

**SITHNEY PARISH COUNCIL**  
Chairman: Peter Bickford-Smith

Clerk to the Council  
Mrs Jodie Ellis  
07855774357

Trannack Farm,  
St Erth, Hayle  
TR27 6ET

25/15

**MINUTES OF AN ORDINARY MEETING OF SITHNEY PARISH COUNCIL HELD AT TRANNACK SCHOOL ON TUESDAY 1<sup>st</sup> September, 2015 at 7.30PM**

**Present:-**

<b>Cllr. P Bickford-Smith– Chairman</b>	<b>Cllr. Mrs. A. Pascoe - Vice-Chairman</b>
<b>Cllr. P. Elliott</b>	<b>Cllr. Ms. E. Williams</b>
<b>Cllr. C. Perrin</b>	<b>Cornwall Cllr. J. Keeling</b>

**Parish Clerk Mrs Jodie Ellis and 9 members of the public.**

**1. APOLOGIES FOR ABSENCE** – Were received from Cllr. P Martin.

**2. ACCEPTANCE OF MINUTES** - The Minutes of the Parish Council Meeting held on 4<sup>th</sup> August 2015 were proposed by Cllr. Mrs. Pascoe and seconded by Cllr. Elliott and unanimously agreed as a correct record and were signed by the Chairman.

**3. DECLARATIONS OF INTEREST FOR ITEMS ON THIS AGENDA** – Cllr. Bickford-Smith declared a pecuniary interest in Item 12 Public Rights of Way – Trough at Chynhale and a disclosable financial interest in item 10 and 11 Helston Railway.

**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 written to the landowner asking that he carries out an eradication to ensure it does not spread.

**Roseawen Woods at Sithney Green** – Hayley Jewels at Cornwall Council has advised that the case officer, Mr Viner has been trying to get the owners to confirm in writing that they are not occupying the site. As a Council, they do not have any evidence that there is a residential use – the owners deny it and the complainants state that there is. If CC were considering formal enforcement action, they would have to have solid evidence that the breach is occurring otherwise at an appeal they would be found to have acted unreasonably and would be liable for costs. The difficulty with the alleged residential use of a van is that it is clearly mobile, and the owners state that they only use the van to travel to and from the site, making it very difficult for the Council to prove otherwise. If parishioners are able to demonstrate that this is not the case, because they have witnessed the residential use of the van, CC would be grateful to hear from them as to whether they would be prepared to act as a witness for the Council in formal proceedings.

Cllr. Mrs. Pascoe advised she had visited the neighbours of the area to establish their feelings on the situation, but has currently only seen around half due to some being away. Cllr. Mrs. Pascoe would report back to the clerk and chairman once all neighbours had been seen.

**6. PUBLIC PARTICIPATION –**

Becky Trevethan – Spoke in relation to the land at Rosewaen woods, and advised the council that she had been through the PC's previous minutes from when her and her husband purchased the land to the present day. Mrs Trevethan highlighted that there had been no mention of them in the minutes until the issue was raised by Cllr. Mrs Pascoe at the 2<sup>nd</sup> June 2015 meeting. After reading the council's code of conduct Mrs Trevethan would like to draw the council's attention to item 2 regarding unlawful discrimination and bullying, as she feels the council is discriminating against them. Mrs Trevethan referenced that the council mentioned the use of CCTV at the July Meeting, and if this was to be used to spy on their property then it would be breaking the stalking and harassment law.

Trevelyan Trevethan – Mr Trevethan advised the meeting that he is holding the next woodland Group – SWOT at 7.30pm next Wednesday at the Crown Inn. Mr Trevethan requested that the council forward the necessary information required to make a formal complaint against the council to him. As he feels he has been subject to harassment by the council as he has received two formal inspections from Cornwall Council and one visit by a Parish Councillor. Mr Trevethan advised that he felt the Cllrs actions were bringing into disrepute their role and acting outside their remit as Cllrs.

**7 POLICE REPORT** – The clerk reported that she had not received a report from the police in time and that the Police website was only showing June 2015 as the latest month. Cllr. Keeling advised that there is not much police presence in the area and other councils had similar issues in obtaining monthly police reports.

