

SITHNEY PARISH COUNCIL

Chairman: Councillor Mr Philip Martin

Clerk to the Council
Mrs. Jodie Ellis
07855774357

Trannack Farm
St Erth
Hayle TR27 6ET

2/18

MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD AT TRANNACK SCHOOL ON TUESDAY 01st MAY 2018 AFTER THE ANNUAL PARISH COUNCIL MEETING.

Present: -

Cllr. P. Martin (Chairman)

Cllr. A. McDonald

Cllr. M. Tresidder

Cllr. Mrs. L. Penrose

Cllr. B. Rogers

Parish Clerk Mrs. Jodie Ellis and 4 members of the public

1. **ELECTION OF CHAIRMAN FOR PARISH YEAR 2018/2019** It was proposed by Cllr. Mrs. L. Penrose, seconded by Cllr. M. Tresidder and carried unanimously that Cllr. P. Martin 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 AND ACCEPTANCE OF OFFICE FOR THE NEW TERM.**
All Councillors confirmed no changes to their interests.
4. **ELECTION OF VICE-CHAIRMAN FOR PARISH YEAR 2018/2019** - It was proposed by Cllr. A. McDonald seconded by Cllr. M. Tresidder and carried unanimously that Cllr. J. Keeling is elected as Vice-Chairman.
5. **APOLOGIES FOR ABSENCE** were received from Cllr. J. Keeling & Cllr. K. Tapp
6. **DECLARATIONS OF INTERESTS FOR ITEMS ON THIS AGENDA** – Cllrs. Mrs. L. Penrose declared a disclosable financial interest in Lowertown leats.
7. **TO CONSIDER APPOINTMENT OF COUNCILLORS WITH SPECIAL RESPONSIBILITIES FOR;**

Public Rights of Way	Cllr. Mrs. Penrose and Cllr. Mc Donald
Regeneration	Vacant
Audit and Risk Assessment (2)	Cllr. Mc Donald & Cllr. M. Tresidder
Planning Advisory Panel	Cllr. Mc Donald & Cllr. Mr. L. Penrose
Communications & CALC	Cllr. Mrs. Penrose
Liaison with Cornwall Council	Cllr. Martin
Waste and Re-Cycling	Cllr's Martin and vacant
Transport & Highways	Clerk
Police and Victim Support	Cllr. B. Rogers
Sithney School	Vacant
Trannack School	Cllr. M. Tresidder
Affordable Housing	Cllr. B. Rogers
Environment (Mud on Roads)	Cllr. B. Rogers
Any other responsibilities	
8. **APPOINTMENT OF MEMBERS TO SERVE ON OUTSIDE BODY: - Community Network Panel** – Cllr. P. Martin & Cllr. J. Keeling.
9. **TO CONFIRM APPROVED STANDING ORDERS** - It was proposed by Cllr. B. Rogers seconded by Cllr. Mrs. L. Penrose and carried unanimously that the new CALC / NALC Recommended standing orders April 2018 be confirmed. The Chairman signed them.
10. **TO CONFIRM FINANCIAL REGULATIONS** - It was proposed by M. Tresidder seconded by Cllr. Mrs. L. Penrose and carried unanimously that these be confirmed. The Chairman signed them.
11. **TO CONFIRM 3 SIGNATORIES FOR SITHNEY PARISH COUNCIL ACCOUNTS AT BARCLAYS BANK**
The newly appointed signatory list of Cllrs. Mrs. L. Penrose, Cllr. P. Martin and Cllr. J. Keeling. Barclays have confirmed the new signatories are in place.
12. **TO REVIEW MEETING DATES FOR THE FORTHCOMING YEAR** – It was proposed by Cllr. A. McDonald seconded by Cllr. P. Martin and carried unanimously that the meeting dates for 2018 are 05/06, 03/07, 07/08, 04/09, 02/10, 06/11, 04/12, 08/01/19, 05/02/19, 05/03/19, 02/04/19 & 07/05/19
13. **REVIEW INVENTORY OF LAND AND ASSETS** – Clerk has added the Defibrillator to the register, it was proposed by Cllr. P. Martin, seconded by Cllr. B. Rogers and carried unanimously that this be agreed, and the Chairman signed the register.
14. **REVIEW AND CONFIRM INSURANCE COVER IS ADEQUATE** – Clerk has added the Defibrillator to the council's policy and has received notification that the Insurance Premium is £364.50 for the year. It was proposed by Cllr. M. Tresidder seconded by Cllr. A. McDonald and carried unanimously that the council accepts this.
15. **REVIEW COUNCIL'S/EMPLOYEES MEMBERSHIP OF BODIES** – It was proposed by Cllr. B. Rogers seconded by Cllr. Mrs. L. Penrose and carried unanimously that the memberships continue. The Current charges are CALC £301.24 (2018/2019), SLCC £67 (18/19)

