

# SITHNEY PARISH COUNCIL

Chairman: Peter Bickford-Smith

Clerk to the Council  
Mrs. Jodie Ellis  
07855774357

Trannack Farm  
St Erth  
Hayle TR27 6ET

7/15

## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT TRANNACK SCHOOL ON TUESDAY 5<sup>TH</sup> MAY 2015, AFTER THE ANNUAL PARISH MEETING

### Present:-

Cllr. P. Bickford-Smith  
Cllr. P. Martin  
Cllr. Mrs. A. Pascoe  
Cornwall Cllr. J Keeling

Cllr. E. Williams  
Cllr. C. Perrin  
Cllr. I. Paterson

Parish Clerk Mrs. Jodie Ellis and 14 members of the public

1. **ELECTION OF CHAIRMAN FOR PARISH YEAR 2015-16** - It was proposed by Cllr. Mrs A Pascoe, seconded by Cllr. Perrin 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 that their interests had not changed since the last completed form.
4. **ELECTION OF VICE-CHAIRMAN FOR PARISH YEAR 2015-2016** It was proposed by Cllr. Bickford-Smith, seconded by Cllr. Paterson and carried unanimously that Cllr. Mrs Pascoe is elected as Vice-Chairman.
5. **APOLOGIES FOR ABSENCE** were received from Cllr. Morgans and Cllr. Elliott.
6. **DECLARATIONS OF INTERESTS FOR ITEMS ON THIS AGENDA** Cllr. Bickford-Smith declared a disclosable financial interest in item 36 Affordable Housing and item 27 Helston Railway.
7. **TO CONSIDER APPOINTMENT OF COUNCILLORS WITH SPECIAL RESPONSIBILITIES FOR;**

Public Rights of Way	Cllr's. Paterson and Pascoe
Regeneration	Cllr. Ms Williams
Audit and Risk Assessment (2)	Cllr. Ms Williams and Cllr Elliott
Planning Advisory Panel	Cllr's. Williams, Pascoe, Morgans and Paterson
Communications & CALC	Cllr. Paterson
Liaison with Cornwall Council	Cllr. Martin
Waste and Re-Cycling	Cllr's Martin and Perrin
Transport & Highways	Cllr. Bickford-Smith
Police and Victim Support	Cllr's. Ms Williams and vacant
Sithney School	Trust Governor Cllr. Bickford-Smith
Trannack School	Community Governor – Cllr. A. Pascoe
Affordable Housing	Cllr's. Mrs. Pascoe and Morgans
Environment (Mud on Roads)	Cllr. Perrin
Any other responsibilities	
8. **APPOINTMENT OF MEMBERS TO SERVE ON OUTSIDE BODY: - HELSTON FRAMEWORK GROUP – Cllr. A. Pascoe. COMMUNITY NETWORK PANEL – Cllr. Paterson.**
9. **TO CONFIRM APPROVED STANDING ORDERS** It was proposed by Cllr. Martin seconded by Cllr. Paterson and carried unanimously that these be confirmed. The Chairman signed them.
10. **TO CONFIRM FINANCIAL REGULATIONS** It was proposed by Cllr. Paterson seconded by Cllr. Perrin 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 discussed that it would be beneficial to add a fourth signatory, that of Cllr. Perrin to allow for absence at meetings by other Councillors. It was proposed by Cllr. Mrs Pascoe seconded by Cllr. Martin and carried unanimously that Cllr. Perrin be added as a signatory and complete the forms and take to Barclays.
12. **TO REVIEW MEETING DATES FOR THE FORTHCOMING YEAR –** It was proposed by Cllr. Paterson, seconded by Cllr. Martin and carried unanimously that the meeting dates for 2015 being 2/6, 7/7, 4/8, 1/9, 6/10, 3/11, 1/12, 2016 5/1, 2/2, 1/3, 5/4 & 3/5 are agreed.
13. **REVIEW INVENTORY OF LAND AND ASSETS** It was proposed by Cllr. Martin, seconded by Cllr. Perrin and carried unanimously that this be agreed and the Chairman signed the register.
14. **REVIEW AND CONFIRM INSURANCE COVER IS ADEQUATE** It was proposed by Cllr. Perrin seconded by Cllr. Mrs Pascoe and carried unanimously that the cover was adequate and the Chairman signed a copy of the policy document.
15. **REVIEW COUNCIL'S/EMPLOYEES MEMBERSHIP OF BODIES –** It was proposed by Cllr. Paterson seconded by Cllr. Perrin and carried unanimously that the memberships continue. The Current charges are CALC £268.22 (2015/16), SLCC £103 (14/15), it was agreed that both memberships were beneficial to the council.

