

**SITHNEY PARISH COUNCIL**  
Chairman: Peter Bickford-Smith

Clerk to the Council  
Mrs Jodie Ellis  
07855774357

Trannack Farm,  
St Erth, Hayle  
TR27 6ET

17/15

**MINUTES OF AN ORDINARY MEETING OF SITHNEY PARISH COUNCIL HELD AT TRANNACK SCHOOL ON TUESDAY 7<sup>th</sup> July, 2015 at 7.30PM**

**Present:-**

**Cllr. P Bickford-Smith– Chairman      Cllr. Mrs. A. Pascoe - Vice-Chairman**  
**Cllr. P. Martin                                      Cllr. I. Paterson**  
**Cllr. C. Perrin**

**Parish Clerk Mrs Jodie Ellis and 7 members of the public.**

**1. APOLOGIES FOR ABSENCE** – Were received from Cllr. P Elliott, Cllr. M Morgans, Cllr. Ms. Williams and Cornwall Cllr. J Keeling.

**2. ACCEPTANCE OF MINUTES** - The Minutes of the Parish Council Meeting held on 2<sup>nd</sup> June 2015 were proposed by Cllr. Paterson and seconded by Cllr. Perrin 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 pecuniary interest in item 11 Planning Approval for the Affordable Housing site and a pecuniary interest in Item 12 Public Rights of Way – Trough at Chynhale. Cllr. Paterson declared a pecuniary interest in item 11 Planning Enforcement at Lowena, Lowertown. Cllr. Mrs. Pascoe disclosed a disclosable financial interest in item 11 Planning at Trannack Mill Quarry.

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

**5. MATTERS ARISING FROM PREVIOUS MINUTES –**

Cllr. Bickford-Smith advised that legislation for the Transparency Code now requires the Parish Council to display financial information on its website prior to July 1<sup>st</sup>. As this date fell before our July meeting it was agreed between the chairman and Phil Eliot the auditing Councillor that the PC should comply with the dead line, and posted the following: items of expenditure over £100, end of year accounts, annual governance statement, internal audit report, a copy of the bank reconciliation for the relevant financial year; an explanation of any significant variances (e.g. more than 10-15%, in line with proper practices) an explanation of any differences between ‘balances carried forward’ and ‘total cash and short term investments’, if applicable, list of Councillor / member responsibilities and the assets of Sithney Parish Council

It is now necessary to have retrospective authorisation for the publishing of these documents on the website and that they are a true reflection of our Council, it was proposed by Cllr. Perrin and seconded by Cllr. Mrs. Pascoe and carried unanimously that these represent a true account of the Parish Council.

Cllr. Mrs. Pascoe asked if there had been any progress on the Japanese Knotweed reported at the June meeting at Trannack Mill, the clerk advised that Cornwall Council were looking into it. It was agreed that the clerk would follow this up with CC.

Cllr. Mrs. Pascoe also requested an update on the enforcement issue at Roseawen Woods at Sithney Green, the clerk advised that CC were waiting for the officer to return from sick leave to carry out a site visit. Cllr. Paterson advised that Enforcement do not have the resources to monitor the situation on a nightly basis. It was discussed that perhaps residents could use CCTV to monitor their properties which may resolve the situation. Clerk to contact case officer Lee Viner’s to enquire as to what evidence they need.

**6. PUBLIC PARTICIPATION –**

Mrs. D Mickler asked for clarification regarding the Lower Trannack Mill Quarry planning application as to what hours the showroom and quarry would be operating, and that as far as she was aware no public notices had been displayed nor advertisement in the local press. Cllr. Martin advised that the opening hours would be agreed in the conditions between CC and the applicant. The agent for the planning application (Steven Bott) was present and responded to say the Showroom would be normal office hours 8/8.30 – 5.30/6.00 and Saturday mornings, closed Sundays. The Lorries for the quarry would be varied and may include some early / late returns. He went on to advise that it is down to CC to advertise the application, and all applications can be viewed online or in the council offices. Mrs. Mickler asked when the deadline was for comments to CC, Cllr. Bickford-Smith advised the next planning meeting would not be until at least the 20<sup>th</sup> July.

