

SITHNEY PARISH COUNCIL

Chairman: Ian Paterson

Clerk to the Council
Mrs. Pauline Williams
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12/14

MINUTES OF AN ORDINARY MEETING OF SITHNEY PARISH COUNCIL HELD AT SITHNEY SCHOOL ON TUESDAY 3rd JUNE 2014 AT 7.30PM

Present:-

Cllr. I Paterson – Chairman Cllr. P. Elliott
Cllr. P. Martin Cllr. M. Morgans
Cllr. Mrs. Pascoe

Parish Clerk Mrs. Pauline Williams, Cornwall Councillor John Keeling (apologised in advance for being late and arrived at 8.10pm) and Andrew Wiles representing Trand, Laura Haynes (Head of Development and Home Ownership) representing Coastline housing and 2 members of the public,

1. **APOLOGIES FOR ABSENCE** – were received from Cllr. Bickford-Smith and Cllr. Ms E. Williams

2. **ACCEPTANCE OF MINUTES** – The Minutes of the Annual Parish Meeting held at 7.15pm on 6th May were proposed by Cllr. Martin, seconded by Cllr. Elliott and unanimously agreed as a correct record and were signed by the Chairman.

The Chairman said that Cllr. Bickford-Smith had raised some amendments to Flooding item 22 of the last minutes. He said he and the Clerk were satisfied that the item was clear; minutes are not intended to be verbatim, so it was moved to approval of circulated minutes.

The Minutes of the Parish Council Meeting held on 6th May, 2014 (after the APM) were proposed by Cllr. Morgans, seconded by Cllr. Elliott and unanimously agreed as a correct record and were signed by the Chairman.

3. **DECLARATIONS OF INTEREST FOR ITEMS ON THIS AGENDA** – None

4. **TO CONSIDER ANY APPLICATIONS FOR DISPENSATIONS UNDER SECTION 33 OF THE LOCALISM ACT 2011** – None

5. **MATTERS ARISING FROM PREVIOUS MINUTES**

Lane Chynhale to Crowtown – A date for works to commence is awaited.

Update Wheal Bramble – The outcome of the Appeal is awaited.

EN13/01276 Alleged stationing of a caravan on land for residential use. Land adjacent to Higher Roseawen, Sithney Green, Sithney TR13 0RT – David Tapsell had advised the Clerk that he had met with the owner. The caravan and storage facility are both moveable. The caravan has had birch planting around it, and the owner had purchased some further woodland for a management project. Upon inspection of the caravan there was no evidence that the owner was living on site, but that meals were being made whilst working in the daytime. Therefore no action could be taken.

Footpath 230/6/1 Mellangoose to Newham Barton and Farm - The Clerk said that Hamish Gordon had advised that he was still awaiting confirmation of funding from CC.

Footpath 230/9/2 – Hamish Gordon had visited the site. He had advised the contractor that they had deviated from the Definitive Line of the path and they had promised to correct this. He was optimistic that the works would resolve the matter and asked for forbearance by the Council to see what happens next time there is heavy rainfall.

Footpath 30/1 – Hamish Gordon said the majority of this route is available, however the householder is still awaiting authorisation from his Insurers before he can proceed.

Flooding at Prospidnick/Chynhale/Penpraze – Councillor Paterson had contacted Cornwall Councillor John Keeling with a view to a further meeting as agreed at the last PC meeting.

Request for Grit Bin Lowertown to Gwavas - The Chairman had spoken to Mr. Howard James; who was representing the views of Lowertown Community Group, who had requested a bin on the steep hill from Anvower Mill to Gwavas. He had offered the use of a gateway to site the bin, but it was felt this would be too far up the hill. It was agreed that this item should be made an agenda item at the next meeting.

Overhanging bough Front Lodge to Mill House - Cllr. Bickford-Smith had advised the Clerk that he would chase the owner again to get the work carried out. It was felt that these boughs, including ones cut off previously represented a safety hazard and the Clerk should contact the Highways Department.

It was proposed by Cllr. Elliott, seconded by Cllr. Morgans and carried that that Standing Order SO40a(vi) be invoked so that item 20 Affordable Housing be brought forward as Mr. Wiles had to get back to Devon, and in order that the public can ask questions.