- 16. CONFIRM CURRENT COMPLAINTS PROCEDURE** – The CALC model which had been personalised for this Council was approved in 2013. It was proposed by Cllr. M. Tresidder seconded by Cllr. P. Martin 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. M. Tresidder seconded by Cllr. B. Rogers 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. B. Rogers, 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. B. Rogers, seconded by Cllr. Mrs. L. Penrose 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 03rd April 2018 were proposed by Cllr. A. McDonald seconded by Cllr. B. Rogers and unanimously agreed as a correct record and were signed by the Chairman.
- 21. MATTERS ARISING FROM THE LAST MINUTES** held on 03rd April 2018
 Defibrillator – Cllr. A. McDonald confirmed he had met with Paul Williams to confirm location. It was noted that a small roof above the Defibrillator may be required. The Defibrillator would be fitted by our next meeting.
 Sithney School Junction flooding – Deferred to June due to Cllr. J. Keeling’s absence.
 Speeding through Crowntown – Deferred to June due to Cllr. J. Keeling’s absence.
- 22. PUBLIC PARTICIPATION** – Thelma Bedwells advised the council nothing had been done about Anvower Road still being closed. Cllr. P. Martin advised the clerk would chase Cormac.
 Mr Randall Pearce – spoke at his concern that nothing has progressed with the issues within the Leats. Mr Pearce has logged a formal complaint with CC. Cllr. P. Martin advised that the council would chase the issue up with the hope of bringing some representatives from Highways to the June Parish council meeting to try and get some answers.
- 23. CHAIRMAN’S COMMENTS** – Cllr. P. Martin advised he attended Helston Railway’s royal visit to welcome the Duke of Gloucester and it was a thoroughly enjoyable visit. Cllr. P. Martin advised Helston Railway Society would like to attend a meeting to work closely with the council with their ideas moving forward. Cllrs agreed this would be a good idea. Cllr. P. Martin advised the council of Cllr. K. Tapp’s resignation and expressed his thanks to Cllr. K. Tapp for his work and understood his decision to stand down.
- 24. COUNCILLORS’ QUESTIONS AND COMMENTS** 24 hours notice in accordance with Standing Orders Advisable.
 Cllr. A. McDonald advised he thought that Cllrs should ensure that they answer the clerk’s requests by email for a reply as many emails are sent chasing for responses.
- 25. CORNWALL COUNCILLOR’S COMMENTS** – Cllr. J. Keeling gave the following report: ‘The major event this month was the stadium for Cornwall vote, which I voted in favour and to be honest looked seriously at the business plan and took notice to the intense local support for the stadium. Coupled with this was a desire to see a much more robust business plan and much needed additional funding from central government. Whilst supporting the stadium I gave a tribute to one of our local boys, Claude Brian "Stack" Stevens who passed away October 2017. Born and raised in Godolphin he played prop for Penzance and Newlyn, Harlequins, Cornwall and England 25 times at international level at international level. There was of course more but if we are to continue to produce player the likes of "Stack" in this modern age then we need to be ambitious and establish a stadium where the sportsmen and women of tomorrow have a chance that their ambitions can be fulfilled. Locally, I have out and about with the Highway Steward in the absence of Mike Peters who has broken a bone in his foot. We looked at Hendra Lane and the faded single yellow lines that need to be refreshed, but more importantly parking infringements enforced. A matter I am taking up with the portfolio holder, after all what is the point in having restrictions on parking if they are not enforced. The Road Sweeper operated by BIFFA on behalf of the council, will at the request of the parish councils clean up areas that need it on request. A Highway budget will soon be available to the community network area and I am looking into TROs for a number of projects to mitigate against speeding and dangerous exit and entrances to properties on the B3303. Any other requests are very welcome”.
- 26. PLANNING - To consider recommendations to planning applications received including: -**
Applications:
 PA18/02809 - Location Land North of The Crown Inn Crowntown Helston Cornwall- Proposal Outline planning permission with some matters reserved: Development up to 4 dwellings.
 Cllrs have looked at the application and agreed that as long as the concerns that Highways have raised were adhered to then the application should be supported. It was proposed by Cllr. Mrs. L. Penrose seconded by Cllr. A. McDonald, all in favour that Sithney supports the application.
Approved:
 PA17/11613 - Mellangoose Farm Mellangoose Sithney TR13 ORS - Proposal: Replacement of existing workshop/store building with annexe.
 PA18/01234 Granted (CAADs and LUs only) - Gew Farm Buildings, Prospidnick Hill, Prospidnick, Sithney - Lawful development certificate for existing use as a self-contained residential dwelling.
 PA18/00344 - Land Adj To Cudna Barn Cudna Lane Crowntown TR13 OAD - Construction of four dwellings (full application following outline approval decision PA16/08395).
- 27. PUBLIC RIGHTS OF WAY**
 Lowertown Leats – No update had been received, clerk would chase again.

