

SITHNEY PARISH COUNCIL
Chairman: Peter Bickford-Smith

Clerk to the Council
Trannack Farm,
Mrs Jodie Ellis
St Erth, Hayle
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MINUTES OF AN ORDINARY MEETING OF SITHNEY PARISH COUNCIL HELD AT SITHNEY SCHOOL ON TUESDAY 01st DECEMBER, 2015 at 7.30PM

Present:-

Cllr. Mrs. A. Pascoe - Vice-Chairman

Cllr. A. Williams

Cllr. P. Martin

Cllr. A. McDonald

Cllr. Mrs. L. Penrose

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

1. APOLOGIES FOR ABSENCE – Were received from Cllr. P Bickford-Smith, Cornwall Cllr J Keeling and Cllr. Miss. Williams

2. ACCEPTANCE OF MINUTES - The Minutes of the Parish Council Meeting held on 3rd November 2015 were proposed by Cllr. P. Martin and seconded by Cllr. A. Williams and unanimously agreed as a correct record and were signed by the Chairman.

3. DECLARATIONS OF INTEREST FOR ITEMS ON THIS AGENDA – Cllr. Mrs. Penrose declared a disclosable pecuniary interest in item 11 Lowena, Lowertown.

4. TO CONSIDER ANY APPLICATIONS FOR DISPENSATIONS UNDER SECTION 33 OF THE LOCALISM ACT

2011- None received.

5. MATTERS ARISING FROM PREVIOUS MINUTES –

Japanese Knotweed at Trannack Mill – The clerk has received a response from CC to say that senior managers are currently looking into the legal advice but at present they can confirm: There is no duty on the Council to act and there is no duty on the landowner to control or report the Japanese knotweed. However, failure to control Japanese knotweed may leave a landowner at risk of legal action for private nuisance if the Japanese knotweed adversely affects adjoining property. Japanese knotweed encroaching onto adjoining land is not a statutory nuisance. Causing Japanese knotweed to spread in the wild could be an offence under Section 14 of the Wildlife and Countryside Act 1981. Cornwall Council has powers to require a landowner to control Japanese knotweed but it is likely that these powers would only be used in exceptional cases where the Japanese knotweed is having a significant adverse impact on others and cannot be resolved through negotiation or private action or the Japanese knotweed is having a significant impact upon CC land. Discussions took place and it was proposed by Cllr. A. Williams and seconded by Cllr. Mrs. Penrose that the clerk contact Cornwall Council and ask them to monitor the Japanese Knotweed situation.

Roseawen Woods at Sithney Green – The clerk has received an update from Mr Viners at Cornwall Council to say that he is currently waiting on the owners to reply to his notice by the end of next week, at which time he will update the PC further.

It was Proposed by Cllr. P. Martin and seconded by Cllr. A. McDonald to suspend standing orders and discuss item 22 next.

Coastline Heads of Terms.

Cllr. Mrs. Pascoe advised members that they had all been circulated the heads of terms received from Coastline and that the PC needed to instruct a solicitor to act on SPC's behalf. Discussions took place and it was proposed by Cllr. P. Martin and seconded by Cllr. Mrs. Penrose that the PC appoint Borlase and Co to act on SPC's behalf.

Amy Jenkin spoke on behalf of Coastline Housing to advise that they are near completion in terms of starting the new builds. Coastline have grant funding to deliver the scheme by starting on site by the end of the financial year 31.03.16. Coastline are close to finalising contracts with the land owner and the contractor Kier. Amy advised that Coastline need to agree the transfer with SPC before finalising contracts. The open space car park will be tarmacked and seeds planted before the completion with SPC. Members asked how long until people are living in the new homes, Amy advised within 12 months of starting on site people will be able to move in. Cllr. P. Martin asked will the car park be adopted to state road standards. Amy advised it will be built to adoptable standards. Cllr. P. Martin also asked who would be responsible for maintenance costs for the open space, and that similar transfers had included a maintenance period for a set period of time. Amy was not aware that there was any agreement in place for this and members agreed to go away and consider this for agreement at the January 2016 meeting. Cllr. A. McDonald asked on what basis are the affordable homes allocated. Amy explained that they are let through the Cornwall Council Home seekers register to applicants with local connection to Sithney first, then if there is not enough interest to those with local interest in the secondary neighbouring parishes to Sithney. Lastly to people in Cornwall, however that is very unlikely to happen as there are 18 affordable homes and there has already been an expression of interest from 24 people in the parish.