20. **Affordable Housing – Presentation by Andrew Wiles of Trand and introducing Laura Haynes (Head of Development and Home Ownership) representing Coastline housing.**

Laura Haynes said that Coastline had around 4000 properties which belonged to the former Kerrier District Council as their housing stock. Coastline is keen to increase the stock in the area.

Cllr. Mrs. Pascoe said she was concerned about allocation and wanted to ensure that the properties went to local people with housing need and asked how they would be allocated

Laura stated that the S 106 agreement would identify that the homes were specifically for local people, living (or working) in Sithney or with strong connections. Coastline will ensure that there is a vigorous advertising campaign nearer to the time of completion of the properties (six months prior) to ensure local people are aware of the requirements to bid for a home, i.e. that they are on the Homechoice register, as when the properties are released there are only 4 days to apply, so paperwork must be in order. Laura stated that first option would be given to Sithney residents, then people with previous strong connections to the Parish, to people working in the area and if they were not all taken up then they would be offered to adjoining parishes, and eventually if there are still vacant properties to Cornwall as a whole. She said that whilst Coastline has no access to the Homechoice register, applicants were vetted by Homechoice, and once provisional allocations were made Coastline would visit individuals and see evidence of

their eligibility. She stated that there would be two open market properties built by Trand and sold by them; of the remainder 12 would be affordable rented units charging 80% of open market rents and six shared ownership properties with shares of between 25 and 75% available to purchase.

Cllr Paterson said they had heard from Cornwall Councillor John Keeling that there had been problems at St. Breaca, Breage over allocation. CC John Keeling said that he was now satisfied that these properties had been properly let by DCH with them all going to local people and those with local connections.

Andrew Wiles – Trand – said that the timeline was for the planning application to be submitted this week.

Laura said that she hoped that permission would be granted by the end of September but six weeks would have to be allowed in case of judicial review. It is hoped that work would commence in October/November and would take 10 -12 months depending on weather conditions.

Andrew Wiles said that the contractor had been identified as Mispace of Exeter, part of the Midas Corporation. He confirmed that the Planning Officers was Victoria Reagan. He asked the PC if they would agree to take over maintenance of the amenity area. Cllr. Elliott said he could see the amenity area housing a community hall in the future, but was concerned about the car parking spaces which were provided at the request of the school. Cllr. Martin asked whether there would be any financial assistance towards maintenance of the green space if the PC took it over. Andrew Wiles said there could be a modest early years maintenance package negotiated, and he would come back to the Council with an offer.

Andrew Wiles said that the PC would be required to cover their part of the conveyancing costs for the site. He had no idea how much it would be, but Trand would pay their portion.

The Clerk asked about maintenance of the Car Parking spaces which had been specifically provided at the request of Sithney School to ease congestion in the road. Cornwall Councillor John Keeling said he would speak to Will Morris about the maintenance. He said CC may take on the cost from the school. Andrew Wiles said he would have to clarify what standard the parking spaces would be made up to; the access roads would be to CC adoptable standard, but he was unsure of the car parking spaces. He would get back to the PC on this.

The Clerk was asked to give Laura's e mail address to Councillors and Councillors e mail addresses to her. She was advised that her first point of contact should be the Clerk, Chairman and Cllrs. Mrs. Pascoe and Morgans.

Cllr. Martin said that he was still concerned about Coastline's proposal to build houses for sale on the amenity land at Merther Close. He said surely two bungalows for rent could be built, which he had indications that people in properties too large for themselves may be interested in moving into. This could result in the release of family homes in the village. He asked that Coastline give this further consideration. Laura agreed to get back to the Council.

The Chairman thanked Andrew and Laura for their attendance and help.

The agenda was resumed

6. PUBLIC PARTICIPATION – No questions

7. POLICE REPORT –PCSO Paul Whitford sent his apologies. His report stated that 1 crime had been reported in May and this was in Trenear and concerned the theft of motor vehicle – (Domestic incident). The vehicle had been recovered and no further action is to be taken.

8. CHAIRMAN'S COMMENTS – The Chairman noted that a new car sales business had taken over the site at Hill Top Garage and it looked very clean and tidy. Hopefully this would end fast food applications. He said he had accepted an invitation to attend the Mayor of Helston's Civic Ceremony this weekend.

