

SITHNEY PARISH COUNCIL
Chairman: Peter Bickford-Smith

Clerk to the Council
Mrs Jodie Ellis
07855774357

Trannack Farm,
St Erth, Hayle
TR27 6ET

12/15

MINUTES OF AN ORDINARY MEETING OF SITHNEY PARISH COUNCIL HELD AT SITHNEY SCHOOL ON TUESDAY 2nd JUNE, 2015 at 7.30PM

Present:-

Cllr. P Bickford-Smith – Chairman	Cllr. Mrs. A. Pascoe - Vice-Chairman
Cllr. P. Martin (arrived 7.45pm)	Cllr. I. Paterson
Cllr. C. Perrin	Cllr. P. Elliott
Cornwall Cllr. J Keeling (arrived 7.45pm)	
Parish Clerk Mrs. Jodie Ellis and 5 members of the public.	

1. APOLOGIES FOR ABSENCE – Were received from Cllr. M Morgans and Cllr. Ms Williams.

2. ACCEPTANCE OF MINUTES - The Minutes of the Annual Parish Council Meeting held on 5th May 2015 were proposed by Cllr. Paterson and seconded by Cllr. Perrin and unanimously agreed as a correct record and were signed by the Chairman. The Minutes of the Parish Council Meeting held on 5th May 2015 were proposed by Cllr. Mrs Pascoe and seconded by Cllr. Paterson and unanimously agreed as a correct record and were signed by the Chairman.

3. DECLARATIONS OF INTEREST FOR ITEMS ON THIS AGENDA – Cllr. Bickford-Smith declared a disclosable financial interest in item 17 Affordable Housing and a pecuniary interest in Item 12 Public Rights of Way – Trough at Chynhale.

4. TO CONSIDER ANY APPLICATIONS FOR DISPENSATIONS UNDER SECTION 33 OF THE LOCALISM ACT 2011- One application from Cllr. Paterson had been received who sought permission for a further 1 year to participate and vote on Rights of Way matters on the basis that no pecuniary advantage is attached to his involvement as an officer of the Ramblers Association. The Clerk reminded the Council that they had agreed that they would make decisions of applications for dispensations. It was proposed by Cllr. Elliott, and seconded by Cllr. Perrin that the application is granted for permission to participate and vote on rights of way matters for 1 year. The Clerk signed the dispensation form.

5. MATTERS ARISING FROM PREVIOUS MINUTES – None

6. PUBLIC PARTICIPATION -

Rachel Howard – Spoke regarding the planning Application that she has submitted for a barn conversion at Home Farm on the Trevarno estate. She explained she has lived there for 4 years and loves the area and the community. Mrs. Howard, her husband and in-laws all work and live there which is why they have submitted the application to accommodate the extra space required by them for working at home. The barn in question is recorded on the 1840 census. It is currently in bad disrepair. A structural survey was carried out recently as well as 4 years ago when they moved to the property both reporting that 50% of the barn is suitable for re-use which is the amount specified by Cornwall Council. The plans are minimal for 2 good sized bedrooms, kitchen and lounge on 1 level. Mrs Howard would like to have the support of Sithney Parish Council, as did all the other barns that surround them on the estate. The government is in support of development to barns to provide much needed homes.

Cllr. Paterson asked Mr and Mrs Howard how they had addressed the issues raised by CC when their pre-application was turned down. Mrs Howard responded to say CC had two main issues, the first was that the building resembled one long bungalow with too many windows and didn't look like a barn. The planning officer suggested more glass, 3 separate walls and a mono roof, the plans have been altered to divide off the office part. The second issue was that the planning officer thought that there was not enough of the building that was structurally sound. Mrs Howard advised of the structural survey results being 50%, the required amount. The planning officer would review this when a planning application was submitted.

Peter & Di Mickler – Brought to the Council's attention the issue of Japanese Knotweed at the wide entrance to the Trannack Mill Industrial Estate and the measures being used to eradicate it. It was agreed that the Clerk would contact Cormac / Cornwall Council to advise them, this was proposed by Cllr. Mrs Pascoe and seconded by Cllr. Perrin. All in favour.

7 POLICE REPORT – PCSO Liam Brannigan submitted a written-report that during the month of May 2015 there were no crimes reported to the police in Sithney.