- 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 Pascoe, seconded by Cllr. Paterson 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. Mrs Pascoe, seconded by Cllr. Paterson 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. Paterson, seconded by Cllr. Perrin 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. Martin, seconded by Cllr. Perrin 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 7th April, 2015 were proposed by Cllr. Mrs Pascoe, seconded by Cllr. Paterson and unanimously agreed as a correct record and were signed by the Chairman.
- 21. MATTERS ARISING FROM THE LAST MINUTES held on 7<sup>th</sup> April 2015 –**  
A replacement 'Bends' sign at OS Grid Ref SW 653 313, just east of High Park has been replaced by Cormac Highways. Cllr. Paterson expressed his thanks to Cormac for the quick repair.  
Traffic Lights on the A394 now have a sign with emergency contact details for signal failure.
- 22. PUBLIC PARTICIPATION**  
Adrian Curtis – spoke of his concern that three months after the Helston Railway application had been refused they have now re submitted another application that has not dealt with any of the previous issues that were flagged up by the planning inspector. The application brings a significant impact on the local area with visual and noise intrusion. The proposed 2.5 meter fence will not hide the neighbouring houses as the eye line of the passengers on the train would be at 3.2 meters and looking straight into resident's gardens / houses. A much larger fence would be required which would then block out natural light and make the properties feel enclosed. The fumes from the engines will have an impact on the health of locals including asthmatics. The plans detail 7 planned journeys subject to demand, could this mean if the demand is there, there would be more? The local roads could not cope with a larger volume of traffic. The roads are narrow with a school, ramblers, horses and tractors with large implements. Highways feel there would be no issue as most incidents that occur go unreported. Two of the railway volunteers visited Mr Curtis and when he raised the question would they like this on their doorstep they could not answer. They also advised that the railway was not going away.  
Jeff Beach – Spoke of his concern regarding anyone with asthma. As they would be forced to stay indoors as the fumes from the trains would have an effect on their condition. The proposed fencing would make no difference to the pollution issue. The water issue that local residents have, has been raised with SWW who are also against the railway but cannot get involved due to it being a private supply.  
Chris Wild – Thought that this planning application makes a mockery of the CC planning Protocol as the issues raised previously by the planning officers have been ignored. The new application has not addressed any of the issues. The railway line does not lead anywhere, so is the application part of a smoke dream for something else. Is this application building the way for further development of the area which will lead to total displeasure for locals.
- 23. POLICE REPORT** – PCSO Liam Brannigan confirmed there were no reported crimes in Sithney in April. It was also advised that in future Falmouth and Helston are one sector together and at a recent neighbourhood meeting, it was agreed on a standard level of service across the sector that they can provide to parish councils etc taking into account growing demand on neighbourhood teams. This included the provision of Police reports. It was agreed that if their duties allowed, a pcso will attend council meetings as and when they can. They would aim for this to be about 2 or 3 times a year. If they cannot attend, they will send a police report. This would no longer include a breakdown of crimes of the area. They will inform the council of any crime trends or spikes, and provide more general but relevant crime prevention advice etc. Crime statistics can be viewed on the website police.uk. Cllr. Paterson expressed his concern at the number of police officers covering the area. Cllr. Martin has previously asked the local Police Inspector to attend the community network meeting to introduce himself but has failed to have a representative so far from Devon and Cornwall police to attend. It was discussed that this issue should be highlighted to D&C police. It was proposed by Cllr. Martin and seconded by Cllr. Paterson and carried unanimously that the Clerk contacts Devon and Cornwall Police.
- 24. CHAIRMAN'S COMMENTS**  
Cllr. Bickford-Smith advised it was an honour to be chairman and hoped to serve the parish the best way he can and in keeping with tradition. He asked the parish to have patience and expressed his thanks to Cllr. Paterson for his steadfast Chairmanship.
- 25. COUNCILLORS' QUESTIONS AND COMMENTS**  
Cllr. Perrin raised the issue of a Trough at Chynhale that provides water for horse riders and dog walkers in the arear that has become in need of repair as the water is overflowing to create a mud bath. Discussions took place

as to the ownership of the trough. It was agreed that the Clerk should write to Highways to identify Ownership, proposed by Mrs Pascoe seconded by Cllr. Paterson and carried unanimously that the Clerk contacts highways.