6. PUBLIC PARTICIPATION –

Thelma Bedwell – Spoke on behalf of Lowertown Community Group to thank the parish for the notice board at Lowertown, and the clerks help in getting the key to move it. Sithney over 60's Christmas Party will be held on the 16th January 2016 at Nancegollan Village Hall.

7 POLICE REPORT – Despite several requests the clerk has not received a report this month. The clerk has been advised that the online crime list for the area takes around 3 months to update so will not be current. It was discussed and agreed that the clerk should email the Police Headquarters at Middlemoor to advise of the situation, and to try and ensure reports are received for future meetings, proposed by Cllr. P. Martin and seconded by Cllr. A. Williams.

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8. CHAIRMAN'S COMMENTS – Cllr. Mrs. Pascoe was holding the chair for the evening and advised she had nothing to discuss under chairman's comments.

9. COUNCILLORS' QUESTIONS AND COMMENTS –

Cllr. A. Williams has taken a great deal of interest into the weekly Rural Services Network emails he has been receiving and has looked into the vulnerability of the old, young and elderly in the area. On the 2011 census the elderly population of Sithney was 28.8 %, 4 years later that is now probably nearer the 35% mark. With this in mind Cllr. A. Williams has spent some time talking to parishioners and found that a common issue within the parish is Transport. Cllr. A. Williams would like to see SPC have a vision for the future to discuss and implement a car / transport scheme to help parishioners. A community hub / hall within the parish is also something that would benefit the community as it does in other neighbouring parishes, somewhere for the young, old and elderly to meet. It was proposed by Cllr. A. Williams and seconded by Cllr. P. Martin that the clerk looks into the car scheme in Feock and add to January's agenda for further discussion.

Cllr. A. McDonald – Advised that a parishioner in Coverack Bridges had photographed wild deer in the area, and that once the PC has its new website up and running these pictures could be uploaded for the community to view.

Cllr. P. Martin advised that he too had a large growth of Japanese Knotweed adjoining his property on the Breage border.

10. CORNWALL COUNCILLOR'S COMMENTS – Cllr Keeling advised that November had been a busy month which included a County Council Network Meeting at Guilford in Surrey, which Cllr Keeling attended as the leader of the Conservative Group at Cornwall Council. The main theme was devolution and the shift of power to local councils. Double Devolution was also touched on and the associated problems surrounding funding and capacity for town and parish councils. John Pollard, Leader of CC, gave a presentation on the Deal for Cornwall and the progress since the deal was signed off in July this year.

The Autumn Statement and Spending Review was given by the Chancellor on the 25th of November and some of the key points that Cornwall Council include:

- The creation of a social care precept (of up to 2% above the existing threshold) to give local authorities the ability to raise new funding to spend exclusively on adult social care.
- Confirmation of the abolition of Uniform Business Rates by the end of this Parliament with 100% of Business Rates being retained by local authorities. This will be alongside the phasing out of Government grant.
- Councils will be able to keep 100% of receipts on assets that they sell to spend on the 'reform of local services'
- Introduction of a new 3% surcharge on stamp duty for buy-to-let properties and second homes.
- The housing budget will be doubled to £2bn per year to make house building a priority, with more than 400,000 "affordable homes" to be built in England.

Also on the agenda was the selection of a new Chief Executive Officer for Cornwall Council and Cllr Keeling was a member of a wider "all-party" panel that finally made a decision after what was an exhaustive process lasting many months. The appointment was confirmed at full council on Tuesday last week and a lady, Kate Kennally, will be taking up post in January 2017. Cllr Keeling was very much struck with the professionalism of all the final four short-listed candidates; but of course there can only be one and Kate stood out as being the one that will positively take us into the next decade.

On a more down to earth matter Domestic Abuse Awareness Week is supported by Cornwall the Council with the Safer Cornwall Partnership to raise awareness of this very important issue. Domestic abuse is the abuse of power and control over one person by another and can take many different forms. We know that this type of abuse presents the highest overall risk to communities in Cornwall. We also know that reports of domestic abuse are higher locally than the average for similar areas elsewhere in the country. It is important to be aware of this issue and report incidents accordingly.

