

SITHNEY PARISH COUNCIL

Chairman: Councillor Mrs Jean Daybell

Clerk to the Council
Mrs. Jodie Ellis
07855774357

Trannack Farm
St Erth
Hayle TR27 6ET

7/17

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT TRANNACK SCHOOL ON TUESDAY 16th MAY 2017 at 7.30pm.

Present: -

Cllr. A. McDonald
Cllr. Mrs. J. Daybell (chairman)

Cllr. Mrs. L. Penrose
Cllr. P. Martin (vice-chairman)

Parish Clerk Mrs. Jodie Ellis and 2 members of the public

1. **ELECTION OF CHAIRMAN FOR PARISH YEAR 2017-18** It was proposed by Cllr. A. McDonald, seconded by Cllr. P. Martin and carried unanimously that Cllr. Mrs. J. Daybell is elected as Chairman.
2. **TO RECEIVE THE CHAIRMAN'S ACCEPTANCE OF OFFICE** - The Chairman signed their 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 signed a new form to confirm their interests and acceptance of office.
4. **ELECTION OF VICE-CHAIRMAN FOR PARISH YEAR 2017-2018** - It was proposed by Cllr. A. McDonald seconded by Cllr. Mrs. L. Penrose and carried unanimously that Cllr. P. Martin is elected as Vice-Chairman.
5. **APOLOGIES FOR ABSENCE** were received from Cornwall Cllr. J. Keeling.
6. **DECLARATIONS OF INTERESTS FOR ITEMS ON THIS AGENDA** – Cllr. Mrs. L. Penrose declared a disclosable financial interest in item 27 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 and vacant.
Planning Advisory Panel	Cllr. Mc Donald and Cllr. Mrs. L. Penrose.
Communications & CALC	Cllr. Mrs. Penrose
Liaison with Cornwall Council	Vacant.
Waste and Re-Cycling	Cllr. Martin
Transport & Highways	Clerk
Police and Victim Support	Cllr Mrs Jean Daybell
Sithney School	Cllr Mrs Jean Daybell
Trannack School	Vacant
Affordable Housing	Vacant
8. **APPOINTMENT OF MEMBERS TO SERVE ON OUTSIDE BODY: - Community Network Panel** – Cllr. P. Martin
It was proposed by Cllr. P. Martin, seconded by Cllr. Mrs. L. Penrose, and carried unanimously that the above responsibilities are correct for the coming year.
9. **TO CONFIRM APPROVED STANDING ORDERS** - It was proposed by Cllr. A. McDonald 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. Mrs. J. Daybell 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. J. Daybell, Mrs. L. Penrose and Cllr. P. Martin, had been sent to Barclays as agreed at the meeting on the 04.04.2017. Barclays have confirmed the new signatories are in place.
12. **TO REVIEW MEETING DATES FOR THE FORTHCOMING YEAR** – It was proposed by Cllr. P. Martin seconded by Cllr. Mrs. L. Penrose and carried unanimously that the meeting dates for 2017 are 06/06, 04/07, 01/08, 05/09, 03/10, 07/11, 05/12, 02/01/18, 06/02/18, 06/03/18, 03/04/18 & 01/05/18 are agreed.
13. **REVIEW INVENTORY OF LAND AND ASSETS** It was proposed by Cllr. P. Martin, seconded by Cllr. A. McDonald and carried unanimously that this be agreed and the Chairman signed the register.
14. **REVIEW AND CONFIRM INSURANCE COVER IS ADEQUATE** – The clerk has received notification that the Insurance Premium is £361.49 for the year. It was proposed by Cllr. P. Martin, seconded by Cllr. Mrs. J. Daybell and carried unanimously that the council should pay the premium of £361.49 and the Chairman signed a copy of the policy document.
15. **REVIEW COUNCIL'S/EMPLOYEES MEMBERSHIP OF BODIES** – It was proposed by Cllr. Mrs. J. Daybell seconded by Cllr. Mrs. L. Penrose and carried unanimously that the memberships continue. The Current charges are CALC £291.04 (2017/18), SLCC £103 (17/18).