9. COUNCILLORS' QUESTIONS AND COMMENTS – Cllr. Mrs. Pascoe asked the Clerk to contact CC Highways and ask them to repair, as a matter of urgency the following potholes which are deep and dangerous:-

Outside Prospect Farm Livery, Trannack

Truthall Road, Truthall

Gwavas (road runs to the left of Anvower Mill up to Sithney Road)

Halvanance Farm to Longstone

Cllr. Morgans asked for the potholes at the following location to be attended to:-

Road between Viaduct and Chynhale.

Cllr. Mrs. Pascoe said that the dirty water that smelt awful was again running from Prospect Farm Livery. Cllr Paterson agreed to speak to Mr. Croft, the owner, and ask him to divert it away from the road. If this failed the Clerk will contact the Environmental Health Department for assistance.

A complaint regarding dog fouling had been received and concerning the wording on a hand painted sign on the footpath from Sithney Green to Roseawen. Councillors did not find it offensive, stating that the area is indeed badly fouled, and asked the Clerk to advise the complainant accordingly.

A complaint had been received about dog fouling in front of Glenview and in the Coverack Bridges area generally. The Clerk to speak to CC Dog Warden and ask for assistance.

10. CORNWALL COUNCILLOR'S COMMENTS – Cornwall Councillor John Keeling said it had been a busy month again with a variety of meetings; including a one-to-one video-link meeting with Councillors from the Channel Island of Jersey who were inquiring about Cornwall Council's recent change of governance arrangements and any issues or problems we had with the transformation. There had been a number of meetings around asset management and the ongoing reduction in our property portfolio to enable savings to be made and maintenance cost reduced. He had spoken out at Cabinet against the lack of action on the ongoing travesty surrounding the condition of C-Block, Helston College. All local primary schools feed, mainly, into Helston School and there is a real need to invest in the future education facilities of our youngsters rather than an obsession with finance and the bottom line. He reported that at full Council he asked a question regarding Neighbourhood Plans and the cost and resources necessary to produce an order. Central government estimates of £17 to £63K are not a realistic option for small rural parishes; but if DCLG funding was made available to Parish Councils direct; then they could pay the principle authority for examination and referendum at the end rather than trying to justify the expenditure; whilst on the other hand Principal Authorities merely claim it and DCLG pays it. He had meetings with Sarah Newton MP to discuss matters of fairer funding for Cornwall and attended a meeting with Chris Grayling MP, Secretary of State for Justice and Lord Chancellor, on Crime related matters in the Duchy.

Cornwall Councillor John Keeling said he had a meeting with Jon Warner, HOMECHOICE Manager, to view the confidential list of people selected for the 14 new DCH social houses at St Breaca. Whilst he could not divulge the information, he said he could emphatically assure Councillors that all the successful bidders had that essential strong local connection with the parish. He said he was still trying to find a way of addressing the run-off from fields following the meeting at Prospidnick.

11. PLANNING

Planning Applications To consider planning applications received: --

PA14/03578 Gwari Lower Pre School, Trannack Community Primary School. Decommissioning of existing foul waste tank and re-siting of and installation of new septic tank. PAP supported this application.

PA14/03249 Top Lodge, Trevarno, Sithney. Proposed Two Storey Extension. PAP supported this application and felt the plans were well suited to the location of the property.

PA13/08989 Amended Plan. 4 the Sidings, Nancegollan. TR13 000. Erection of live/work unit. PAP supported this application.

It was proposed by Cllr. Morgans seconded by Cllr. Mrs. Pascoe and carried that these decisions be endorsed by the Parish Council and transmitted to CC as the PC comments.

OTHER PLANNING MATTERS

Helston Railway and Organic Trevarno Planning Application - Cornwall Councillor John Keeling said there is to be a private meeting on site to consider this application and he understood that this application was to be considered by Cornwall Council on 30/6 at St. Clare, Penzance. Cllr. Mrs. Pascoe confirmed her willingness to represent the Council, and CC John Keeling said he would confirm the date and time at a later date.

Enforcement

EN13/02212 Pengoon Farm. – Mandy Smith, CC, had advised the Clerk that a CLUED has now been received and is awaiting registration.