A bombshell was dropped on us recently in the guise of a boundary review for Cornwall Council and some of you will recall the changes to electoral boundaries over the past few years. Though it is still at an early stage the Boundary Commission have stated that we are in Intervention triggered by electoral imbalance (issue is equal votes). Though the council was aware of the need for a complete review of the electoral boundaries it was understood that this would begin in 2017 following the local elections. The programme of events and consultation will now lead up to a final recommendation being published in January 2017 with implementation before the main Cornwall Council Elections making it difficult for the council and prospective candidates to prepare. Cllr Keeling can see a reduction in the number of Cornwall Councillors and an increase in the number of electors per councillor. This is no bad thing but the short time scales may, once again, result in a compromise on local representation rather than the production of effective and convenient local government and possibly a splitting of parish and town boundaries.

Locally, Cllr Keeling has not been too busy due to his health issues (improving fast); but Cllr Keeling is disappointed that his addendum at the last planning committee meeting was not read out; but nevertheless the salient point was taken into consideration by the committee.

11. Planning Applications To consider recommendations to planning applications received: -
Applications

Planning Applications To consider recommendations to planning applications received: -
PA15/10111 - Land North of 8 Merther Close Merther Close Sithney, TR13 0RW – New Detached Dwelling.
It was proposed by Cllr. A. Williams, seconded by Cllr. A. McDonald, 4 in favour, 1 abstained that the council objects to this application as it is felt that in view of the local needs of the community the site could accommodate 2 bungalows or 2 flats rather than one house and provide much needed local homes for the elderly population which would free up family homes in the area occupied by single people for local families. The objection takes into consideration the Community Impact assessment that was carried out that the PC feel has not taken into consideration the comments we have made above.

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PA15/09117 – Pednavounder Farm, Sithney, Helston – Listed Building Consent for change of use and conversion of two storey traditional Farm Buildings to create a residential dwelling. It was proposed by Cllr. A. McDonald, seconded by Cllr. Mrs. Penrose 4 in favour, 1 abstained that the council supports this application as the PC feel that the build is using like for like materials.

Enforcement

EN14/00673 and PA13/03435/PREAPP - Lowena, Lowertown Helston – The clerk has been advised by Joanne Patient at Cornwall Council that the tents have now been removed, and that the Chalets have been found to be permitted development. Miss Patient is waiting to hear if the toilets / showers have been removed.

Approval

PA15/10109 | Submission of details to discharge condition 5 in respect of decision notice PA15/05875 | Crowntown Car Sales Crowntown Filling Station Crowntown, TR13 0AD -Discharge of conditions not all conditions agreed.

Helston Railway Update – The clerk has received a letter from CC which has been circulated to all Cllrs stating that the ‘The appeal will now be decided on the basis of an informal hearing on a date yet to be arranged’. We will be contacted again once a date for the hearing has been confirmed.

Paperless Planning Applications – The proposed go-live date for paperless plans is January 2016 with an extension until April 2016 for those councils not yet ready.

12. PUBLIC RIGHTS OF WAY –

Bridleway 230/30, Sithney – Is still closed with no known re-opening date at this stage.

Tregoose to Black Arch – 230/8/1 – The clerk has contacted Cormac to request the large footpath signs, rather than the small ones they had previously sent. Unfortunately, they have advised we are unable to have the large signs that go where a PROW meets a junction but have suggested planting a wooden post and painting the whole of the top 6 inches of the post with the appropriate colour. Cllr. Mrs. Pascoe advised that she had spoken to Cllr. Bickford- Smith and that he was happy to discuss with the land agent.

Tregoose to iron Bridge – 230/8/1 – The clerk has put in a modification request to CC and has received the Modification order pack and forms which are being checked by Cllr. Mrs. Pascoe with a view to getting the required signatories from parishioners.

13. REPORT OF THE CLERK & CORRESPONDENCE

Rural Services Network – Rural Transport November 2015

Cornwall Sports Partnership - Sportivate to inject £100,000 into sport for young people in Cornwall

Helston & The Lizard Community Network Panel – next meeting 02.12.15 at Cury Village Hall at 6pm.

