrs Trewin/Lee. 9 voted in favour, 1 abstained: Cllr S Collins.</p>	Clerk to liaise with Paul Ferrari															
14/21	<p>Finance report and Payments</p> <p>RESOLVED to adopt the most recent Finance Report and authorise the payments of Accounts Outstanding:</p> <table border="0"> <tr> <td>L Carter</td> <td>Cleaning</td> <td>20.00</td> </tr> <tr> <td>Hudson Accounting</td> <td>Internal Audit</td> <td>200.00</td> </tr> <tr> <td>R Sanders</td> <td>Common Land works and play area</td> <td>354.00</td> </tr> <tr> <td>Staffing</td> <td></td> <td>658.99</td> </tr> <tr> <td>BHIB Insurance</td> <td>Insurance Premium 2021/22</td> <td>1159.17</td> </tr> </table> <p>Cllrs Trewin/S Collins. Unanimous.</p>	L Carter	Cleaning	20.00	Hudson Accounting	Internal Audit	200.00	R Sanders	Common Land works and play area	354.00	Staffing		658.99	BHIB Insurance	Insurance Premium 2021/22	1159.17	
L Carter	Cleaning	20.00															
Hudson Accounting	Internal Audit	200.00															
R Sanders	Common Land works and play area	354.00															
Staffing		658.99															
BHIB Insurance	Insurance Premium 2021/22	1159.17															
15/21	<p>Committees</p> <p>a) APPOINTED Cllrs P Collins, Green, Preston, Trewin to serve on the Staffing committee.</p> <p>b) APPOINTED Cllrs Preston, Green, S Collins, Scolding, Keeley to serve on the Finance committee.</p> <p>c) APPOINTED Cllrs Preston, Green, Trewin, Fleetwood, Clifton-Williams to serve on the Footpaths committee.</p> <p>d) APPOINTED Cllrs Scolding, Clifton-Williams, Lee, Preston to serve on the Play Area Unit Supervision committee.</p>																
16/21	<p>Outside groups</p> <p>a) APPOINTED Cllr Agutter as the representative to the Village Hall.</p> <p>b) APPOINTED Cllrs Fleetwood, S Collins, Scolding as representatives to the Recreation Ground.</p> <p>c) APPOINTED Cllrs Agutter and Stephens as representatives to Churchyard maintenance.</p> <p>d) APPOINTED Cllr Clifton-Williams as the representative to the Under 5s.</p> <p>e) APPOINTED Cllr Preston as a Treewarden (non-Cllr Treewarden - J Fletcher).</p> <p>f) APPOINTED Cllrs Lee (primary) and Keeley (reserve) as representatives to the Community Network.</p> <p>g) APPOINTED Cllrs P Collins and Keeley as board members of Grade Ruan Community Land Trust.</p>																

17/21	Online Banking Councillor verification REAPPOINTED Cllrs Preston and Green as online banking verifiers for payments, and APPOINTED Cllr Fleetwood as a reserve verifier following the departure of former Cllr Freeman.	Cllr Fleetwood to pursue
18/21	Internal Control Policy CONSIDERED a draft as above and RESOLVED to adopt. Cllrs S Collins/Lee. Unanimous.	Clerk to publish
19/21	Annual Return Section 1: Annual Governance Statement 2020/21 RESOLVED to approve the above as circulated. Cllrs Green/Lee. Unanimous.	Clerk to publish
20/21	Annual Return Section 2: Accounting Statement 2020/21 RESOLVED to approve the above as circulated. Cllrs Green/Lee. Unanimous.	Clerk to publish
21/21	Internal Auditor's report Year End 2020/21 NOTED the contents of the above .	Clerk to publish
22/21	Standing Orders 2021 RESOLVED to adopt the above . Cllrs S Collins/Trewin. Unanimous.	Clerk to publish
23/21	Financial Regulations 2021 RESOLVED to adopt the above . Cllrs Agutter/Trewin. Unanimous.	Clerk to publish
24/21	Code of Conduct 2021 RESOLVED to adopt the above . Cllrs Trewin/S Collins. Unanimous.	Clerk to publish
25/21	General Risk Assessment 2021/22 RESOLVED to adopt the above . Cllrs Keeley/Green. Unanimous.	Clerk to publish
26/21	Freedom of Information Publication Scheme 2021 RESOLVED to adopt the above . Cllrs S Collins/Trewin. Unanimous.	Clerk to publish
27/21	Terms of reference for communication with partners CONSIDERED as above with regard to RNAS Culdrose, the Planning Authority and the Highways Authority and RESOLVED to adopt. Cllrs Trewin/Keeley. Unanimous.	Clerk to publish
28/21	General Power of Competence CONSIDERED eligibility for the above and RESOLVED to adopt. Cllrs S Collins/Scolding. Unanimous.	
29/21	Meetings Calendar 2021/22 CONSIDERED as above, with regard to COVID-19 restrictions in the short term and in particular to establishing the normal day of Council meetings to a Thursday in the long term. RESOLVED to set normal Full Council meetings as the second Thursday of each month except August. Calendar to apply from July 2021. Cllrs Agutter/Trewin. Unanimous.	
30/21	Delegation of Authority to Clerk for interim period due to COVID-19 restrictions RESOLVED that the Council delegates authority to the Clerk in consultation with the Chair and Vice Chair to take any actions necessary with associated expenditure to protect the interests of the community and ensure Council business continuity, informed by consultation with the members of the council. The scheme of delegation will be reviewed no later than September 2021. Cllrs Green/S Collins. Unanimous.	
31/21	Interpretation map per minute 204/20 CONSIDERED an updated version and RESOLVED to agree the final proof as above. Cllrs Trewin/Lee. Unanimous.	Cllr Preston to action
32/21	Footpaths, Highways; Tree wardens report. a) CONSIDERED reports: Issues have been identified with stiles around footpaths near Grade Church, including via Paul Racey. Footpath Committee members to investigate. Alleged removal of stones near Pons Medda has caused flooding issues on footpath 21. Road crossing safety by Ruan Minor School was raised as an issue by Cllr Scolding.	Cllr Scolding to gather information

33/21	<p>Reports from Parish Council representatives to outside bodies. NOTED reports: The owner of Seascape has notified the Council via Cllr Trewin that he would like to rebuild the boundary hedge between Seascape and the play area at the Recreation Ground. The Council owns the land adjoining Seascape.</p> <p>CFCT: Fundraising has been "extremely successful" and the Trust is very appreciative of the strong support from the public to the appeal. A refund of the platform fee of over £11,000 has been received from Crowdfunder and thanks were recorded to Cllr Green for pursuing this. The Trust is thankful to Crowdfunder for this generous refund, and for their support in general for the project.</p>	
34/21	<p>Notification of meeting/items for agenda: 8 July 2021 NOTED items for the next Council meeting: Hedge at Recreation Ground boundary. Bike Hoops project. Facebook Policy.</p>	
35/21	<p>Public Bodies (Admission to Meetings) Act 1960. RESOLVED that in view of the confidential or special 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 for the following items: Quotations. Cllrs Agutter/S Collins. Unanimous.</p>	
36/21	<p>Insurance renewal RECEIVED quotations and RESOLVED to undertake a policy with Aviva Insurance via BHIB Insurance Brokers. Cllrs Trewin/Green. Unanimous.</p> <p style="text-align: right;">Meeting closed: 21:05.</p>	Clerk to respond

Signed