- 16. CONFIRM CURRENT COMPLAINTS PROCEDURE** – 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. 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. P. Martin 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. A. McDonald, seconded by Cllr. Mrs. J. Daybell 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 4th April 2017 were proposed by Cllr. Mrs. J. Daybell, seconded by Cllr. P. Martin and unanimously agreed as a correct record and were signed by the Chairman. The minutes of the Annual Parish meeting held on the 4th April 2017 were proposed by Cllr. Mrs. J. Daybell, seconded by Cllr. P. Martin and unanimously agreed as a correct record and were signed by the Chairman. The minutes of the Extraordinary meeting in the 27th April 2017 at Sithney School were proposed by Cllr. A. McDonald, 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 4th April 2017.
- Pednavounder – Hilltop road joining from the B3302** – The clerk has received an email from Maxine Hardy which has been circulated to all Cllrs.
The cost of the TRO would be £1200 + £500 = £1700 Plus a share of the £4800 depending on how many Parishes take it up. Cllrs were all in agreement that the TRO would be of benefit as there is a risk identified. Cllr. P. Martin advised that as Highways agree that there is a risk and liability in the current road layout, is it not highways responsibility to put it right. Cllrs agreed and it was proposed by Cllr. A. McDonald, seconded by Cllr. P. Martin, all in favour that the clerk contact Highways to investigate.
- Average Speed cameras in Crowntown** – Due to Cornwall Cllr. J. Keeling being absent there is no update on the matter.
- Truthall Bridge** – Cormac have advised the potholes have been filled in and they believe the mud on the road has been created by vehicles using the single-track road as a passing place. Highways have also inspected the drainage pipe installed by the railway and believes that this was done to ensure that water runs down the track rather than the bank. They have no concerns at the moment regarding this pipe, however, they will monitor the situation when they carry out future inspections.
- Plover's Field** – Cllrs agreed that once the grass starts to grow on the open space a cutting schedule would need to be drawn up. Cllr. P. Martin kindly offered to use his own tractor for the first grass cut.
- 22. PUBLIC PARTICIPATION** – Di Mickler advised that the footpath sign on the end of footpath 230/9/1 has gone missing. It was agreed the clerk would contact Highways for a replacement.
- 23. CHAIRMAN'S COMMENTS** – Cllr. Mrs. J. Daybell advised she would do her best to serve the parish to the best of her ability. Cllr. Mrs. J. Daybell agreed that the parish needs new Cllrs to join SPC.
- 24. COUNCILLORS' QUESTIONS AND COMMENTS** 24 hours notice in accordance with Standing Orders Advisable.
Cllr. A. McDonald asked what options SPC could explore to encourage new members to join. It was agreed the clerk would bring a poster / leaflet back to the June meeting, that could possibly be distributed to all households within the parish.
Cllr. Mrs. J. Daybell advised the footpath beside the crown Inn was overgrown. Also between Chynhale and Trevarno main entrance by the Wood Workers Cottage there were trees down that could become dangerous to walkers. It was agreed the clerk would contact Highways for both matters.
- 25. CORNWALL COUNCILLOR'S COMMENTS** – There was no Cornwall Cllr. report due to Cllr. J. Keeling's absence.
- 26. PLANNING - To consider recommendations to planning applications received including: -**
Applications:
PA17/02562 - The Blacksmiths Shop, Tregathenan, Sithney, TR13 0RZ - Conversion and extension of blacksmith's shop to dwelling and erection of a detached garage with home office over.
It was proposed by Cllr. A. McDonald, seconded by Cllr. Mrs. L. Penrose, all in favour, that Sithney supports this application.

PA17/03387 - Glanneth Farm, Prospidnick, Helston, TR13 0RY - Two-storey rear extension with single-storey sun room extension.
It was proposed by Cllr. A. McDonald, seconded by Cllr. Mrs. L. Penrose, all in favour, that Sithney supports this application.

PA17/03556 Boscadjack Farmhouse, Coverack Bridges, Helston, Cornwall - Proposal Demolition of existing side extension and construction of new extension incorporating an annexe Location. Cllrs Discussed the application and felt that the proposed development dwarfs the main farmhouse and did not have architectural values to match the farmhouse. It was proposed by Cllr. P. Martin, seconded by Cllr. Mrs. L. Penrose that Sithney objects to this application.

It was proposed by Cllr. P. Martin, seconded by Cllr. A. McDonald to lift standing orders to allow Mrs Mickler form the public to enquire as to which property PA17/03556 related to. Cllrs advised and it was proposed by Cllr. P. Martin, seconded by Cllr. A. McDonald to return to standing orders.

Development Team:

Old Sunday School, East Lowertown, Helston, Cornwall TR13 0BZ – After a member of the public raised the works being carried out at the Old Sunday School, the clerk has passed to Cornwall Council to deal with.