Across the Helston area, they have had a spike in vehicle thefts. Please remember to lock your cars and do NOT leave your keys inside. Also, don't leave any valuables inside if you can help it, or at the very least, not on display. They are currently promoting Farm Watch, this watch scheme is free to members. It is a way of passing information to members of incident and crimes aimed at farms. If anyone is interested in joining the scheme then please could they contact PCSO Julia Berry at Helston police station. On joining the scheme the member would receive an A3 placard displaying the farm watch logo as a deterrent to offenders. Devon and Cornwall Police also have marking kits for members to borrow in order for them to mark machinery. As the police report had been circulated to all it was proposed by Cllr. Mrs Pascoe and seconded by Cllr. Elliott that it was not necessary to read the report out. All in favour.

8. CHAIRMAN'S COMMENTS – Cllr Bickford-Smith advised that he had received comments from members of the public that it is difficult to hear what is being said by Councillors, and so could everyone please speak more clearly.

Perhaps reviewing the layout of the room for future meetings. Cllr. Bickford-Smith has received an invitation to the Civic Service in Helston on June 7th at 3.00pm. Unfortunately due to commitments at the RCAS, he cannot attend and asked if any Cllr could represent the Parish. Cllr. Martin agreed he would. Cllr. Bickford-Smith reported that Cllr. Morgans was pleased with his card and whilst not yet fighting fit is on the mend. Cllr. Bickford-Smith has been to see Mr Lockett and spent a

convivial 1 ½ hours with him, the result of which was that he asked him to do nothing for the moment. He subsequently received a letter from Mr Luckett and duly replied offering to meet him again if he had any further concerns. One thing which came out of the discussion was could the Agenda be published on the web site. Cllr. Paterson advised it was on the website. Cllr. Bickford – Smith requested that the minutes and agenda are itemised on the website separately. It was reported that the footpath from the Crown Inn to Sithney School is overgrown and needs cutting urgently. It was agreed that the clerk contact Cormac to request that it is cut. Cllr. Ms Williams has spoken to Cllr. Bickford-Smith about being asked to join the audit team and has declined due to pressure on her time. Cllr. Bickford-Smith asked if Cllr. Martin would be an internal auditor due to the other Cllrs being bank signatories, Cllr. Martin advised he could not due to other commitments. Cllr. Mrs Pascoe advised she had been approached by Ray Ashworth about being co-opted into the Council. It was agreed that Cllr. Mrs Pascoe would contact him to request that he sends his interest into the clerk. Cllr. Bickford-Smith has received information on a car transport scheme being used in Feock whereby residents unable to drive have access to transport at a small fixed charge. The current application for grants closes shortly but it is understood that a new program will be opening shortly. Could anyone look into this to see if it would be advantageous to Sithney and report back. Cllr. Keeling agreed to do this once the clerk had forwarded the information on to him.

9. COUNCILLORS' QUESTIONS AND COMMENTS -

Cllr. Mrs Pascoe raised the issue of Roseawen Woods at Sithney Green where there seems to be a couple of people living in a caravan / van in the woods. It was agreed that the clerk chase up enforcement as the issue has been with them for a considerable amount of time. Cllr. Mrs Pascoe also advised that coming up from Sithney Green past Spring cottage and joining the B3302 just north of Pednavounder the grass verge is extremely overgrown and needs cutting. Clerk to contact Cormac.

Cllr. Martin advised he has just returned from Wales where he commented that the hedges and verges are all noticeably cut back, when he enquired about it he was advised it was all done by volunteers.

Cllr. Martin said that he thought it had previously been agreed that no further contact would be made with Mr Luckett as the council had supplied him with all the necessary information. Cllr. Bickford-Smith responded to say that as he had received a letter he visited Mr Luckett to try and resolve the issue.

Cllr. Paterson advised that the patching work that has been carried out on the triangle to Longstone Downs was not up to standard. It was agreed that the clerk contact Cormac to advise of this and bring to their attention. Cllr. Paterson advised he will also be attending the Helston Community network meeting on the 03.06 along with Cllr. Keeling and Cllr. Martin. He also asked if there had been any further progress with a possible Lengthsman type scheme. The clerk advised she had expressed the council's interest in being involved to CC but had not heard anymore.

