

# SITHNEY PARISH COUNCIL

Chairman: Peter Bickford-Smith

Clerk to the Council  
Mrs. Jodie Ellis  
07855774357

Trannack Farm  
St Erth  
Hayle TR27 6ET

6/16

## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT TRANNACK SCHOOL ON TUESDAY 3RD MAY 2016, AFTER THE ANNUAL PARISH MEETING

### Present: -

Cllr. P. Bickford-Smith  
Cllr. Mrs. A. Pascoe  
Cllr. Mrs. L. Penrose  
Cllr. P. Martin

Cllr. E. Williams  
Cllr. A. McDonald  
Cllr. Mrs. J. Daybell

Parish Clerk Mrs. Jodie Ellis and 3 members of the public

1. **ELECTION OF CHAIRMAN FOR PARISH YEAR 2016-17** It was proposed by Cllr. Mrs. A. Pascoe, seconded by Cllr. Mrs J. Daybell and carried unanimously that Cllr. P. Bickford-Smith is elected as Chairman.
2. **TO RECEIVE THE CHAIRMAN'S ACCEPTANCE OF OFFICE** - The Chairman signed his Declaration of Acceptance of Office.
3. **TO RECEIVE CONFIRMATION FORMS OF FINANCIAL AND OTHER INTERESTS FROM COUNCILLORS.**  
All Councillors signed a new form to confirm their interests.
4. **ELECTION OF VICE-CHAIRMAN FOR PARISH YEAR 2016-2017** - It was proposed by Cllr. P. Bickford-Smith, seconded by Cllr. P. Martin and carried unanimously that Cllr. Mrs. A. Pascoe is elected as Vice-Chairman.
5. **APOLOGIES FOR ABSENCE** were received from Cllr. L. Hutchinson and Cornwall Cllr. J. Keeling.
6. **DECLARATIONS OF INTERESTS FOR ITEMS ON THIS AGENDA** – were received from Cllr. P. Bickford Smith for a Disclosable Financial Interest in Item 26 Helston Railway and Sithney School and Cllr. Ms E. Williams declared a Disclosable Pecuniary Interest in Item 26 Planning at Chyreen Farmhouse.
7. **TO CONSIDER APPOINTMENT OF COUNCILLORS WITH SPECIAL RESPONSIBILITIES FOR;**

Public Rights of Way	Cllr. Mrs. L. Penrose, Cllr. Mrs. A. Pascoe and Cllr. A. McDonald
Regeneration	Cllr. Ms. E. Williams
Audit and Risk Assessment (2)	Cllr. A. McDonald and <b>Cllr. L. Hutchinson</b>
Planning Advisory Panel	Cllr's. Ms. Williams, Pascoe, Mc Donald
Communications & CALC	Cllr. Mrs. Penrose
Liaison with Cornwall Council	Cllr. Martin
Waste and Re-Cycling	Cllr's Martin and Mrs. J. Daybell
Transport & Highways & Environment	Cllr. Bickford-Smith
Police and Victim Support	Cllr. <b>Ms Williams</b>
Sithney School	Foundation Governor Cllr. Bickford-Smith
Trannack School	Community Governor – Cllr. A. Pascoe
Affordable Housing	Cllr's. Mrs. Pascoe and Ms. L. Hutchinson
Sithney Transport Scheme (S.A.S)	Cllrs. Mrs. A. Pascoe and Cllr. Mrs. L. Penrose

There were no other responsibilities at the present time
8. **APPOINTMENT OF MEMBERS TO SERVE ON OUTSIDE BODY: - HELSTON FRAMEWORK GROUP** – currently Cllr. A. Pascoe. **Community Network Panel** – Cllr. Mrs. A. Pascoe  
It was proposed by Cllr. A. McDonald, seconded by Cllr. Mrs. J. Daybell, and carried unanimously that the above responsibilities are correct for the coming year.
9. **TO CONFIRM APPROVED STANDING ORDERS** - It was proposed by Cllr. Mrs. J. Daybell seconded by Cllr. Mrs. L. Penrose and carried unanimously that these be confirmed. The Chairman signed them.
10. **TO CONFIRM FINANCIAL REGULATIONS** - It was proposed by Cllr. A. McDonald seconded by Cllr. P. Martin and carried unanimously that these be confirmed. The Chairman signed them.
11. **TO CONFIRM 3 SIGNATORIES FOR SITHNEY PARISH COUNCIL ACCOUNTS AT BARCLAYS BANK**  
It was proposed by Cllr. P. Martin, seconded by Cllr. Mrs. J. Daybell, and unanimously agreed that the current signatory list of Cllrs. P. Bickford-Smith, Mrs. A. Pascoe and Ms. E. Williams will continue for 2016.
12. **TO REVIEW MEETING DATES FOR THE FORTHCOMING YEAR** – It was proposed by Cllr. Mrs. J. Daybell, seconded by Cllr. Mrs. L. Penrose and carried unanimously that the meeting dates for 2016 being 7/06, 05/07, 02/08, 06/09, 04/10, 01/11, 06/12, 03/01/17, 07/02/17, 07/03/17, 04/04/17 & 02/05/17 are agreed.