Steven Bott – spoke regarding the planning application at Lower Trannack Mill Quarry – The quarry business is one of only 6 nationally that imports Granite, makes memorials, bespoke products and carry’s out repairs to historic buildings such as St Johns Hall in Penzance. The stone has a current value in excess of £100,000 and the machinery in excess of £300,000, and in June there was a break in to the site. The plans would mean that they could consolidate the business from Camborne to one site to improve security by having staff on site. It would allow for software such as computers, printers etc to be stored on site. The layout of the current site would be largely unaffected by the plans.

Cllr. Paterson advised that the design and access statement states that deliveries could arrive anytime could this be clarified? Steven Bott advised that the major deliveries of granite are collected from the docks and delivered elsewhere and the amount coming to the quarry is a small proportion. Cllr. Paterson advised that it is written to indicate that the deliveries would be regular. Mr Pascoe responded to say that deliveries in the night are about 3 times a year and returns with the lorries at all hours are about 30 times a year. Cllr. Paterson advised that the plans have not changed since the pre-app in February 2014 when the officer advised that the site was not suitable due to its rural locality. Steven Bott advised the pre-app did not have an elaborated business case submitted with it and this application does.

Mr R Goedegebuur – Thanked the PC on behalf of the Chynhale residents for its support in the objection to the Helston Railway Application in particular to Cllr. Perrin for his public speaking at the planning committee.

Mrs. T Bedel– advised that the Lowertown Community group have a mining walk at 6 pm on Tuesday the 14<sup>th</sup> July at Relubbus led by Mr Benbow. Cllr. Paterson advised he would put this on the website. Sithney & Lowertown over 60's Christmas Party would be on the 16.01.2016 at Nancegollan Village Hall assisted by the Brownies to allow extra space for attendance.

**7 POLICE REPORT** – PCSO Liam Brannigan submitted a written-report - During June 2015, 4 crimes were reported to Police. There were 5 police logs generated for this area.

This week the police have had a number of reports about two males that are attempting to sell generators and chainsaws from their vehicle. They seem to be going door to door in rural areas. There is a concern that these items may be substandard and overpriced. This may also be a guise to gain access to property and for them to survey the area. Please encourage members of the public to be vigilant and not to purchase such items. If these people come to your door, you do not need to panic, but encourage them to leave your property as quickly as possible.

**Police team update** - PC Rich Wearne has successfully completed his 10 week training course and will be posted to his new role on 20<sup>th</sup> July. Until then, he will be back as the Neighbourhood beat manager for Porthleven and Helston North.

PCSO's Liam Brannigan and Ashley Fuller continue to cover the patch of Porthleven and Helston North. Liam will take Porthleven as his priority and Ashley will take the rest as his. A replacement beat manager is now being sought. Crime statistics for the area of Sithney can also be viewed on the Police website police.uk and you can bring up full local statistics.

Cllr. Paterson advised that the last entry on the website is April 2015 and that there is no option to obtain any further information on the crimes, it was agreed the clerk to respond to PC Brannigan to highlight this.

**8. CHAIRMAN'S COMMENTS** – Cllr. Bickford-Smith advised the proposed traffic calming and speed limits between Sithney School and beyond Praze, appear to be 30mph virtually the whole way to Gernick Kennels on the Camborne side of Praze. Cllr. Bickford-Smith expressed his thanks to Councillor Martin who has done a fine job in reducing the misery motorists have when travelling to Helston on the A394. Cllr. Martin advised that they are two weeks behind schedule for reopening both lanes. As to move the middle white lines would have cost £30,000, by delaying the reopening of both lanes for a further two weeks it has saved the council tax payer this amount. Cllr. Bickford-Smith asked Cllr. Mrs. Pascoe if there had been any word from Ray Ashmore about joining the Council. Cllr. Mrs. Pascoe advised not.

Cllr. Bickford-Smith advised that he had spoken to the clerk and believed it to be her role as the responsible / Financial Officer to maintain and update the website. The clerk advised she was happy to do so. It was agreed that the website should come under Auditing Controls and that the council approves any information before it is posted. This control would exclude any statutory information. It was Proposed by Cllr. Mrs. Pascoe and Seconded by Cllr. Perrin, and carried unanimously that these changes take effect immediately.