**8. CHAIRMAN'S COMMENTS** – Cllr. Bickford-Smith advised that the B3303 speed restrictions and traffic calming measures were currently being set up. They are currently a bit confusing as they are making random changes rather than working from North to South. Cllr. Bickford-Smith advised that it is likely to cause problems when Sithney School reopens next week as there is very little parking and one 'give way' system.

**9. COUNCILLORS' QUESTIONS AND COMMENTS –**

Cllr. Perrin advised that Cllr. Mrs Pascoe and he met with Ben Dickinson from Cormac and spent an hour and a half touring Sithney roads to show Mr Dickinson areas that are in need of repair, in particular Longstone and outside Trevarno Home Farm. Mr Dickinson was not aware of these two areas and would report back to the Clerk. Cllr. Perrin advised that Mr Dickinson explained that any roads that need repair are repaired with a temporary fix and then left to settle. After an unspecified time of at least 6 months the roads are re-assessed as to whether a larger piece of tarmac is required. Mr Dickinson has a team of people whose role is to inspect the roads. All A and B roads are inspected every month and unclassified roads every 4 months. Cllr. Perrin expressed his concern as to whether all roads do get looked at least every 4 months. Cllr. Keeling advised if the parish has any areas of real concern to let him know and he will go into Cormac's office at Water Ma Trout.

**10. CORNWALL COUNCILLOR'S COMMENTS** - Cllr. Keeling advised that August had been an unusually quiet month, despite it being a holiday period and very few meetings held at County Hall. Cllr. Keeling advised he had been kept busy with local issues such as speeding through our villages and the ongoing issue of the toilets at Praa Sands and the proposed withdrawal of funding in April next year and subsequent closure, which to his mind is unthinkable. The Helston Railway planning application refused recently has lodged an appeal and will be decided on the basis of an exchange of written statements by parties and a visit by an inspector. All representations must be received by 8<sup>th</sup> September. The forthcoming months are envisaged to be hectic with service area reviews and the setting of the 2016/17 budget.

### **11. PLANNING**

**Planning Applications** To consider recommendations to planning applications received: -

#### **Application –**

PA15/07215 - Pednavounder Farm, B3302 Between Sithney School and Sithney Common - Change of Use and conversion of Two-Storey Traditional Farm Buildings to create a Residential Dwelling.

As the application was only received on the 01.09.15, the clerk will ask CC for an extension and review the application at the October meeting.

#### **Approval**

PA15/05281 – Tregadjack, Tregathenan, Sithney, Helston, TR13 0RZ – Application for a Lawful Development Certificate for existing use (residential occupancy) – Granted.

PA15/05468 – Trevarno Mill, Trevarno, Sithney, Helston. Conversion of listed Mill building to residential use, conversion of adjacent agricultural building to residential use with small extension, new bat shelter.

PA15/05469 – Trevarno Mill, Trevarno, Sithney, Helston. Listed building consent for proposed conversion of listed Mill building to residential use, conversion of adjacent agricultural building to residential use with small extension, new bat shelter.

#### **Appeals**

Cllr. Bickford-Smith left the room at 8.00pm, and the vice chair Cllr. Mrs. Pascoe took the seat.

An appeal has been made to DCLG for application - PA15/02494 – Helston Railway Preservation Society, Trevarno. Closing Date for representations is 08<sup>th</sup> September 2015. Cllr. Keeling advised he had submitted his report to the DCLG. Cllr. Perrin asked if it would be beneficial if a report was submitted from the PC as well as our Cornwall Councillor, Cllr. Keeling said it may be beneficial but not imperative. Cllr. Mrs. Pascoe advised that the council had pledged to support the local residents and so would reiterate their previous comments of not supporting the application. It was proposed by Cllr. Elliott and seconded by Cllr. Perrin, 1 in favor and 1 abstained, that the council would submit a letter to the DCLG stating this.

8.07pm Cllr. Bickford-Smith returned and took the chair.

#### **Enforcement**

**EN15/11059 - Lowena, Lowertown Helston** – Joanne Patient at Cornwall Council has advised the clerk that she had received an answerphone message from the Agent for this site on the 28.08.15, stating that he has visited the site and confirms that there is only the Típee left on the land at the moment and that will be being removed at the end of this weekend. Joanne tried to call him back but only go his answer phone as she needs to confirm whether or not the toilet facilities on site are also being removed, she would assume that they are. Cllr. Mrs. Pascoe asked if the chalets had been removed or mentioned, the clerk advised she will chase this up with Jo Patient.