27. PUBLIC RIGHTS OF WAY

Footpath 230/3 – Sithney to Pednavounder – Missing section on definitive map – No update from CC to report.

Footpath 230/28/1 – Boscadjack to Trenear – Fence Ownership – The clerk has chased Cormac for an update.

Footpath 230/11 - Stile at the eastern end – The clerk has asked Cormac for an update.

Cllr. Mrs. L. Penrose was not required to leave the meeting as the item was not discussed only an update form the clerk.

Lowertown Leats – Simon Deverill at CC has advised that they are seeking further legal clarification.

Footpath 8 Closure – Helston Railway / Black Arch Bridge – Path remains closed.

28. REPORT OF THE CLERK AND CORRESPONDENCE

Cornwall Sports Partnership Bulletin

Neighbourhood Planning E-Bulletin

Cornwall AONB Conference – 20.05.17

RSN Weekly Bulletin 03/04, 10/04, 24/08, 02/05, Rural Transport & Economy Spotlight

Cornwall Sports Partnership E-Bulletin

Communities & Devolution Bulletin March 2017 & Town Parking Update.

Crowntown Post Office – Temporary Closure

Cornwall for Change Newsletter

Community Emergency Plan Grants

Highways – Bulk Road Closures for 2016/2017

Planning Newsletter

Helston & South Kerrier Community Network Panel – cancelled

Channel 4 – Village of the Year

CC – Planning Induction Training – 06.06.17 and 14.06.17

Cllr. Mrs. J. Daybell read out a Message of thanks from Peter Bickford-Smith, Cllr. Mrs. J. Daybell agreed to contact Mr Bickford-Smith to collect the personal records of the council and discuss the Millennium maps.

Barclays Update – Signatories are now in place.

The clerk advised that the former chairman used to unlock Sithney School for meetings, it was agreed the clerk would contact the school to discuss.

29. FINANCE

a) To consider and authorise the following accounts for cheque payment: It was proposed by Cllr. P. Martin, seconded by Cllr. Mrs. J. Daybell that the following payments (minus the clerk’s pension payment which was authorised in advance on the 04.04.17 due to the change in signatories and signing delay), be authorised.

	£
Cornwall Council (LGPS) – Clerk April	92.55
CASH – Reimbursement of Petty Cash	69.30
CALC/NALC Subscription	291.04
Zurich Municipal	361.49
	<u>814.38</u>
Standing Order - Clerk Salary and Expenses	£530.93

b) Financial Reports by Clerk –

The Clerk reported that she had invoices to pay totalling £814.38 as reported in item 29a. The balance at the end of April on the Current Account is £10,540.03 and on the Business Saver is £32,581.65 These are considered adequate to undertake the work of the Parish Council. It was proposed by Cllr. P. Martin, 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 16th May. It was proposed by Cllr. P. Martin, and seconded by Cllr. Mrs. J. Daybell that the report be accepted 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 3 notice boards on grass, require trimming around. It was proposed by Cllr. P. Martin, seconded by Cllr. A. McDonald, all in favour that the clerk would contact Mr Sanders.

c) Internal Audit - David Gallie had carried out the Internal Audit on 01st May 2017. 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.

30. Annual Governance Statement – The clerk has circulated the annual return to all Cllrs. It was proposed by Cllr. A. McDonald, seconded by Cllr. P. Martin, all in favour that the chairman signed and approved Section 1 the Annual Governance Statement of the 2016/2017 return.

31. Annual Return – The clerk has circulated the annual return to all Cllrs. It was proposed by Cllr. A. McDonald, seconded by Cllr. P. Martin, all in favour that the chairman signed and approved Section 2 the Accounting Statements of the 2016/2017 return.

32. To agree Updated Reserves - The PC reserves have increased at the end of 2016/17 financial year by £2026 to £37,029

The Reserves stand at: -	£
Cornwall Council Services	10,200
Elections	3,504
Financial Reserves	5,878
Community Projects	14,675
Rights of Way	746
Plover's Field	1500

36,503

It was proposed by Cllr. P. Martin, seconded by Cllr. Mrs. L. Penrose to add the £526 to Rights of way and all other allocated reserves remain the same.

Thus making the Reserves: -	£
Cornwall Council Services	10,200
Elections	3,504
Financial Reserves	5,878
Community Projects	14,675
Rights of Way	1272
Plover's Field	1500

37,029

33. TIME AND DATE OF NEXT MEETING - Tuesday 6th June 2016 at Sithney School.