#### **9. COUNCILLORS' QUESTIONS AND COMMENTS -**

Cllr. Mrs. Pascoe advised that there are holes on the road at Prospect Farm, it was agreed the clerk would take this up with Cormac.

Cllr. Paterson advised he had spoken to the same parishioner as the clerk regarding the posts / grass cutting at the Grove turning onto the A394 and believed that now it was trimmed the visibility was improved. The response received from Cormac regarding the repairs at Longstone was not acceptable and raised the question should we take this further. It was discussed and agreed there would be no point.

**10. CORNWALL COUNCILLOR'S COMMENTS** - Cllr. Keeling advised it has been a hectic month with his election to Leader of the Cornwall Councillors Conservative Group, a position that requires an awful lot of his time and attention. He will be chasing up the commercial tenders for the toilets at Praa Sands and these will not be known until the end of July. No matter what the outcome from this "Initiative" he will fight for the retention of this service in the parish. The Traffic lights on Sithney Common Hill should have been gone by next weekend; but an additional two weeks is required to make strengthening works and then the work will be complete. This is much better than the end date of September that was thought before. Looking for progress to be made now on the housing development at Crowtown which appears to have been dragging its feet for an inordinate amount of time. The Sithney School is looking to make extensions to the school to facilitate more room for staff and pupils and an additional building in the sports field for Pre-School.

#### **11. PLANNING**

Cllr. Bickford-Smith advised that as from Tuesday September 1<sup>st</sup> we will no longer receive plans in the post. Personally he was disappointed by this, although does understand the necessity to save money. Cllr. Paterson advised that we would need a projector to project the plans at meetings for parishioners from September 2015. The clerk would contact both schools to find out about Internet access. It was agreed to project the plans at meetings as each plan is discussed, it was proposed by Cllr. Paterson and seconded by Cllr. Perrin, all in favor. There was no Planning Advisory Panel meeting this month. The following planning applications were discussed:

Cllr. Mrs. Pascoe left the room at 20:21pm -

**PA15/04815 – Lower Trannack Mill Quarry, Coverack Bridges, Helston** – Proposed change of use of existing portal frame building into showroom / office unit with living accommodation over and construction of forklift / compressor / drystore.

Cllr. Paterson expressed his concerns with regards to the pre-app refusal. Cllr. Martin commented that if it encourages employment within the parish and secures sustainability of the business then these are positives and should be considered. It could also reduce crimes and sustains a workforce then these are bonuses. It was agreed that the councilors could not reach a decision so the clerk would advise CC that the PC's view was No Comment. Proposed by Cllr. Paterson and seconded by Cllr. Perrin, 1 in favor and 1 abstained.

Cllr. Mrs. Pascoe returned to the meeting.

**PA15/05281 – Tregadjack, Tregathenan, Sithney** – Application for a lawful Development Certificate for Existing Use (residential occupancy). Discussions took place and it was agreed that the Parish Council supports this application. It was proposed by Cllr. Paterson and seconded by Cllr. Mrs. Pascoe, 2 in favor and one abstained.

**PA15/05285 – Chyvor Farm, Prospidnick Hill, Prospidnick, Sithney** – Proposed replacement sun lounge. Discussions took place that although the new plans were larger it would be supported by the Parish Council. It was proposed by Cllr. Paterson and seconded by Cllr. Perrin, 2 in favor and 1 abstained.

**PA15/05469 – Trevarno Mill, Trevarno, Sithney** – Listed building consent for proposed conversion of listed Mill building to residential use, conversion of adjacent agricultural building to residential use with small extension, new bat shelter. Cllr. Perrin suggested where possible keeping the heritage of the Mill should be supported. Cllr. Mrs. Pascoe expressed concern at the size of the large pieces of machinery in the mill to be incorporated into the living area. Cllr. Martin advised that this has been done in other Mills. It was proposed by Cllr. Paterson and seconded by Cllr. Perrin, 1 in favor and 2 abstained that the Parish Council supports this application.