- 13. REVIEW INVENTORY OF LAND AND ASSETS** It was proposed by Cllr. Mrs. J. Daybell, seconded by Cllr. P. Martin and carried unanimously that this be agreed with the addition of 'Plovers Field' valued at £1.00 and the Chairman signed the register.
- 14. REVIEW AND CONFIRM INSURANCE COVER IS ADEQUATE** – The clerk has received notification that the Insurance Premium is £378.73 for the year, however if the Parish wish to only insure the old notice boards for Public Liability the premium reduces to £345.55. It was proposed by Cllr. P. Martin, seconded by Cllr. Ms. E. Williams and carried unanimously that the council should pay the premium of £345.55 and reduce the cover of the old notice boards to Public Liability only and the Chairman signed a copy of the policy document.
- 15. REVIEW COUNCIL'S/EMPLOYEES MEMBERSHIP OF BODIES** – It was proposed by Cllr. Ms. E. Williams seconded by Cllr. Mrs. J. Daybell and carried unanimously that the memberships continue. The Current charges are CALC £280.29 (2016/17), SLCC £103 (15/16)
- 16. CONFIRM CURRENT COMPLAINTS PROCEDURE** – The CALC model which had been personalised for this Council was approved in 2013. It was proposed by Cllr. Mrs. A. Pascoe, seconded by Cllr. Mrs. J. Daybell and carried unanimously that this was still valid and was signed by the Chairman.
- 17. CONFIRM PROCEDURE FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT AND DATA PROTECTION ACT 1998** - The CALC model which had been personalised for this Council was approved in 2013. It was proposed by Cllr. A. McDonald, seconded by Cllr. Mrs. A. Pascoe and carried unanimously that this was still valid and was signed by the Chairman.
- 18. CONFIRM POLICY FOR DEALING WITH PRESS/MEDIA** – The policy drawn up in 2013 was still considered to represent a clear chain of command. It was proposed by Cllr. A. McDonald, seconded by Cllr. Mrs. L. Penrose and carried unanimously that this was still valid and it was signed by the chairman.
- 19. CONFIRM COUNCIL POLICIES AND PROCEDURES INCLUDING S 137** It was proposed by Cllr. Ms. E. Williams, seconded by Cllr. A. McDonald and carried unanimously that these were correct and they were signed by the Chairman.
- 20. ACCEPTANCE OF MINUTES** – The Minutes of the Ordinary Meeting held at Sithney School on 5th April, 2016 were proposed by Cllr. Mrs. A. Pascoe, seconded by Cllr. Mrs. J. Daybell and unanimously agreed as a correct record and were signed by the Chairman.
- 21. MATTERS ARISING FROM THE LAST MINUTES** held on 5<sup>th</sup> April 2016.
- Defibrillators** – The clerk has written to both schools within the Parish to identify if either would be interested in having the defibrillators located in the school grounds, but as yet has not heard back. Cllr. Mrs. A. Pascoe advised she thought that due to the rural locality of Sithney the Defibrillators would not be accessible enough. It was agreed to wait to hear from the Schools and report back at the June meeting.
- Litter Bins and Reporting Litter Dropping** – The clerk has made enquiries to CC about the possibility of purchasing some Litter bins for the parish. As a guide the small post mounted bins are £49.99 +vat from the supplier CC use and as a guide Cory would charge £3.80+vat per empty for this size. There are several types of bins available in different sizes, of which the emptying cost would also vary. Cornwall Council have advised that if anyone witnesses someone dropping Litter or fly tipping then they need to phone the Council and speak to someone in Public Health's Enforcement Team. Cllr. A. McDonald advised he thought that Litter Bins should not be purchased and that the current method of picking up litter and taking it home is the best option. All agreed.
- 22. PUBLIC PARTICIPATION**
- Di Mickler spoke in agreement to Cllr. A. McDonald's comments that the purchase of litter bins would be a waste of council money and would not be used.
- Thelma Bedwell asked for the name of the affordable Housing scheme at Crowntown to be repeated. Cllr. P. Bickford-Smith advised it is Plovers Field.
- 23. CHAIRMAN'S COMMENTS** – Cllr. P. Bickford-Smith advised that the council had received an enquiry from a member of the public regarding an ex-Councillor of Sithney to which the clerk has replied.
- It was agreed further clarification would be given in Part 2.
- COUNCILLORS' QUESTIONS AND COMMENTS** 24 hours notice in accordance with Standing Orders Advisable
- Cllr. Mrs. J. Daybell raised the issue of parking outside of Sithney School as several parishioners had brought it to her attention. Cllr. P. Bickford-Smith agreed it was a major issue and that he had been advised that where there is a 20mph limit then a chicane must be present. Cllr. P. Bickford-Smith had been advised that parking on double yellow lines and zig zags outside of a school was not illegal. Cllr. P. Martin advised he thought his was not correct. Cllr. Mrs. A. Pascoe suggested asking the police to drop in every so often at pick up / drop off time may reduce the number of people parking on the double yellow lines. It was proposed by Cllr. Mrs. J. Daybell, seconded by Cllr. P. Martin, all in favour that the clerk would gain clarification and contact the School and the police.
- Cllr. Mrs. A. Pascoe advised that when she and Clive Perrin met with highways towards the end of last year regarding the condition of several road areas within the Parish it was advised that there was not enough money in the budget that Financial year. As we are now in a new financial year could the clerk contact Highways again in particular to the road condition between Chynhale and the back entrance of Trevarno and Sithney Green to Tregoose.

