

SITHNEY PARISH COUNCIL

Chairman: Philip Martin

Clerk to the Council
Mrs. Pauline Williams
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Briar Cottage,
Burras, Wendron
Helston TR13 0HU

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT SITHNEY CP SCHOOL
ON TUESDAY 1ST MAY, 2012 AFTER THE ANNUAL PARISH MEETING**

Present:-

Cllr. P. Martin	Cllr. R. Ashmore
Cllr. B. Deacon	Cllr. T. Martin
Cllr. M. Morgans	Cllr. A. Pascoe
Cllr. I Paterson	Cllr. E. Williams

Cornwall Councillor Loveday Jenkin

Parish Clerk Mrs. Pauline Williams and 2 members of the public

1. ELECTION OF CHAIRMAN FOR PARISH YEAR 2012-2013

It was proposed by Cllr Mrs. Pascoe, seconded by Cllr. Ms Williams and carried unanimously that Cllr. P. Martin be elected for the ensuing year.

2. TO RECEIVE THE CHAIRMAN'S ACCEPTANCE OF OFFICE

The Chairman signed his Declaration of Acceptance of Office.

3. TO RECEIVE NOTIFICATIONS OF FINANCIAL AND OTHER INTERESTS FROM COUNCILLORS AMENDED WHERE APPROPRIATE

All Councillors (except Cllr. Ashmore who is to complete a new interests form and forward to the Clerk) (Cllr. Mrs. Pascoe completed a new interests form) signed the new form to confirm no change in interests (Cllr. Bickford-Smith had amended his and given to the Clerk prior to the meeting)

4. ELECTION OF VICE-CHAIRMAN FOR PARISH YEAR 2012-2013

Cllr. P. Martin proposed, Cllr. T. Martin seconded that Cllr. Bickford-Smith continue as Vice-Chairman

Cllr. Deacon proposed, Cllr. Mrs Pascoe seconded that Cllr. Paterson be Vice-Chairman

A vote was taken. Cllr. Bickford-Smith received 3 votes and Cllr. Paterson 4. Therefore Cllr. Paterson was elected as Vice-Chairman.

5. APOLOGIES FOR ABSENCE – were received from Cllr. Bickford-Smith and PCSO Ceri Sadler.

6. DECLARATIONS OF INTEREST IN ITEMS ON THIS AGENDA – Cllrs. Morgans and Paterson declared an interest in item 27 Diamond Jubilee Celebrations as members of the committee.

Cllr. P. Martin declared an interest in item 29 update on Affordable Housing as a landlord and landowner.

7. TO CONSIDER APPOINTMENT OF COUNCILLORS WITH SPECIAL RESPONSIBILITIES FOR;

Public Rights of Way Cllrs. Pascoe and Paterson

Regeneration Cllrs. Ashmore and Williams

Transport Cllr. P. Bickford-Smith

Planning Advisory Panel Cllrs. P. Bickford-Smith, Pascoe, Morgans and Paterson

Audit and Risk Assessment (2) Cllr. T. Martin (indicated that he wished to step down but as no one was willing to replace him he agreed to continue temporarily until a replacement was found) and Cllr. Bickford-Smith

Waste and Re-Cycling Cllrs. P. Martin and Cllr. Ashmore

Liaison with Cornwall Council Cllr. Ashmore

CALC Cllrs Deacon and Paterson

Police and Victim Support Cllrs. Ashmore and Williams

Newsletter Cllr. Paterson

Website Cllr. Paterson

Residents complaints regarding mud from fields Cllr. Bickford-Smith

Any other responsibilities - None

8. APPOINTMENT OF MEMBERS TO SERVE ON OUTSIDE BODY

Sithney Charities Cllrs. Deacon and Morgans

9. TO CONFIRM APPROVED STANDING ORDERS

There being no alterations, it was proposed by Cllr. Paterson, seconded by Cllr. T. Martin and carried unanimously that these be confirmed.

10. TO CONFIRM FINANCIAL REGULATIONS

There being no alterations, it was proposed by Cllr. Mrs. Pascoe, seconded by Cllr. Morgans and carried unanimously that these be confirmed.

11. TO CONFIRM 3 SIGNATORIES FOR SITHNEY PARISH COUNCIL ACCOUNTS AT BARCLAYS BANK

It was proposed by Cllr. Ashmore, seconded by Cllr. Morgans and carried that Cllrs. Pascoe, Deacon and Paterson continue to be the signatories.

12. TO REVIEW MEETING DATES FOR THE FORTHCOMING YEAR

It was proposed by Cllr. Ms Williams, seconded by Cllr. Mrs. Pascoe that the dates and venues as at present continue.