**PA15/05468 – Trevarno Mill, Trevarno, Sithney** – Conversion of listed Mill building to residential use, conversion of adjacent agricultural building to residential use with small extension, new bat shelter. – As per comments above, it was proposed by Cllr. Paterson and seconded by Cllr. Perrin, 1 in favor and 2 abstained that the Parish Council supports this application

#### **Enforcement** –

EN14/00673 and PA13/03435/PREAPP - Lowena, Lowertown Helston. The clerk had received a response from CC that they would look into the case within 13 weeks. It was agreed that this would be the end of the season and is not acceptable, the clerk would contact CC again.

#### **Approval** –

PA14/05546 Land Adjacent to Sithney Community Primary School Crowtown Helston Cornwall TR13 0AE – Permission for affordable Housing scheme issued 09.06.15. It was highlighted that the progress on this had been very slow.

#### **Withdrawn** –

**PA15/04300 – Home Farm, Trevarno, Sithney** - Conversion of stone barn to 2 bedroom dwelling and conversion of domestic store to home office for applicant's accountancy business.

#### **12. PUBLIC RIGHTS OF WAY** –

**Bridleway 230/30, Sithney** – Cormac have advised that due to the unstable bank the bridleway that was due to reopen on the 30<sup>th</sup> July 2015 will now remain closed until 31<sup>st</sup> July 2016. Cllrs agreed that this work had been extremely lengthy and asked the clerk to contact CC to ask for a more definitive time on the re-opening. The Clerk has contacted Hamish Gordon at Cormac who has confirmed that the footpath will have to be diverted when it reopens as the legal line has failed as a consequence of the bank slip. Hamish believes the plan is to take it slightly higher up into the woods.

**Footpath 14** – Craig House to Penpraze Cllr. Bickford-Smith has spoken to Andrew Rowlands and hopes to meet on the ground before too long. To date he has been a bit elusive.

**Trough at Chynhale** – The Clerk has written to Thane Osborne but has not yet received a response.

**Sithney Turning onto the A394 towards Porthleven** - A parishioner brought to the Parish Council's attention that the grass verge was in need of cutting as the turning was overgrown and dangerous. The clerk reported to Cormac who have since trimmed the verge.

**Footpath from the Crown Inn to Sithney School** – has been trimmed by Cormac. Although Cllr. Bickford-Smith advised it is still not that walkable and hoped that Cormac would continue to trim it regularly.

**From Sithney Green past Spring cottage** and joining the B3302 just north of Pednavounder – Cormac have advised the grass verge has now been trimmed.

**Patching work on the triangle to Longstone Downs** – The clerk has reported to Cormac that the work was not up to standard and following a neighborhood officer visit they have confirmed that they are happy with the quality of work.

**Footpath 9/2** – Cllr. Paterson advised that there is an enclosed area that has not been trimmed. Cllr. Mrs. Pascoe would provide the clerk with a map to pass on to Bob Sanders to request that it is cut.

#### **13. REPORT OF THE CLERK & CORRESPONDENCE**

Rural Opportunities Bulletin – June 2015

Communities & Devolution Planning Bulletin

CC Case for Cornwall

Communities & Devolution - Grant funding to support Cornwall's resilient communities

Rural Vulnerability Service – Fuel Poverty June 2015

PCDT – E Bulletin June 2015

Community Energy Switch – Join by 28.06.15 to gain cheaper Electricity

Rural Services Network – Weekly News, 08/06, 15/06, 22/06

CALC Update on Fly Grazing

Helston and South Kerrier Community Network Panel Draft Notes

Flood Management Summit – London – 21/22 October 2015 - £299

Rural Vulnerability Service – Rural Transport- June 2015

Cormac – Sithney Common Hill Update – to reopen two lanes

Communities & Devolution Funding Bulletin

Community Emergency Plan (CEP) - Funding Available from CC

The Parish council Website now includes – The notice of conclusion of Audit and accompanying External Audit paperwork and the required documents for the Transparency code that came into effect from the 01.07.15

#### 14. FINANCE

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

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

	£
Mrs Jodie Ellis – Clerk (Salary & Expenses)	435.40
Cornwall Council (LGPS) – Clerk	67.05
R Sanders – LMP Contract	238.62
Cash – Reimbursement of Petty Cash	41.36
Grant Thornton UK LLP – External Audit Fees	
<u>120.00</u>	<u>902.43</u>

#### Financial Reports by Clerk

##### b.) Financial report.

The Clerk reported that she had invoices to pay totalling £902.43 as reported in item 14a. The balance at the end of June on the Current Account was £6600.44 and on the Business Saver £33,557.00. These are considered adequate to undertake the work of the Parish Council. It was proposed by Cllr. Perrin, and seconded by Cllr. Martin that the report be accepted. All in favour.