- 26. CORNWALL COUNCILLOR'S COMMENTS** – Cllr. Keeling advised the “Case for Cornwall” is still a hot subject at County Hall with the fervent hope that central government will devolve additional powers and freedoms to allow local government to thrive well into the future. Funding is available for average speed cameras to be installed across Cornwall, these are an effective way of observing traffic speeds and provide sound evidence for prosecution.

The council's approach to people struggling to pay council tax has been recognised as “good practice” in a new Children's Society Report. This incorporates a “Breathing Space Policy” which, once we are made aware that someone is struggling to pay puts the account on hold whilst the customer is guided to appropriate agency support. Nevertheless, our collection rate is 97.1% which is above average for unitary authorities.

At full council last week Cllr Keeling challenged the council on its removal of funding for public toilets from April 2016. Though there is an initiative to see if there is any commercial interest in the remaining toilet sites, Cllr Keeling questioned the possibility and wisdom of closing toilets on a premier beach, open to thousands of people during the summer season; and not only the health issues but also the impact on the tourist economy. Consultation on the library service finishes on the 10th of June and though the deadlines for workshops have passed; the survey is available on [www.cornwall.gov.uk/librarysurvey](http://www.cornwall.gov.uk/librarysurvey) along with a link to the survey questionnaire.

The work in Sithney Village on the waste management system, associated with Coastline Housing, with landscaping continues and he will visit the site prior to the parish council meeting. There is a Community Network Panel meeting on the 3<sup>rd</sup> of June at 6pm, venue to be decided. Cllr. Keeling hopes to see good representation from all parish councils in the division. Further discussions on Neighborhood Plans took place at the community network meeting of local Cornwall Councillors with the encouraging news that more parishes are stepping up to the plate and going forward with plans. Funding is available for Emergency Planning and if the enthusiasm is there to continue the previous tri-parish initiative please let me know.

Cllr. Keeling advised that there was a picnic area being installed in Sithney village near the sewerage works that coastline has been working on. Cllr. Mrs Pascoe advised that there had been no formal consultation on the work. Cllr. Keeling advised that coastline and the contractors have a right to carry out the work without consultation as it is not CC land. However he had asked Coastline to speak to the residents as he has himself been out twice to reassure them. The Clerk advised that we had received a response from April's meeting stating that coastline will in future advise the PC of works so that we in turn can advise residents when approached.

- 27. PLANNING - To consider recommendations to planning applications received including:** - Cllr. Bickford-Smith Left at 7.50pm, the Vice Chairman assumed the Chair. It was proposed by Cllr. Paterson and seconded by Cllr. Ms Williams to move item 36 Affordable Housing up the agenda after planning.

PA15/02494 – Helston Railway Preservation Society – Extension to Railway with platforms and car park, construction of temporary platform, change of use of 2 barns to storage and light maintenance and provision of premises for Organic Trevarno.

Cllr. Paterson commented that none of the Planning Inspector's observations in dismissing the appeal, had been addressed and the temporary platform is likely to be there for a considerable amount of time, if the application were to be approved.

Cllr. Perrin agreed wholeheartedly that the application had been rejected before so why was there another application in, it showed no care to the community.

Cllr. Ms Williams raised that the railway had not taken on board any advice from the previous rejection and would like to have seen more liaison.

Cllr. Keeling advised he had spoken to the planning officer Ellis Crompton Brown and the application could go before full planning committee on the 29.06.15 and that the Officer's report should be completed by the 05.06.15. It was agreed Sithney Parish Council objected to this application on the grounds that we do not consider that the reasons for refusal, given in the Planning Inspector's dismissal of the previous appeal, have not been addressed by the new proposal. In particular “that the proposed development would have a significantly harmful impact on the living conditions of the occupiers of Gansey House and the future occupants of the adjacent barn due to visual and noise intrusion.” This comment is also particularly relevant to Pentira neighbouring property to Gansey House. It was proposed by Cllr. Paterson and seconded by Cllr. Perrin, 4 in favour, 1 abstained that this be reported to CC.