Lowena, Lowertown EN14/00535 – As requested at the last meeting the Clerk had contacted enforcement re the 4 log cabins on site. Niamh Ashworth of CC had responded saying that the case had been closed on the logs cabins as CC were satisfied that they were ancillary accommodation for the owners 4 children. However EN14/00673 in respect of the removal of a Cornish hedge and creation of a campsite on land to the NE of the dwelling house is ongoing. She stated there appeared to be confusion by the owner on what works could be carried out under exemption certificates issued by caravanning and camping clubs and permitted development. She would keep the Council apprised of progress. Cornwall Councillor John Keeling said that this application is to be discussed at the Residents Association meeting on Thursday 5th June at Trannack School. He agreed to investigate the situation further.

OTHER PLANNING MATTERS

Decisions Approved

PA14/03087 Lower Boscadjack Barns, Coverack Bridges. Regularisation of access and parking

PA14/01754/5 Nanskerris, Trevarno, Sithney, Helston. Proposed extension and associated works

PA14/03017 Glebe Farm, Sithney. TR13 0RT. Proposed conversion of a barn to form extension to existing dwelling.

Withdrawn

PA13/10790 Nanskerris, Trevarno, Sithney, Helston TR13 0RU. Domestic extension and associated works

PA13/10791 Nanskerris, Trevarno. Sithney, Helston TR13 0RU. Listed building consent.

PA14/03082 Crowntown. Crowntown Car Sales, Crowntown Filling Station. Proposed demolition of existing garage and construction of 2 houses and one garage

12. PUBLIC RIGHTS OF WAY – A date for replacement of the missing signs is awaited.

13. LOCALISM/CODE OF CONDUCT/NEIGHBOURHOOD DEVELOPMENT PLAN – The Chairman is to arrange a further meeting so that Councillors can decide if they wish to proceed with a Development Plan.

14. REPORT OF THE CLERK & CORRESPONDENCE

Cornwall Council e newsletter 22/4, Information Bulletin 29/4, Safer Cornwall 28/4, Value of local bus services – from Cllr. Biscoe (circulated to all Councillors)

Rural Services Network 28/4, 6/5, 13/5, 19/5, Seminar of tourism strategies, Spotlight on disability. Rural Vulnerability – Transport May, 2014, Rural Opportunities Bulletin May 2014, Rural Services on Line - Broadband - May 2014

Housing Allocations scheme review and consultation meeting 4th June New County Hall Truro 2 -4pm

Revision of Legal Topic Note 31 re Section 137 of Local Government Act 1972 CALC The Week 16/5/2014

Briefing note from Cllr. McKenna re Health and Adult Care

Vital Venues newsletter 22/5/2014

15. FINANCE

a) To consider the following accounts for payment:

It was proposed by Cllr. Elliott, seconded by Cllr. Morgans and carried unanimously that the following accounts be paid:-

Mrs Pauline Williams, Clerk £510.33

Salary	451.84
Mileage	14.50
Office Allowance	20.00
Computer Depreciation	15.00
Telephone Calls	3.15
BT1571 May	1.75
Petty Cash	4.09

b) To consider the following applications for donations – St. Sithney Parish Church – Item 18 of the Parish Council meeting held on 5th November 2013 agreed that a ratio of 1:5 be used to calculate amounts to be contributed to Churchyards. Chynhale to receive 1 part to Sithney's 5. In 2013 £177 was paid to Chynhale and £825 to Sithney. It was resolved that in pursuance of the power conferred by Section 137 of the Local Government Act 1972, and being of the opinion that the expenditure satisfies the requirements of that section, and is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure. Following discussion and perusal of

the accounts for St. Sithney it was proposed by Cllr. Mrs. Pascoe, seconded by Cllr. Elliott and carried that Chynhale be granted £177 and St. Sithney £825, as last year, for 2014.

c) Approval of Budgetary Control Statement, Receipts and Payments. - It was proposed by Cllr. Elliott seconded by Cllr. Mrs Pascoe and carried that these represent a true account of the Parish Council finances and they were signed by the Chairman.