**Paperless Planning Applications** – The clerk advised that the 4<sup>th</sup> January 2016 is the go live date for paperless planning applications to be in place, to allow for Parish Council's to purchase the necessary equipment and attend the 1 hour training that Cornwall Council are looking into delivering. There will be more details about the possibility of funding from CC to help towards the necessary equipment released in due course. Cllr. Ms. Williams suggested we place copies of plans in the local Post office for residents to see, Cllr. Mrs. Pascoe advised that this would then be placing the burden on the PC and clerk. It was discussed that the PC do not own their own laptop and would need this for the meetings. It was proposed by Cllr. Perrin and seconded by Cllr. Mrs. Pascoe that the clerk, look to secure the mentioned funding from CC to aid this purchase and other equipment that is necessary for the paperless planning. Cllr. Keeling advised he was not in favor and thinks CC would revisit the decision again in the future.

### **12. PUBLIC RIGHTS OF WAY –**

**Bridleway 230/30, Sithney** – Cormac Soils Engineer are going to survey the unstable section of rock and report back on options for getting the route open.

**Footpath 14** – Craig House to Penpraze – Cllr. Bickford-Smith has spoken to Mr Glasper the agent and reminded him about the work. It was decided that the clerk should send a reminder to both the land agent and owner asking when the work would be carried out.

**Lane beside Trelin from Crowtown to Chynhale** – Cllr. Bickford-Smith to provide clerk with contact details to write and request the trimming is carried out.

**Trough at Chynhale** – The clerk to date has not received Thane Osborne's number to contact regarding ownership of the trough.

**Footpath from the Crown Inn to Sithney School** – The clerk has contacted Cormac who advised that the area is a once a year cutting site and that as it gets colder the growth will die back. Cllr. Bickford-Smith advised it has now been trimmed again.

**Ditches in Sithney at Antron** – The clerk has been advised that the ditches were cleared on the 10.08.15.

### **13. REPORT OF THE CLERK & CORRESPONDENCE**

Information Commissioner's Team – Launceston – 23.09.15 – CALC

Cornwall sports Partnership – Consolation event – 15.09.15

RSN – Rural Opportunities Bulletin

Helston & the Lizard Community Network Panel – Next Meeting – 02.09.15 – Cury Village Hall

RSN – Weekly Bulletin 10/08, 17/08, 24/08

CC – Street Trading Review – Responses by 10/11/15

Cornwall Countryside Access Forum Recruitment 2015 – Closing Date 11.09.15

CC- Library & One stop shop reviews – Closing date 30.09.15 to show an interest in delivering local services locally.

Annual Internal Audit & quarterly Audit carried out 18.08.15

Cornwall Council – ‘Running a safe Firework Display’ – 01.10.15 – St Erme.

Helston & The Lizard works Partnership – Pitch up £300 for a community Project event – 21.09.15

#### 14. FINANCE

**a) To consider the following accounts for payment:** - Approval of schedule of payments.

It was proposed by Cllr. Perrin, and seconded by Cllr. Ms. Williams and carried unanimously that the following accounts be paid as per the schedule of payments: -

	£
Mrs Jodie Ellis – Clerk (Salary & Expenses)	453.73
Cornwall Council (LGPS) – Clerk	67.05
Cash – Reimbursement of Petty Cash	37.95
Bob Sanders -	<u>1600.06</u>
	<u>2158.79</u>

#### Financial Reports by Clerk

##### b.) Financial report.

The Clerk reported that she had invoices to pay totaling £2158.79 as reported in item 14a. The balance at the end of August on the Current Account was £5,296.98 and on the Business Saver £33,557.00. These are considered adequate to undertake the work of the Parish Council. It was proposed by Cllr. Elliott, and seconded by Cllr. Perrin that the report be accepted. All in favour.