13. TO REVIEW CONDITION OF SERVICE OF THE CLERK AND CONFIRMATION OF END OF PROBATIONARY PERIOD ended 1/4/2012 (consider exclusion of press and public on grounds it may involve disclosure of exempt information – Part 1 Schedule 12, local Government Act 1972) See attached letter

It was proposed by Cllr. Paterson seconded by Cllr. Mrs. Pascoe and unanimously agreed that the press and public be excluded as above.

The Clerk asked Council if they wished her to read her report which had been circulated with the agenda. It was agreed this was unnecessary and she left the room

It was proposed by Cllr. Paterson seconded by Cllr. Mrs. Pascoe that the Clerks probationary period be confirmed as satisfactory and that her revised salary scale point be SCP 23 £419.92 per month w.e.f 1/4/2012. This will represent an increase of ¾ of a percent over the budget (£39.04) of £5,000 for 2012/13.

14. ACCEPTANCE OF MINUTES – The minutes of the ordinary meeting held at Trannack School on 3rd April, 2012 were proposed by Cllr. Morgans, seconded by Cllr. Deacon and unanimously agreed.

15. PUBLIC PARTICIPATION

Mrs. Mickler reported that the rubbish reported to the Clerk in March which had been dumped at the Releath Triangle (SW658 305) had still not been removed nor had the railing repairs been carried out. The Clerk to contact CC again.

The Clerk stated that the speed visor had been working on Crowntown Road and will be removed shortly and the information analysed.

16. POLICE REPORT- PCSO Ceri Sadler's report stated that there had been no Crimes reported to the Police for the month of April. This compared to three reported at the same time last year.

In a neighbouring Parish there had been a report of a rogue workman who especially preys on the elderly. At first the simple job of cleaning Fascias is quoted for which can then progress to External Painting and possibly repairs to Driveways. The original quote is quite reasonable but once trust is gained the costs soon escalate.

These reports are being investigated and taken very seriously and anybody aware of any such occurrence in your parish is urged to report straight away on the 101 number.

Cllr Paterson said he would circulate these details to those members of the public who have signed up to e mail.

17. CHAIRMAN'S COMMENTS- Cllr. Martin said that he was going to have a knee operation on 21st May and would be out of circulation for a short while.

18. COUNCILLORS' QUESTIONS AND COMMENTS - Cllr. Mrs. Pascoe said that progress at the Helston Town Framework meetings was slow, but that land surrounding Helston was being looked at with a view to Housing. She therefore felt it was imperative that Sithney was represented.

Cllr. Ms Williams reported severe flooding in the vicinity of New Road. The Clerk to get the exact details and pass them to Cornwall Council.

Cllr. Paterson reported that he had asked the Clerk to report a collapsed drain at Tregathenan near to the turning to Truthall on 1st May; it had resulted in diverting water onto the carriageway. A temporary repair was carried out the same day.

19. CORNWALL COUNCILLOR'S COMMENTS – Councillor Loveday Jenkin reported that she had:-

- Attended Helston Town Council Planning committee re proposals for building several houses at the top of Lowertown
- Attended Lowertown Community Group – where these proposals were discussed
- Attended meetings with planning, highways, and enforcement officers on local issues.

- Attended the second Helston Framework meeting which looked at the housing development site options in and around the town in order to deliver Core strategy targets. Of concern are proposals that could lead to Helston expanding onto surrounding green spaces outside the current boundary in order to meet the proposed housing targets (1100). Some initial analysis to identify areas not to be taken forward has been undertaken by officers but we have not yet received the details from the meeting.
- Been involved in sorting out the number of rubbish and recycling collections that appear to have been missed across the division since the start of the new contract. She asked if residents still have problems to contact her with specific details.
- Attended Standards Committee 16th April where the draft new code of conduct was discussed – not all the guidance from Government has yet been received.
- Attended Corporate resources 19th April – where a report from the Support Services Single Issue Panel about progress on procuring a private sector company to deliver backroom services within Cornwall Council and other organisations such as health was discussed.
- Attended a launch event for those involved in developing the Heartlands project.
- Been appointed to the Discretionary Rates working group to look at future levels of discretionary rates for small businesses, charities and other community organisations – a very complex and sensitive buildings.

16. PLANNING - The Planning Advisory Panel met on 27th April, 2012 and the following recommendations had been made:- In the absence of Cllr. Bickford-Smith, Cllr. Paterson kindly reported on the meeting.:-

To consider recommendations to planning applications received including:-

PA12/01688 Design amendments to PA11/08730. Separate dwelling from Granny Annexe. Boscadjack Farm, Coverack Bridges. Mr. N. Hack.