Cllr. Mrs. A. Pascoe also advised that a member of the public has a CD of the tide maps of Sithney which was purchased from the county records office for around £18.00, would it be possible for the clerk to look into costings etc and report back as the CD would be very useful for Cllrs and perhaps the website.

- 24. CORNWALL COUNCILLOR'S COMMENTS** - Cllr John Keeling reported that Full council on the 26th saw a lively debate on the issue of the government's plan to force academies on schools. The word "forced" was the real basis of the debate and not the prospect of our schools becoming academies; and with all of the Lizard now Multi Academy Trusts and the rest of the Helston-Lizard area following suit voluntarily it means that the government and not the local authority will be responsible for running our schools. Nevertheless, the council will still retain the responsibility for school admission and ensuring the needs of vulnerable pupils are met, support for children with SEN, corporate parenting, a champion for all parents and families and coordinating admissions and admission appeals. Cllr Keeling has been helping out when he can, with by elections in North Cornwall and it seems that a couple more will be on the cards for July in the Newquay and North Cornwall area. As the official Leader of the Opposition at County Hall, Cllr Keeling regularly meets with the new CEO Kate Kennally and also the leader of the council John Pollard to discuss whether the council is achieving decent and meaningful outcomes for all our residents and how these can be measured to enable services to be delivered better. Listening to what people say is a good start! More importantly, Cllr Keeling has been trying to sort out a number of matters within the division passed on to him by his partners (Parish Councils) and local people. Enforcement matters are a never ending source of irritation to our communities and without pointing fingers at anyone they are being looked at by our officers and report back to me in due course. Cllr. Keeling has met with Carolyn Drayson of Troon Row about the condition of what is a byway which serves as an entrance to the row of properties in Troon Row. Cllr Keeling recalls the tarmac surface being installed as a one-off to the entrance where the byway meets the highway as a sustainable solution to alleviate the pressure on the junction at that point. The rest of the byway is considered to be at a standard commensurate with a byway and repair work would be like-for-like surfacing materials on the unbound surfaces. Cllr Keeling would like to meet with Carolyn and her neighbours this month at his surgery to discuss a course of action, which is similar to the problem he encountered in Hendra Close, Ashton. Cllr Keeling drove out to a property, "Penvounder", on the Hayle Road before the turn-off to Sithney to look at dangerous and inconsiderate parking on a junction and the Highway Steward is looking into the matter and will get back to him asap. All Cllrs expressed their Thanks for Cllr. Keelings report and sent their best wishes to him for a speedy recovery.