**Approval of Monthly and Quarterly Report.** The accounts to the end of June had been circulated but they do not include the payments drawn on 7<sup>th</sup> July. It was proposed by Cllr. Paterson, 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 notice board at Coverack Bridges was showing signs of Condensation on the inside, and would check again next month. It was proposed by Cllr. Paterson, seconded by Cllr. Perrin and carried unanimously that this report be accepted and was signed by the chairman.

##### c.) Consider S137 Financial Applications –

##### Cornwall Air Ambulance –

All Cllrs thought that the work the air ambulance do is invaluable and that the Parish Council should continue to support them. It was agreed to award a payment of £200, it was proposed by Cllr. Mrs. Pascoe, seconded by Cllr. Paterson and carried unanimously.

##### St Sithney Parish Church

It was proposed by Cllr. Paterson, seconded by Cllr. Perrin and carried unanimously, that the council award a payment of £825.00 to the Church.

**d) Costings for New Lockable / Fire Resistant Filing Cabinet** – The clerk advised that she had sorted through the paperwork as per the agreed retention period at the 02<sup>nd</sup> June meeting, and is left with the current four draw cabinet full. Discussions took place and it was proposed by Cllr. Paterson, seconded by Cllr. Perrin, and carried unanimously that a new fire retardant 4 draw cabinet and petty cash box should be purchased. The clerk would seek costings.

**e) Notice Board Costings** – The Clerk has circulated to all Cllrs the 6 quotes that have been received for 5 replacement Notice boards. Discussions took place and it was agreed to put forward to the August meeting to allow councilors to have a look at the notice board in Nancegollan that has recently been replaced. Cllr. Paterson would look into the use of the public notice board as well.

**f) Planning – Local validation List – Comments** – The clerk has circulated the planning Local validation list to all Cllrs and it was noted that there were no comments to take back to CC.

**g) Clerk Training – CALC Forward Planning - £22.00 + vat and working with your Council - £240.00 + vat** – Cllr. Bickford smith expressed his support in the Clerk receiving as much training as possible so that she can improve her knowledge and preserve the integrity of SPC. The budgeted figure for the current year is £150, but a virement could be made from the Newsletter Budget of £548.00 to cover the training. It was proposed by Cllr. Mrs. Pascoe, seconded by Cllr. Perrin, and carried unanimously that the clerk attends the training with CALC.

**14h) Year End Process Document** – The clerk has put together a year end document for future years outlining all the actions that are necessary and when, it was circulated to all Cllrs and proposed by Cllr. Perrin, seconded by Cllr. Mrs. Pascoe and carried unanimously that this document be accepted and reviewed each year.

**14i) Millennium Maps** – Cllr. Bickford-Smith has recently been into Picture and Things and they still have 11 Signed and 11 unsigned maps. It was discussed and proposed by Cllr. Mrs. Pascoe, seconded by Cllr. Paterson, and carried unanimously that the price is reduced to £8.00 for a signed map and £4 for an unsigned map. The maps would also be added to the website so that parishioners knew where to obtain one.

#### 15. School Governors Report

Cllr. Mrs. Pascoe advised Trannack have a Governors meeting on Thursday as SATs results are out this week.

Cllr. Bickford-Smith advised Sithney School have had their first Academy Board Meeting. They have received Pre App advice and are considering the next move.

AOB – Cllr. Martin expressed his disappointment at the way the Heslton Railway application was handled, he could see things from both perspectives. The planning officer had spent a lot of time and effort on the case and it would have been more beneficial to have found a middle ground. With only 3 or 4 Parish Councillors voting each time does not give a good representation of the parish council.

**16. TIME AND DATE OF NEXT MEETING** - Tuesday 4<sup>th</sup> August 2015 at 7.30pm at Sithney School.