10. CORNWALL COUNCILLOR'S COMMENTS - Cllr. Keeling has advised Cornwall Council Chief Executive Officer Andrew Kerr, is leaving the authority after 18 months in the post. He gave reasons for accepting the Chief Executive post of Edinburgh City Council which was centred round his family circumstances. Nevertheless, during his time in Cornwall Council there have been some significant changes not to mention the restructuring of the top management with a much leaner team of 3 directors from the previous 5 incumbents. Cllr. Keeling is on the selection panel for a new CEO. Full council was somewhat chaotic with regards to the licensing of water sports activities on Cornwall Council owned beaches versus a flat rate approach for operators. Cllr. Keeling seconded an amendment to ask for a flat fee from all surf rather than licensing surf schools on the basis that we want to encourage growth within the industry rather than make it financially difficult for operators. Civic Awards (Local Heroes) were given out at a ceremony at County Hall to 14 recipients in recognition of their generosity in the voluntary community. Cllr. Keeling is always willing to receive nominations from within the community for the next round of awards. There was an all member briefing on Environmental Services which covered a number of service areas which included amongst others; toilets, PROW and flooding issues. Cllr. Keeling once again highlighted the plight of those residents who suffer flood damage due to field run-off in rural areas and made a plea for more joined up thinking on the issue. Further to this the Scrutiny management committee, of which Cllr. Keeling holds membership, is conducting a "Select Committee" on all flooding matters affecting Cornwall. Cllr. Keeling was involved last week in reviewing the Council's "Whistle Blowing" policy which seeks to make it reasonable for employees of the council to speak out, without fear of reprisal, with regards to inappropriate and unlawful practises within the authority. Trying to keep abreast of various planning applications with the case officer(s) at the moment and there are a number of contentious proposals which need Cllr. Keeling's attention. Cllr. Keeling spoke of his desire to get the length man's scheme off the ground as he brought it back from Hereford in 2008, and is not sure why it is taking so long to get started. Cllr. Keeling hopes to have the Helston Railway report this week ahead of the planning committee on the 29.06.15. Cllr Keeling will be abroad so will be represented by a colleague. It was advised that it would be good to have a Sithney Parish Council representative at the meeting. Cllr. Martin asked if Cllr. Keeling had any costs for the Helston Railway appeal, Cllr. Keeling advised he did not have these to hand but could get them. Cllr. Keeling gave an insight into the planning application process to advise that if a plan gets refused then the applicant can take an appeal to the secretary of state by where an inspector is sent to review the plans / applicant / cc, The Inspector will then make a decision to either agree with the refusal or grant planning permission, this decision will then become final. Cllr. Paterson asked if the planning officer's report for the Helston Railway is to refuse the application will it still go to planning committee, Cllr. Keeling advised it would.

11. PLANNING

Planning Applications

PA15/04759 – Lower Boscadjack Farm, Trenear, Helston, TR13 0HH – Demolition and rebuilding of single storey 1980's conservatory to form kitchen dining room. PAP supported this as the footprint is almost the same as existing and the proposed works will be an improvement.

PA15/04300 – Home Farm, Trevarno, Sithney, Cornwall – Conversion of stone barn to 2 bedroom dwelling and conversion of domestic store to home office for applicant's accountancy business. PAP supported this as there is already a precedent due to several barn conversions on the boundary of the front garden of Home Farm. The barn in question is not overlooked and would not affect the barn conversions on the adjacent property. It was proposed by Cllr. Perrin and seconded by Cllr. Mrs Pascoe that Sithney Parish Council supports both applications and these views are to be reported back to CC by the clerk.

Approved with Conditions -

PA15/02307 – Pednavounder Farm, B3302 between Sithney School and Sithney Common, Sithney

Refused – One Reason for Refusal –

PA15/01220 – Pear Tree Game Farm, Trannack, Helston

Cllr. Paterson advised the council that there are two types of pre-applications:

- 1.) Informal – where an applicant can come to Sithney Parish Council for free and get an opinion, before committing to a formal pre application.
- 2.) Formal – pre application to Cornwall Council that is chargeable. This can be done either confidentially or on the website but Sithney PC do not get an opportunity to comment.

12. PUBLIC RIGHTS OF WAY –

Footpath 230/30/1 – The Clerk has requested an update from Hamish Gordon at Cormac, who has advised the matter is now with CC Public Path Order's team. He has requested an update from them which he will then pass on to us. Cllr. Mrs Pascoe confirmed that huge earthworks are ongoing and the footpath is likely to have to be diverted when re-instated from the original track due to the bank collapsing. It was agreed that the clerk contact Hamish Gordon to ask if the path will be diverted and any idea on timings as this information would be useful in particular for the Parish council website.

Footpath 14 – Craig House to Penpraze, Cllr. Paterson has taken photographs of the stiles on Footpath 8 at Tregoose and sent to Cllr. P Bickford-Smith who has handed them to Andrew Rowlands so that he is aware what a typical style looks like.

Sithney Footpath 8 – Between Tregoose to Black Arch Bridge has been re-instated. Cllr. Paterson confirmed that this was the case.

Cllr. Bickford-Smith left the room and Cllr. Mrs Pascoe took the chair at 8.25pm.