The Committee had asked Cllr Paterson to speak to CC to ascertain why they were recommending refusal. CC had stated that the development constituted new residential development in open countryside.

It was proposed by Cllr. Paterson, seconded by Cllr. Morgans and carried that this Council object to this application based on the information received from CC.

PA12/01970 Re roofing of barn, replacing corrugated sheeting with slates and raising the eaves height. Gew Farm House, Prospidnick Hill. Prospidnick. Mrs. C. Osborne.

PAP support this application

PA12/03224 Pencoys, Crowntown. Erection of Sunroom. Mr. P. Chattaway.

PAP support this application.

It was proposed by Cllr. Paterson, seconded by Cllr. Morgans and carried unanimously that the above decisions be forwarded to Cornwall Council.

Cllr. Morgans asked the Clerk to chase CC re development at Wheal Bramble (PA08/01104 1 The Barn, Gansey Farm, now called Wheal Bramble) Prospidnick, where a double glazed temporary building had been erected whilst a barn was converted. CC had stated they would review the site every 6 months and nothing had been heard of late. The Clerk agreed to find the paperwork and pursue this.

Permissions Granted - None

Received CC West sub area Planning Committee Agenda for 4/4/ at Penzance and for 25/4/ at Camborne The Clerk had contacted Planning Enforcement concerning the following sites which are now being investigated:-

OS6248 Blue Grass, on the Nancegollan to Moffats Corner section of road where there is a new stable block. This is now called Crown Livery. In the field beyond to the East towards B3303 there is a caravan parked which is being used as accommodation. Enforcement Reference EN12/01181.

A large number of caravans are parked at Pengoon Farm, Hayle Road and are being used as accommodation. This has been in existence for some years and the Council is unsure as to the history of this site. Enforcement Reference EN12/01174.

A letter had been received concerning unauthorised works being carried out at Bracken Farm Caravan Park, Poldown. Enforcement Reference EN12/01177

17. PUBLIC RIGHTS OF WAY

Two tenders had been returned for cutting of Bridleways and Footpaths. One was unmarked (as requested) and had been opened. The tenders were opened by Cllr. P. Martin

B. Pascoe in the sum of £1,350

R. Sanders in the sum of £1,510.44

Cllr. Mrs Pascoe said she felt that Mr. Pascoe had not carried out the work to a satisfactory standard over the last few years and she proposed and Cllr. Ashmore seconded (Cllr. Deacon abstained as he knows Mr. Pascoe) that the tender from Mr. Sanders be accepted.

LMP grant 2012/13 - The Clerk reported receipt of the offer of £1,175. It was proposed by Cllr. Paterson, seconded by Cllr. Morgans and carried unanimously that the Clerk accept the offer made by CC.

Details of Parish Walk no. 33 and 34 were reported.

18. REGENERATION – Cllr. Ashmore said he was monitoring funding streams but he had not seen anything that the PC could benefit from.

Cllr. Paterson asked Cllr. Loveday Jenkin if any progress had been made concerning Local Development Plans. Cllr. Jenkin said that she felt the best way forward may be to use the five Parishes Plan as a basis for the document. The Clerk agreed to find the copies of these.

19. LOCALISM - Planning Reforms including changes to planning enforcement rules.

A copy of Localism Neighbourhood Planning Process and CC Neighbourhood Plans had been forwarded to all Councillors. Neighbourhood Plans gives communities direct power to develop shared vision for their neighbourhood and will form the framework of towns/villages. However they cannot conflict with Local or National Policies or propose less growth than the strategic plan. They only relate to use of land and development. If no plan is in place it could result in Helston joining the boundaries of Sithney Parish.

20. CODE OF CONDUCT- Illustrative text for dealing with conduct from Government plus consultation document on proposed new code had been circulated. It was considered that as these were still draft documents their was little point in discussing the issue.

21. ADOPTION OF BT PHONE BOXES – The signed contracts from BT had been received in respect of the boxes in Releath and Coverack Bridges. It was proposed by Cllr. Deacon, seconded by Cllr. Morgans and carried unanimously that a cheque in the sum of £2 be drawn for BT to pay for the Releath and Coverack Bridges telephone boxes.

Cllr. Ashmore reported that BT had agreed to repair the door of the Coverack Bridges box. As agreed at the last meeting Cllr. Ashmore had purchased enough red paint to paint the Lowertown and Releath Boxes at a cost of £65.96. It was proposed by Cllr. T. Martin, seconded by Cllr. Deacon and carried that this be reimbursed to Cllr. Ashmore.