**25. PLANNING - To consider recommendations to planning applications received including: -**

**Applications:**

**PA16/03237** - Sithney Community Primary School Crowtown Helston Cornwall - Proposal Multi-use room extension to existing staff room and internal alterations to the reception area. Cllr. P. Bickford-Smith declared an interest as in item 6 above. Cllr. Mrs. A. Pascoe advised herself and Cllr. A. McDonald met to view the plans and Cllr. Mrs. A. Pascoe contact the Head teacher at Sithney School as there were concerns over the access to the Head teacher being through the staff room. The head teacher advised she was happy with this design. It was proposed by Cllr. Mrs. A. Pascoe, seconded by Cllr. Mrs. L. Penrose, 6 in favour, 1 abstained that SPC supports this application.

**PA16/01424** – Pednavounder Cottage, Sithney, Helston, Cornwall – 1. Repair Chimney 2. Replace deteriorated windows and doors 3. Re wire internal electrics 4. Renovation of original fire place 5. Install mains gas combi boiler and radiators 6. Re-plaster interior walls 7. (Retrospective) replace 4 floor joists. Discussions took place and it was proposed by Cllr. Mrs. A. Pascoe, seconded by Cllr. A. McDonald, 6 in favour, 1 abstained that SPC supports this application.

Cllr. Ms. E. Williams left the room at 8pm.

**PA16/02345** – Chyreen Farmhouse, Tregathenan, Sithney, Cornwall – To create an equestrian sand school with a correctly drained all weather surface (not flood lit) 40m x 20m, enclosed by post and rail fencing in paddock adjacent to existing yard/outbuildings. Discussions took place and all Cllrs agreed that they could not see any issues with this as it was a flat area. It was proposed by Cllr. Mrs. A. Pascoe, seconded by Cllr. A. McDonald, 5 in favour, 1 abstained that SPC supports this application under the condition that it is for personal use.

Cllr. P. Bickford-Smith left the room at 8.10pm, and Cllr. Mrs. A. Pascoe took the chair.

**Appeals:**

**PA15/02494** – Helston Railway Preservation Society, Trevarno Farm, Prospidnick, Helston - Appendix 1 of the applicants Rebuttal Statement submitted in November 2015, the appellants have included cross-section plans. The Planning Inspectorate has asked for comments to be submitted by the 4<sup>th</sup> May 2016 solely on the cross-section plans in Appendix 1.

Discussions took place and the plans that have just been submitted to Cornwall Council were projected onto the screen for all Cllrs to view. Cllr. Ms. E. Williams advised it looked as though the track was going lower into a cutting. Cllr. P. Martin agreed that this would improve sound proofing.

Cllr. Mrs. A. Pascoe advised she had concerns as to where the material that is excavated would go as this was not answered at the enquiry. It was proposed by Cllr. Mrs. A. Pascoe, seconded by Cllr. Ms. E. Williams, all in favour that the clerk would email the inspector the following response on behalf of Sithney Parish council.

Sithney Parish Council note that the new cross section plans will generate large amounts of spoil. Could this spoil be used to form a more effective screening and sound proofing for the railway?

Cllr. P. Bickford-Smith returned at 8.22pm and retook the chair.

## 26. PUBLIC RIGHTS OF WAY

Footpath 230/8/1 – Tregoose to Tregadjack – Modification Order – Cllr. Mrs. A. Pascoe advised that she has not yet submitted these to Cornwall Council as she has one more to do.

Footpath 8/1 – Black Arch to Tregoose – Footpath Signs – Cllr. P. Bickford-Smith advised the landowner was looking into purchasing the signs himself.

## 27. REPORT OF THE CLERK AND CORRESPONDENCE

Rural Services Network – Rural Opportunities Bulletin

Communities and Devolution – March 2016 Newsletter – Bags of Help Funding from Tesco

Communities and Devolution – Planning Newsletter – April 2016

RSN – Weekly News – 11/04, 18/04, 25/04

Communities and Devolution – Devolution of Public Toilets Update – April 2016

CC - Neighbourhood Planning Training Workshops

Rural Vulnerability Service – Rural Broadband – April 2016

Local Devolution Fund

Rural Services Network – Rural Housing Spotlight

CC – Communities PAC to meet 27.04.16

CALC – Notification re neighbourhood right of appeal

## 28. FINANCE

**Risk Assessment** – A copy of the updated Risk Assessment dated 27/04/2016 had been sent to all Councillors. It was proposed by Cllr. Mrs. A. Pascoe, seconded by Cllr. Mrs. J. Daybell, and carried unanimously that the Chairman signs the document.