**Approval of Monthly Report.** The accounts to the end of August had been circulated but they do not include the payments drawn on 1<sup>st</sup> September. It was proposed by Cllr. Perrin, seconded by Cllr. Ms. 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 notice boards at Trannack and Coverack Bridges were wet inside due to the rain, and the Bus Shelter at Crowntown was wet and littered. It was proposed by Cllr. Perrin, seconded by Cllr. Elliott and carried unanimously that this report be accepted and was signed by the chairman.

**c) Notice Board Costings** – The Clerk circulated to all Cllrs the quotes that have been received for 5 replacement Notice boards. Cllr. Bickford-Smith advised that he thinks it is a good way to spend some of the Parish’s money as the parishioners would directly benefit. On the annual Audit the new larger board areas were checked and would fit in most places, the only concern would be in Crowntown. The old notice boards were discussed and Cllr. Elliott suggested that we keep ownership of them, remove door locks so that parish groups could open the doors and place there notices inside. The council would continue to maintain them as far as Health and safety is concerned but once beyond repair they would be disposed of.

The three quotes were discussed and it was proposed by Cllr. Ms. Williams and seconded by Cllr. Mrs. Pascoe that the new signs would be purchased from Metrosigns. It was agreed that the council need to obtain a cost of fitting the new boards. The clerk would source 3 quotes for October’s meeting.

**d) Website** – The clerk advised that she has started to update the website with current / up to date information including the vacancies and Councillor Contact details. It is hoped that over the next month the procedures and policies information would too be updated. It is taking quite a lot of the Clerk’s time to update, as the website is not the easiest to update or navigate. The contract with the website provider Spanglefish is due for renewal on the 04.09.15, and it was agreed at the internal audit with Cllr. Elliott and Cllr. Bickford-Smith that the clerk pays the fee of £24.95 for another year. It was agreed that the clerk look into other parish council websites and find out costings for a possible change in website provider. Cllr Elliott advised that there was no need to rush as we have a year, but to ensure it is given careful thought to ensure the right provider is selected.

**e) Barclays Mandate Change** – The clerk advised the signatories had been updated with Barclays. There is one more form to be signed by the signatories to allow the clerk authorisation to cash the cheques that reimburse the petty cash float. This was proposed by Cllr. Mrs. Pascoe, and seconded by Cllr. Elliott, and unanimously agreed that the authorized signatories sign the form.

**14f) Update on Parish Council Vacancies** – The clerk advised that Cornwall Council did not receive any requests from the Public Vacancy Notices asking that an election be held, so all 3 vacancies could be filled by co-option.

**15. Co-Option of Parish Councillors** – Cllr. Bickford-Smith advised that we had received 3 candidates interested, in the vacancies and invited each candidate to speak in turn to the meeting.

Linda Penrose - Has lived in the parish for almost 25 years and has recently attended some Parish Council meetings. This raised her awareness of the important role of the Parish Council and would like the chance to contribute to the work that is currently being carried out. Linda previously worked at Cornwall Council and as a volunteer for over two years. As Linda is now retired she feels she has the time to offer, and the necessary skills that would be required to undertake the role of a Parish Council.

Alex McDonald – Moved to Trannack in 2005 with his extended family, he and his partner are foster carers. Alex loves where he lives and the views of the area are beautiful, and would like to get involved with the community. His previous roles have given him boardroom experience, sound judgement and the ability to see the good in each situation.

Anthony Williams – Andy moved to Sithney from Porthleven 21 years ago and loves the area he lives in and would like to learn about the local community and the laws that affect it. Andy has an interest in politics, and after reading the August minutes about the local Neighborhood plans feels he could contribute some of his experience.

Cllr. Mrs. Pascoe feels all three candidates would be an excellent addition to the council and represented 3 different areas of the Parish. It was proposed by Cllr. Mrs Pascoe, seconded by Cllr. Ms. Williams and agreed unanimously that all 3 candidates are co-opted as Councillors for Sithney. Each signed their declaration of acceptance of office which was witnessed by the clerk.

**16. School Governors Report** – Cllr. Mrs. Pascoe advised that Trannack School has an inset day for teachers and governors on Thursday and would be attending.

**17. TIME AND DATE OF NEXT MEETING** - Tuesday 6<sup>th</sup> October 2015 at 7.30pm at Sithney School.

Meeting 1<sup>st</sup> September 2015