22. REPORT OF THE CLERK AND CORRESPONDENCE

Details of 'Warm me up' project – laminated posters requested

Letter CC enclosing guide 'Your guide to Winter Wellbeing'

Newsletter from Julie Girling MEP

E mail sustainable Gov. dated 27/3

Letter CC screening and scoping options re Planning

CC letter to Andrew George re petition about bus service Helston and Falmouth area

E mail from NALC re courses on Localism

Sustainable Government 27th March, 2012

Rural Services Network 2/4/, 10/4, 16/4,

Rural Services Network – Rural Opportunities Bulletin April 2012

E mail Alec Robertson dated 2/4/, 5/4,

Letter of thanks from Carleen Community Church for donation

Affordable Housing Survey

Details of Planning Courses – sent to all Councillors please confirm which you would like to attend if any.

Clerks Holiday dates Tuesday 22nd May to Tuesday 29th May (inclusive)

Thursday 13th September to Thursday 20th September (inclusive)

CC Review of Polling Districts and Polling Places – sent via e mail to all Cllrs.

Insurance – The Clerk reported that the Policy was due for renewal. She said that having consulted with the external auditor Mr. Gallie; he agreed that the Fidelity Guarantee should be £30K (represented as balances at end of 2011/12 financial year plus half of the Precept). She reported that currently the BT boxes were not insured at all. The only Parish Council she had managed to make contact with had insured them for the cost of £1; it was felt that AON should be asked if the PC Public Liability Section would cover them for any claims arising from the boxes. The Clerk also reported that the picnic bench was not insured at all. Cllr. Mrs. Pascoe agreed to advise the Clerk of a suitable value, and the Clerk would add it to the

policy. It was proposed by Cllr. Ashmore, seconded by Cllr. Morgans and carried unanimously that this action be taken.

CALC 'The Week' issue 11 including LG06/12 Repeal of the power of well being, NALC Legal topic note LTN 79 Retirement Payments

23. QUEEN'S DIAMOND JUBILEE CELEBRATIONS

The Clerk reported that the initial number of mugs required had been reduced to 225 to ensure that a minimum number were left over. Chown China would produce a small order if more were required. The cost of the mugs was £1,053 including VAT. The Committee had also asked for an advance of £1,000, the Clerk reminded Council that at the January PC meeting it had been agreed that funding would be paid on receipt of invoices/quotes. Cllr. Morgans agreed to get these sent to the Clerk. It was proposed by Cllr. Ms Williams, seconded by Cllr. Mrs. Pascoe and carried that the cost of the mugs are paid for and subject to receipt of the necessary paperwork the £1000 is sent to the committee.

24. FINANCE - It was proposed by Cllr. Paterson, seconded by Cllr. Morgans and carried unanimously that the accounts for the financial year 2011/2012 be approved along with the final budgetary control statement. The final internal Audit of the year had been carried out on 17/4/2012 by Cllrs. Bickford-Smith and T. Martin. All was found to be in order.

The external Auditor (David Gallie) had carried out the annual Audit and given a clean bill of health.

The Audit Commission is to carry out their part of the audit on 11th June.

Notices of the Audit Commission audit had been put on the notice boards advising the public when accounts can be viewed.

To consider the following accounts for payment:

It was proposed by Cllr. Ms Williams, seconded by Cllr. Ashmore and carried unanimously that the following account be paid:-

		£
Mrs. P. Williams Clerk	Salary	397.64
	Mileage	21.50
	Office Allowance	20.00
	Computer Depreciation	10.00
	Telephone Calls	5.54
	Petty Cash (reimburse)	<u>51.75</u> £506.43
BT	Releath & Coverack Bridges	2.00
	Box purchase	
AON Ltd	Parish Council Insurance	628.42
CALC	Membership 2012/13	227.30
Cllr. R. Ashmore	Refund cost of paint BT boxes	65.96
Chown China	225 Jubilee Mugs	1053.00
Jubilee Committee	Funding	1000.00

25. UPDATE ON AFFORDABLE HOUSING

The Planning briefs and assessment criteria have been posted on the website and have been sent out to the landowners. There is now a response time of approximately 8 weeks (18th June being target date – however an extension of time would be available) to put forward a proposal that responds to the briefs, assessment criteria and public consultation evidence.

The e mail received from Lanner Parish Council re judicial review had been circulated. This Council felt it was not something they should become involved in.

A letter from the Village Housing Guild had been circulated. The contents were noted but it was agreed not to take any action.

26. TIME AND DATE OF NEXT MEETING

Tuesday 12th June, 2012 at Trannack School at 7.30p.m.