Sithney 19 and 9 – Clerk advised it was still with CC.

Bridleway 230/30/1 – Coverack Bridges to Lowertown – Clerk advised CC had not provided an update and would chase again.

28. REPORT OF THE CLERK AND CORRESPONDENCE

Grit Bins – Clerk has been advised by Highways that they will be refilling the grit Bins before the Winter as part of their highways service.

RSN Weekly Bulletins & Rural Vulnerability Service – Have been circulated to Cllrs by email.

Longstone – Clerk has written to BT Openreach.

Audit – The quarterly Audit was carried out on the 24.04.18 with Cllrs McDonald and Tresidder, and all accounts were in good order and passed to Mr Gallie as our Internal Auditor.

CC – Localism newsletter - Have been circulated to Cllrs by email.

CC – Neighbourhood Planning Bulletin - Have been circulated to Cllrs by email.

CC – Town and Parish Council Newsletter - Have been circulated to Cllrs by email.

Community Networks Highway Scheme

S106 – Open Space agreement – Clerk has been advised by CC’s public space officer that: ‘If the Parish is taking on the management for the open space, you would take on responsibility for litter thereon. Should you need additional measures to be introduced beforehand, please contact Coastline direct. If there remains insufficient information to approve the developer’s maintenance arrangements, which is required in the S106 agreement, please let CC know. Otherwise we will assume that the arrangements are satisfactory and approve for commencement’. Cllrs agreed that they would only be happy to accept if CC can confirm that Sithney do not need to provide a waste management plan and do not require the establishment of a Management Company for the maintenance of the Open Space Land, in accordance with the Open Space Management Plan, as is mentioned in the S106 Agreement. Also, originally Trand had agreed to contribute £1,000, this company is no longer. It was agreed clerk would reply to this effect.

29. FINANCE

a) **To consider and authorise the following accounts for cheque payment**, it was proposed by Cllr. M. Tresidder seconded by Cllr. P. Martin that the following payments be authorised.:

	£
Cornwall Pension Fund (LGPS) – Clerk April (Includes annual £200 lump sum)	297.59
CALC/NALC Subscription	301.24
Zurich Municipal	364.50
Mabe Parish Council (Code of Conduct Training Cllr. B. Rogers)	10.00
	<u>973.33</u>

b) Financial Reports by Clerk –

The Clerk reported that she had invoices to pay totalling £973.33 as reported in item 29a. The balance at the end of April on the Current Account is £12,581.98 and on the Business Saver is £32,603.61. The Monthly report has been circulated to all Cllrs. These are considered adequate to undertake the work of the Parish Council. It was proposed by Cllr. B. Rogers, seconded by Cllr. Mrs. L. Penrose that the report be accepted. All in favour.

Monthly Risk Assessment – The clerk reported there were no issues.

30. Annual Governance Statement – To approve and authorise Section 1 of the 2017/2018 return - Clerk has completed the annual return and it has been signed off by the external Auditor. It was proposed by Cllr. M. Tresidder seconded by Cllr. A. McDonald, all in favour that the chairman signed and approved Section 1 the Annual Governance Statement of the 2017/2018 return.

31. Annual Return – To approve and authorise Section 2 of the Accounting Statements 2017/2018 return - Clerk has completed the annual return and it has been signed off by the External Auditor. It was proposed by Cllr. B. Rogers, seconded by Cllr. P. Martin, all in favour that the chairman signed and approved Section 2 the Accounting Statements of the 2017/2018 return.

It was proposed by Cllr. P. Martin and seconded by Cllr. B. Rogers that Sithney parish council should not exempt themselves from an External Audit and the clerk would send the full accounts to PKF Littlejohn for inspection.

32. LMP Contract Length – Clerk has spoken to the Contractor for the LMP contract and he would welcome a 3-year contract but has asked for an increase for the next two years of £64.00 (4%). It was proposed by Cllr. P. Martin, seconded by Cllr. A. McDonald, all in favour that the Parish council awards the contract for 3 years at this agreed rate.

33. TIME AND DATE OF NEXT MEETING – Tuesday 5th June 2018 at Sithney School.