Trough at Chynhale – The Clerk has contacted Cormac / Highways to try and establish ownership of the Trough at Chynhale, they have confirmed that it does not belong to them and that it most likely belongs to the Local Estate. Discussions took place regarding the trough as it has a crack in the concrete causing it to leak. The area surrounding it has now become overgrown due to the mud and grass growth. It was proposed by Cllr. Perrin and seconded by Cllr. Paterson that the clerk writes to the agent of Trevarno Thane Osborne at Killiow.

Cllr. Bickford-Smith returned and took the chair.

Potholes at the Grove turning to Sithney – The Clerk contacted Cormac regarding the potholes that a parishioner brought to the Parish Council's attention. Cormac advised that the hot box would repair the potholes on the 08.05.15, the clerk has since reported that on the 26.05.15 there were still two large potholes and has reported this back to Cormac for the neighborhood steward to asses.

13. REGENERATION – Nothing to report.

14. REPORT OF THE CLERK & CORRESPONDENCE

Rural Services Network – weekly news 06/05, 11/05, 18/05, 25/05.

Community Network Meeting – 03.06.15 at Cury Village Hall.

CPRE (Campaign to protect rural England) Cornwall Challenges housing numbers in the Local Plan.

Rural Vulnerability Service – Rural Transport May 2015

RSN Rural Opportunities Bulletin

Rural Vulnerability Service – Broadband May 2015

RSN – Rural Conference 2015

PCDT – May Bulletin

Local AONB Survey online.

First Kernow have announced an improved Bus Service for the summer in Cornwall including new routes, the full timetable is available on their website from 18.05.15

CALC – Have given website Options for Parish Councils who do not currently have a website.

External Audit has been completed and returned to Grant Thornton.

15. FINANCE

a) To consider the following accounts for payment: - Approval of schedule of payments.

It was proposed by Cllr. Paterson, seconded by Cllr. Mrs Pascoe and carried unanimously that the following accounts be paid as per the schedule of payments: -

Mrs Jodie Ellis – Clerk (Salary & Expenses)	£ 460.38
Cornwall Council (LGPS) – Clerk	67.05
	<u>527.43</u>

Financial Reports by Clerk

b.) Financial report.

The Clerk reported that she had invoices to pay totalling £527.43 as reported in item 16a. The balance at the end of May on the Current Account was £7166.79 and on the Business Saver £33,552.50. These are considered adequate to undertake the work of the Parish Council. It was proposed by Cllr. Elliott, and seconded by Cllr. Perrin that the report be accepted. All in favour.

Approval of Monthly Report. The accounts to the end of May had been circulated but they do not include the payments drawn on 2nd June. It was proposed by Cllr. Elliott seconded by Cllr. Perrin and carried unanimously that these represent a true account of the Parish Council finances and they were signed by the Chairman.

Monthly Risk Assessment – The Clerk reported that the lock on the notice board at Trannack was sticking slightly, and would check again next month. It was proposed by Cllr. Mrs Pascoe, seconded by Cllr. Paterson and carried unanimously that this report be accepted and was signed by the chairman.

c.) Consider S137 Financial Application Timings - The Clerk reported that the current S137 policy states that all applications received by the council would be reviewed at the next available council meeting.

Cllr. Elliott reported that as the policy was signed off at the last Meeting in May 2015 there should be no reason to amend it. Cllr. Elliott advised that some councils review all applications together at Budget setting time of the year, in order to agree what they will pay the following year. As this council has a generous S137 pot of money and a relatively small number of groups coming forward to apply there was no need to change our policy. Cllr. Mrs Pascoe and Cllr. Martin both thought by reviewing all applications together at the same time was better practice as the groups could be judged against one another. Cllr. Elliott agreed with this statement but raised the point that if a group requested a large amount of money then a decision could be postponed to review it with other groups, at a later meeting. Given the council's large reserves it was not necessary to wait and it would be more beneficial to the groups to make a decision at the next meeting as per the policy. It was agreed to keep the policy as it is and was proposed by Cllr. Paterson, seconded by Cllr. Elliott, 5 in favour and 1 abstained.

d) Parish Council Document Storage / Retention Periods and purchase of New 2 Draw Lockable Filing Cabinet – The clerk advised that she has inherited a lot of paperwork from the previous clerk, some of which is either older than the document retention guidelines or are documents that do not need to be stored such as: Printed emails, leaflets etc. Clarification was sought from CALC on guidelines for storing documents and they advised that NALC recommend the following –