- 28. Affordable Housing – (Previously Item 36)** The Clerk had received an Email from Robin Falle to advise that unfortunately, the Easter break has caused some disruption in terms of finalising the drainage position with concurrent holidays between the engineers and the Environment Agency effectively losing us 4 weeks of time but it was hoped to have this element concluded next week at which time the 106 can be completed and the contractors appointed. It was hoped that a site commencement was not far away. Cllr. Keeling advised that the planning had been agreed previously, and that it was dragging on for no specific reason.

The Chairman rejoined the meeting and assumed the Chair

- 29. PUBLIC RIGHTS OF WAY**

**Footpath 14** – Cllr. Bickford-Smith has spoken to the landowner who will speak to his local contractor about getting the stiles rebuilt. Cllr. Paterson advised that the stiles need to be like the ones at the end of Footpath 8 at Tregoose.

Sithney Footpath 8 –Cllr. Bickford-Smith advised he had spoken to the landowner and that plans were in hand to re-instate the footpath between Tregoose and the railway. Cllr. Paterson stated that this had not yet been done and there was not sufficient headland around the edge of the field to walk. Cllr. Bickford-Smith agreed to try talking to the landowner again, if no resolution then a formal letter.

**30. REGENERATION** – Cllr. Ms Williams will provide an update next month. Cllr. Paterson advised there is another milestone at Moffatts Corner bringing the known total to 3 in the area. Cllr. Bickford-Smith has previously done a survey in the area on fingerposts so will pass the information on to Cllr. Ms Williams so she can report back on all next month.

**31. REPORT OF THE CLERK AND CORRESPONDENCE**

- National Plant Monitoring Scheme – Now under way
- Rural Vulnerability Service – Fuel poverty & Rural Broadband – April 2015
- Rural Services Network – weekly news 13/4, 20/4, 27/4
- Cornwall’s Armed Forces Day – 20<sup>th</sup> June 2015 – Torpoint
- CC – Library & One Stop Shop Consultation events in local areas.
- CC – Localism and Devolution - A fresh Approach
- CRCC – Reaching Communities Buildings – 14.05.14 - Wadebridge
- CALC Update – Unauthorised Encampments, Prayers, Councillor Travel Expenses, Parking, Guide and Transparency Code

**32. FINANCE**

**Risk Assessment** – A copy of the updated Risk Assessment dated 28/4/15 had been sent to all Councillors. It was proposed by Cllr. Mrs Pascoe, seconded by Cllr. Perrin, 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. Mrs Pascoe seconded by Cllr. Perrin and carried unanimously that these be approved as a correct record, and the chairman signed them. The Notices for the Annual Audit to be carried out by Grant Thornton had been placed on the PC boards. Councillors Bickford-Smith and Elliott had carried out their audit of the PC books on 30<sup>th</sup> April and found no problems.

**Independent Audit** - David Gallie had carried out the Internal Audit on 23<sup>rd</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  
He asked that his fee of £75 be paid. It was proposed by Cllr. Paterson seconded by Cllr. Perrin 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 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 Pascoe seconded by Cllr. Perrin and carried unanimously that these be approved as a correct record and signed by the Chairman.

**Reserves –**

The PC reserves had increased at the end of 2014/15 financial year by £6,537 to £35,507

<b>The Reserves stand at: -</b>	£
Cornwall Council Services	10,200
Elections	4,008
Financial Reserves	5,585
Community Projects	8,675
Rights of Way	<u>502</u>
	<b><u>28,970</u></b>

The Clerk suggested -  
Adding £293 to Financial Reserves making a revised Earmarked Reserve of £5,878  
Adding £6000 to Community Projects making a revised Earmarked Reserve of £14,675  
Adding £244 to Rights of Way maintenance making a revised Earmarked Reserve of £746

<b>Thus making the Reserves: -</b>	£
Cornwall Council Services	10,200
Elections	4,008
Financial Reserves	5,878

Community Projects	14,675
Rights of Way	746
	<b><u>35,507</u></b>

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

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

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

	<b>£</b>
Mrs J Ellis - Clerk Salary	417.44
Zurich - Insurance Invoice	338.97
David Gallie – Internal Audit Fees	75.00
Cornwall Council - LGPS – Contributions for Clerk	<u>67.05</u>
	<b><u>898.46</u></b>

The Clerk reported that she had invoices to pay totalling £898.46 as reported at item 31.