Safer Cornwall Community Safety Newsletter

Rural Services Network Weekly Bulletin 09/11, 16/11, 23/11

PCDT November 2015 E-Bulletin

CC – Open Doors Public Events 2015

Rural Services Network – Rural Opportunities Bulletin

CC – Pots, Tubs & Trays Recycling scheme starts 30.11.15

14. FINANCE

14a) To consider the following accounts for payment: Approval of schedule of payments and sign.

	£
Mrs Jodie Ellis – Clerk (Salary & Expenses)	415.40
Cornwall Council (LGPS) – Clerk	67.05
CALC – WWYC Clerk Training	288.00
The Royal British Legion Poppy Appeal – Remembrance Wreath Donation	
60.00	
MetroSigns 2000 – New Notice Boards	
<u>5538.00</u>	
	<u>6368.45</u>

Financial Reports by Clerk

b.) Financial report.

The Clerk reported that she had invoices to pay totalling £6368.45 as reported in item 14a. The balance at the end of November on the Current Account is £9,158.12 and on the Business Saver £33,561.18. These are considered adequate to undertake the work of the Parish Council. It was proposed by Cllr. A. Williams, and seconded by Cllr. P. Martin that the report be accepted. All in favour.

Approval of Monthly. The accounts to the end of November had been circulated but they do not include the payments drawn on 01st December. It was proposed Cllr. A. McDonald, and seconded by Cllr. A. Williams 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 bus shelter at Crowntown was still damp and littered. Cllr. Mrs. Pascoe asked all members when they are passing to stop and look into.

14c) Bank Signatories – The clerk reported that the new mandate change form has not yet reached Barclays, but is now completed.

14d) PC Laptop Insurance 2 Year or 3 Years Cover – As agreed at the meeting on the 03rd November 2015 to insure the new laptop with currys, the PC has the option to insure at a cost of £159.00 for 3 years (£4.41 per month) or £199.00 for 5 years (£3.31 per month). It was discussed and highlighted by Cllr. P. Martin that the insurance cost is a substantial way towards the cost of a new laptop, however it was highlighted that as the clerk needs to carry the laptop to and from meetings that it should be insured. It was proposed by Cllr. A. Williams, seconded by Cllr. A. McDonald, all in favour that the PC insure the laptop for 5 years.

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15. Notice Board update and Insurance – The notice boards have been delivered to the contractor on the 30th November and he is hoping to start fitting them Thursday 3rd December. The Lowertown old notice board has been moved to the opposite side of the road to allow the new board to go in its place. The clerk has contacted Zurich to insure the new boards in addition to the old boards, and they have agreed to waive any fees until the renewal next year.

16. Website Specification – The clerk has circulated the specification to all members. Cllr. Mrs. Pascoe asked if any Cllrs had any issues, none were identified. It was proposed by Cllr. Mrs. Penrose, seconded by Cllr. A. McDonald, all in favour that the clerk signs the specification.

Website Article – Macmillan Cancer Support – The clerk has been contacted by Macmillan Cancer support to place an article on the PC website which has been circulated to all Cllrs. It was Proposed by Cllr. A. McDonald, seconded by Cllr. A. Williams all in favour that the clerk places the article on the PC website.

17. Damaged Road Boards and Railings – Further to the issue being raised at last month's meeting the clerk has contacted Cormac who have advised that if we can supply a list identifying all the locations then they will visit and report back to us. Cllr. A McDonald advised he has started taking pictures of those that need repair, and will bring to January's meeting for members to agree before clerk forwards list to Cormac.

18. Cllr Registration for use of email – CALC have supplied a template form for all Cllrs wishing to receive meeting documents by email to complete and sign. This has been circulated to all Cllrs. Any Cllrs wishing to receive their meeting documents by email must sign a form and pass to the clerk.

19. Maps – The clerk has contacted Cormac to ask if we are able to place the Sithney Definitive map on our website for Parishioners and has been advised that 'They cannot authorise this as the maps are crown copyright'. PROW are available on Cornwall Council's online interactive mapping facility. The clerk asked which Cllrs do not have access to a large Sithney Map showing the bridleways / footpaths. Cllr. A. McDonald and Cllr. A. Williams were the only members who did not have maps. The clerk gave one large map and one laminated one to Cllrs. A. Williams and Cllr. A. McDonald.