Financial report – The Clerk reported that expenditure to date was £7002.76. Income to date was £9,750.34. The only income received this month was a refund of VAT in the sum of £115.06. This was as expected. The balances in hand at the bank are £23,163.60 in the current account and £13,542.57 in the savings account. These are considered adequate to undertake the work of the Parish Council.

Monthly Risk Assessment - The Clerk reported that weeds were growing into the Notice Board at Sithney and the area in front of the board needed urgent cutting as it was slippery when wet. She had asked Bob Sanders to attend.

The Notice Board at Crowntown had ivy growing into it from the wall; she would take secateurs with her on the next visit and remove this.

The Notice Board at Trannack was surrounded by weeds which needed to be cut. She had asked Bob Sanders to attend. The weeds had been strimmed off around the board at Coverack Bridges.

The Notice Board at Lowertown would not unlock. This had been reported to Bob Sanders last month. She had forced the lock and rung Bob Sanders again asking him to replace the lock and to cut down the thigh high weeds.

Report on Audit Course held on 29/4/2014:-

The Clerk reported that the following items raised at the course would need attention. These had been put in place from 1.4.2014:-

All Councillors should look at the accounts which should be forwarded monthly to them prior to the meeting. These must then be approved and a signed copy kept in minute book

A monthly financial report should be made to Council, minuted and approved.

Invoices should be initialled at the same time as cheques are signed to signify that the amount shown on the invoice is the same as the amount on the cheque.

The monthly risk assessment sheets should be sent to all Councillors and noted in the minutes. A copy of the sheet should appear in the minute book and be signed to acknowledge that they has been seen.

All requests for financial donations must be accompanied by the accounts for the end of the last financial year, otherwise they must not be considered. This is to avoid a PC grant aiding an organisation who hold large reserves and enable funds to be given to more deserving groups.

The PC should receive a written report from their Internal Auditor – currently Mr. Gallie. We do receive this.

The PC should give the Internal Auditor a copy of Appendix 9 of The Accounting and Governance Guide 2010 and a letter of engagement each year. The PC should decide what is checked. However, Mr. Gallie actually has all the PC papers and checks each receipt, payment, vat etc so actually does more than Appendix 9 requires.

The Clerk should give to the Chairman, and this should be forwarded when Chairman changes, a sealed envelope with the password to access PC files, which is only to be used in emergency.

Variances on the annual return do not have to be explained to the £. The major items that affect the variation to bring it to within 15% of the previous years total must be itemised.

Under the new legislation for Openness of Local Government Bodies there was concern that because no permission needs to be sought for anyone to record meetings including public participation, even on mobile phones, it would not be obvious to anyone what is going on, so the public should be warned according to the wording below at the beginning of the meeting.

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public.

Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.

There was some thought that this may alert the persons present that they could record meetings, but as it is law, this does not seem to be a reasonable excuse not to alert people. There was some thought that if Council so wished Public Participation could be taken before the meeting is opened, and therefore could not be recorded. This is being taken under advisement by CALC. Another idea was that the PC may wish to record its own meetings in case proof of what was said was necessary.

The Clerks pay details, insurance policy, risk assessments, inventories and policies such as Handling Complaints, FOI handling, policy for media dealings, would need to be confirmed and signed by the Chairman at the Annual Parish Council Meeting. It was proposed by Cllr. Martin, seconded by Cllr. Elliott that these requirements are carried out.

16. Financial Regulations update to CALC model – Stand adjourned until the July meeting in accordance with Standing Orders.

17. Co-Option of new Parish Councillors: - to receive Declaration of Acceptance of Office and set a date to receive Declaration of Interests Form. – No nominations

18. Flooding – surface water runoff grant and update on progress – Cornwall Councillor John Keeling said that he had spoken to Andrew George MP and is to get landowners involved in talks to progress the matter.

19. School Governors Report – Cllr. Mrs. Pascoe said that Trannack School is to have an OFSTED inspection shortly. The PC had received notification of a bid for lottery funding for the development of the green space at the school to benefit the school and for community use. It was felt that the current land was untidy and underused and the Council would monitor the situation. They could not, at present, see how the Council could use the land.

20. Affordable Housing – see page 12/14

21. TIME AND DATE OF NEXT MEETING - Tuesday 1st July, 2014