**To approve the final and end of April budgetary control statements and Receipts and Payments Account for end of April** - A copy had been given to all Councillors. It was proposed by Cllr. Ms. E. Williams seconded by Cllr. P. Martin and carried unanimously that these be approved as a correct record, and the chairman signed them.

The Notices for the Annual Audit will be displayed on the Notice Boards after being approved this evening.

**Independent Audit** - David Gallie had carried out the Internal Audit on 21<sup>st</sup> April. He confirmed that the financial records relating to all activities of the Council had been made available for examination which enabled him to carry out the necessary checks to ensure that the Council complies fully with legislation through its Financial Regulations, Standing Orders, and Risk Assessments which are reviewed on a regular basis.

He stated that all records are kept to a good standard and he had completed the Internal Audit Section of the Annual Return accordingly. All Cllrs expressed their thanks to Mr Gallie.

He asked that his fee of £75 be paid. It was proposed by Cllr. Mrs. A. Pascoe seconded by Cllr. Ms. E. Williams and carried unanimously that the payment be made.

Mr. Gallie had signed off the accounts as a true record of the Council's transactions for the year, and the Clerk asked for approval of the end of year accounts, and for the Chairman to sign the Receipts and Payments Account, Assets and Section 1 and 2 of the Annual Return. It was proposed by Cllr. Mrs. A. Pascoe seconded by Cllr. Mrs. J. Daybell and carried unanimously that these be approved as a correct record and signed by the Chairman.

### Reserves –

The PC reserves have decreased at the end of 2015/16 financial year by £504 to £35,003

The Reserves stand at: -	£
Cornwall Council Services	10,200
Elections	4,008
Financial Reserves	5,878
Community Projects	14,675
Rights of Way	746
	<b>35,507</b>

The Clerk suggested - Reducing £504 to Elections making a revised reserve of £3,504

Thus making the Reserves: -	£
Cornwall Council Services	10,200

Elections	3,504
Financial Reserves	5,878
Community Projects	14,675
Rights of Way	746
	<b><u>35,003</u></b>

It was proposed by Cllr. P. Martin seconded by Cllr. A. McDonald and carried unanimously that the above reserves be agreed.

**To consider the following accounts for payment:**

It was proposed by Cllr. P. Martin, seconded by Cllr. A. McDonald and carried unanimously that the following accounts be paid: -

	<b>£</b>
Mrs J Ellis - Clerk Salary	514.95
CALC Membership / Subscription 2016/2017	280.29
Zurich - Insurance Invoice	(As agreed under item 14 figure amended to) 345.55
David Gallie – Internal Audit Fees	75.00
CASH – Reimbursement of Petty Cash	9.83
Cornwall Council - LGPS – Contributions for Clerk	<u>87.51</u>
	<b><u>1,313.13</u></b>

**b) Financial Reports by Clerk –**

The Clerk reported that she had invoices to pay totalling £1,313.13 as reported in item 29a. The balance at the end of April on the Current Account is £8,838.79 and on the Business Saver is £32,569.47. These are considered adequate to undertake the work of the Parish Council. It was proposed by Cllr. Ms. E. Williams, and seconded by Cllr. Mrs. J. Daybell that the report be accepted. All in favour.

**Approval of Monthly Report.**

The accounts to the end of April had been circulated but they do not include the payments drawn on the 03<sup>rd</sup> May. It was proposed by Cllr. A. McDonald, and seconded by Cllr. Mrs. J. Daybell 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 Sithney has been cleaned thanks to the efforts of Cllr. A. McDonald.

**29. Co-Option** – The clerk has advised Cornwall Council Electoral services of the Parish council vacancy, and is awaiting the notices.

**30. School Governors Report** – Cllr. Mrs. A. Pascoe reported that Trannack will soon be able to publish their Ofsted report results, and that the school were pleased.

**31. TIME AND DATE OF NEXT MEETING** - Tuesday 7<sup>th</sup> June 2016 at Sithney School.

**It was proposed by Cllr. Mrs. A. Pascoe, seconded by Cllr. A. McDonald, all in favour to Exclude 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”.**