20. Sithney Bus Shelter– Cllr. A. Williams reported that there is an overhanging tree that is on Coastline's land that is dripping deposit on the bus shelter causing it to turn green. It was agreed that the clerk contact Coastline to lop the tree accordingly.

Exit road from Sithney village onto B3302 Helston/Hayle Rd – Cllr. A. Williams advised that the issue of BT engineer vans that carry out work on the poles near the exit are parking their vans to near to the edge causing an obstruction to people turning out onto the B3302. It was agreed that the clerk contact BT to ask them to park further away from the junction.

21. Set Precept for 2016/2017, Revised 3 year budget forecast – The Clerk, chairman, Cllr. A. McDonald and Cllr. A. Williams met on the 17th November 2015 to discuss the budget and precept for next year, the results of this meeting have been circulated to Cllrs. The clerk reported that Budget discussions took place and all Cllrs were in agreement that there should again be no carry forward from the 16/17 budget to the reserves. It is anticipated that £2000 may be drawn down from the reserves by the end of March 2016 due to the purchasing of the new Notice Boards and Website. The clerk has been advised that the CTSG has been reduced as anticipated to £571.88 from £778.01 this year. The proposed budget takes into consideration costs for next year, including increasing the Parish Development Plan to £1500, and should see a maximum overall year end position of £776.00 being added to the reserves.

It was agreed that the recommendation to full council was to keep the precept at £13,514 the same as this year's 2015/2016 budget. The recommendation to full council is that the projected reserves of £35,116 as at 31.03.16 should be split between the following projects:

Community Hall / Projects	£15,000	
Car Share scheme		£2000
Finance	£5000	
Elections		£4000
Cornwall Council Services	£8000	
PROW	£1116	

£35,116

During the budget meeting it was highlighted those possible projects that could be run to use the reserves would be:

- Development of the Community Hall for the Parish / council adjacent to Sithney School.
- Introduction of a car share scheme for parishioners.
- Possibility of Defibrillators for the two Parish Schools.

It was proposed by Cllr. A. Williams, seconded by Cllr. A. McDonald, all in favour that the clerk requests a precept of £13,514 for the 2016/2017 year from Cornwall Council.

22. Coastline Heads of Terms – Moved to after Item 5.

23. Co-Option – The adverts have been placed on all notice boards and the Parish council website with a closing date of the 20th December 2015 so that any completed forms can be circulated to members prior to January's meeting.

24. School Governors Report – Cllr. Mrs. Pascoe reported that Sithney had received an Ofsted inspection today. The 18 cluster schools in the area were looking into forming a trust to move forward so that each school has its own identity but the support of each other in a possible Trust Academy. This would create the sharing of specialist teaching staff such as the Early Years teacher at Trannack supporting the other schools to develop their early years. It will take a few years to set up but a committee has been established to take the idea forward.

25. Clerks Annual Review - Exclusion of press and public under SO 7 "That in view of the confidential nature of the business about to be transacted, it is advisable that in the public interest that the public and press be temporarily excluded and they are instructed to withdraw" – Moved to separate confidential page.

26. TIME AND DATE OF NEXT MEETING – Tuesday 5th January 2016 at 7.30pm at Trannack School.

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25. Clerks Annual Review - Exclusion of press and public under SO 7 "That in view of the confidential nature of the business about to be transacted, it is advisable that in the public interest that the public and press be temporarily excluded and they are instructed to withdraw"

The clerk left the meeting.

The clerks annual review took place with Cllr Bickford-Smith on the 11th November 2015. Discussions took place and the following items were agreed to be proposed to Full Council for approval. One salary point increase to SPC19. Hours of Work – These should be increased to 49 to reflect the additional work on website and the complexity of the Transparency Code that the clerk is already carrying out. Office Equipment is now owned by SPC once the new printer is purchased and therefore the clerk's contract needs to have the office equipment depreciation payment removed. The Training Courses the clerk has undertaken to date have been beneficial. The clerk would like to attend Forward Planning, Budget & Precept Setting and Annual Meetings in the future as she believed these to be beneficial.

Full council discussed the annual review and it was Proposed by Cllr. A. Williams, seconded by Cllr. A. McDonald, all in favour that the clerk moves up to salary scale 19 and increases hours to 49 per month.