Document	Minimum Retention Period	Reason
Minute Book	Indefinite	Archive
Scales of Fees and Charges	6 Years	Management
Receipts / Payments Accounts	Indefinite	Archive
Receipt Book of all Kinds	6 Years	VAT
Bank Statements (All)	18 Months after Last completed Audit Year	Audit
Bank Paying In Books	18 Months after Last completed Audit Year	Audit
Cheque Book Stubs	18 Months after Last completed Audit year	Audit
Quotation and Tenders	6 Years	Limitation Act 1980 (as amended)
Paid Invoices	6 Years	VAT
Paid Cheques	6 Years	Limitation Act 1980 (as amended)
VAT Records	6 Years	VAT
Petty Cash, Postage & Telephone Books	6 Years	TAX, VAT, Limitation Act 1980 (as amended)
Timesheets	18 Months after Last completed Audit Year	Audit
Wages Books	12 Years	Superannuation
Insurance Policies	While Valid	Management
Certificates for Insurance against Liability for Employees	40 Years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI.2753), Management.
Investments	Indefinite	Audit, Management
Title Deeds, Leases, agreements, contracts	Indefinite	Audit, Management
Members Allowances Register	6 Years	Tax, Limitation Act 1980(as amended)

Items in Bold are the amended retention periods.

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The clerk sought permission to take all documents that fall into one of the above categories and is older than 5 years to be stored at Truro, all other items less than 5 Years to continue to be stored by the clerk. All printed emails, out of date handbooks, leaflets etc to be destroyed. Cllr. Elliott advised that Bank statements, Bank paying in books, cheque book stubs and Timesheets should be kept for 18 months after the last completed audit year. It was agreed to amend the above Guidelines with Cllr. Elliott's amendment and was proposed by Cllr. Elliott, seconded by Cllr. Paterson and carried unanimously that this document storage policy be adopted.

The clerk currently has a 4 drawer cabinet that is not lockable and would like permission to source costings for a 2 draw lockable cabinet to hold documents and the petty cash. It was agreed that the clerk sources costings for a new fireproof cabinet.

e) Notice Board Costings – The Clerk has sought three quotes for 5 new notice boards to replace the existing, that will hold 8 x A4 sheets compared to the 6 that the current ones hold.

Notice Board Company – 830mm x 980mm wide – Holds 8 x A4 Sheets - £443.99 + vat - £533.18

Delivery - £10.00

Total for 5 Notice Boards = £2675.94 (30mm Aluminum Profile)

Village Urban – Sea 114 – Holds 8 x A4 sheets - £660.00 + vat = £132.00 - £792.00

Delivery - £90.00

Total for 5 Notice Boards = £4050.00 (Aluminum)

Green Barnes – AF30/8A4N - £219.45 + VAT = £263.34

Posts - £147.74 x 2 = £295.48 + vat = £354.58

Delivery - £53.94

Total for 5 Notice Boards = £3359.30 (Aluminum)

Malcolm Lane & Son - 1000mm wide x 1060mm high – (Holds 8-12 A4 Sheets) - £882 + vat = £1058.40

Delivery – £250.00 + vat = £300.00

Total for 5 notice Boards = £5592.00

The clerk advised Cllrs of the costings and discussions took place but as Cllrs were unsure as to whether new boards would fit in the existing place without affecting the un-glassed public notice boards it was agreed that the clerk email the details to all Cllrs prior to the next meeting.

f) Devon and Cornwall Police Survey – The Clerk has received a survey from Devon and Cornwall Police that has been sent to all Cllrs with the agenda for completion at the meeting. The Clerk completed the survey, and it was proposed by Cllr. Elliott and seconded by Cllr. Perrin that these reflect the views of the Parish council and should be reported back to Devon and Cornwall Police.

g) Confirm Councilors current email requirements – The clerk handed round a piece of paper so that each Councilor could express an interest as to which emails they would like to receive, this was completed and returned to the clerk.

16. School Governors Report –Trannack School – Cllr. Mrs Pascoe confirmed there was nothing to report.

Cllr. Bickford-Smith reported that Sithney School had a network meeting on June 1st to discuss BEST an initiative which create captivating and meaningful real-life contact with business and work, engaging all young people and making learning relevant. Sithney School has submitted plans for a Pre App appraisal to CC.

17. Affordable Housing – Update from Robin Falle – Some detailed discussions are currently ongoing involving the drainage solutions for the site, as there are two slightly conflicting engineer's reports. There is a meeting with Coastline this week to bottom out the issues and hopefully find a suitable resolution and that will enable them to get the 106 engrossed and hopefully the planning permission issued.

18. TIME AND DATE OF NEXT MEETING – Tuesday 7th July 2015 at 7.30pm at Trannack School.