The balance at the end of April on the Current Account was £7998.20 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. Martin, and seconded by Cllr. Perrin and agreed that the report be accepted. All in favour.

**b) Approval of Monthly Report - The** accounts to end of April had been circulated but they do not include the payments drawn on 5<sup>th</sup> May. It was proposed by Cllr. Perrin, seconded by Cllr. Paterson and carried unanimously that these represent a true account of the Parish Council finances and they were signed by the Chairman.

**c) To consider the following applications for donations – Cornwall Air Ambulance.**

It was discussed that the S137 applications are normally discussed all together at one meeting in February / March time. It was proposed by Cllr. Mrs Pascoe, seconded by Cllr. Martin and carried unanimously that the Clerk advises Cornwall Air Ambulance that the application would be looked at later in the year.

**d) Venue for August PC Meeting** -Cllr. Bickford-Smith now has the key for Sithney School so this meeting can go ahead at Sithney as planned.

**e) Notice Boards** – The Clerk advised that it is extremely difficult to display the current agenda and minutes on the notice boards in a large enough font to be read whilst fitting them all on one board, and asked if there was any possibility of a larger board in the current place. This was discussed and Cllr. Paterson advised that the issue of putting another notice board up would raise the question of who owns the land, so it would be better to downsize the font on the noticeboards as all the items are available on the parish website. Cllr. Martin advised that we could use the other notice board that is currently not glassed over and ask other groups that currently use them for their leaflets to contact the Clerk to put their notices up when she is doing her rounds. Cllr. Bickford-Smith advised that the parish reserves are too high and need to be reduced, and looking into larger plastic notice boards and their costs would be a way of giving back to the community / parishioners. It was Proposed by Cllr. Martin and seconded by Cllr. Perrin to look into the plastic notice boards and report back next month.

**f)** A telephone call has been received from a parishioner to advise that at the Grove turning off the A394 towards Sithney there are numerous potholes that could be very dangerous to cyclists. The matter was discussed and it was proposed by Cllr. Paterson and seconded by Cllr. Perrin and carried unanimously that the Clerk email Cormac to advise.

- 33. Highways** – An email has been received from CC to advise that planned maintenance visits would be reduced from 2 visits a year to 1, and asked for any council that may be interested in undertaking the work as partners to get in touch. It was discussed by Cllr. Martin that Cormac are losing the staff that know the area and thus relying on local resident's knowledge for things such as gully locations. Cllr. Paterson expressed his interest in the council replying to find out more about what is involved in being partners of the scheme. It was proposed by Cllr. Paterson, and seconded by Cllr. Perrin and carried unanimously that the Clerk reply to CC and advise Sithney are interested in finding out more information about the scheme.
- 34. Co-Option of new Parish Councillor:** - No applications have been received. Cllr. Bickford-Smith urged Councillors to encourage more people to join, there are currently no representatives from the Sithney Churchtown area.
- 35. School Governors Report** – Cllr. Mrs Pascoe advised there was an article in the West Briton last week about the £10,000 lottery funding. Cllr. Bickford-Smith advised the Sithney and Garras federation has now gone ahead, with classroom works required at both schools. Cllr. Martin advised Sithney could possibly use some of the reserves towards this.
- 36. Parish Council Website** – Cllr. Paterson advised he will have more time to look at the website now that he is no longer chairman. Cllr. Martin asked if Cllr. Paterson was now going to be doing the newsletter again. Cllr. Paterson advised he thought that one newsletter should be sent to all residents again advertising that all information is on the website. Cllr. Bickford-Smith thought that there should be more items on the website such as puzzles and items for groups and schools. Cllr. Paterson advised that the pc website is for business items.
- 37. TIME AND DATE OF NEXT MEETING** - Tuesday 2<sup>nd</sup> June 2015 at 7.30pm at Sithney School.