

SITHNEY PARISH COUNCIL

Chairman: Ian Paterson

Clerk to the Council
Mrs. Pauline Williams
01209 831229

Briar Cottage,
Burras, Wendron
Helston TR13 0HU

6/13

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT TRANNACK SCHOOL ON THURSDAY 9th MAY, 2013 AFTER THE ANNUAL PARISH MEETING

Present:-

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

Cornwall Councillor John Keeling, Parish Clerk Mrs. Pauline Williams and 2 members of the public

1. ELECTION OF CHAIRMAN FOR PARISH YEAR 2013-2014 – It was proposed by Cllr. Martin, seconded by Cllr. Morgans and carried (1 abstention PBS) that Cllr. Paterson be elected as Chairman. Cllr. Paterson said he would like to see Councillors facing the public at future meetings and would work on a layout. The Clerk asked if Cllrs. would find it easier to manage their papers if they had tables. It was agreed to see if this would assist them.

2. TO RECEIVE THE CHAIRMAN'S ACCEPTANCE OF OFFICE – The Chairman signed his Declaration of Acceptance of Office.

3. TO RECEIVE DECLARATIONS OF ACCEPTANCE OF OFFICE FROM ALL COUNCILLORS PRESENT (SO31) AND DECIDE WHEN ANY NOT RECEIVED SHALL BE RECEIVED. – All Councillors signed their Declaration of Acceptance of Office forms and the Clerk witnessed them

4. TO RECEIVE NEW NOTIFICATIONS OF FINANCIAL AND OTHER INTERESTS FROM COUNCILLORS. Cllrs. Bickford-Smith and Pascoe had completed new forms; the remainder had signed to confirm that their interests had not changed since the last completed form.

5. ELECTION OF VICE-CHAIRMAN FOR PARISH YEAR 2013-2014 –Cllr. Deacon proposed, Cllr. Martin seconded that Cllr. Pascoe be Vice-Chairman.

Cllr. Williams proposed, Councillor Pascoe seconded that Cllr. Bickford-Smith be Vice-Chairman.

Cllr. Pascoe stated that she would like to stand down. It was carried that Cllr. Bickford –Smith be Vice-Chairman.

6. APOLOGIES FOR ABSENCE - None

7. DECLARATIONS OF INTERESTS IN ITEMS ON THIS AGENDA - Cllr. P. Martin declared a non registerable interest in Affordable Housing Item 38 as a local landlord. He queried whether a Dispensation would be appropriate. He agreed to contact the monitoring officer and asked the Clerk to do likewise.

Cllr. Bickford-Smith declared a disclosable financial interest in Affordable Housing Item 38 as the landowner and left the meeting before the matter was discussed.

Cllr. I Paterson declared a non registerable interest in item 30 footpath 230/5/4 as Rights of Way Officer West Cornwall (P/K) Group of the Ramblers Association. He asked the Clerk to send him a Dispensation Form for completion.

Cllr. Deacon declared a non disclosable interest in item 30 as a friend of Mr. Brian Pascoe.

8. TO CONSIDER ANY APPLICATIONS FOR DISPENSATIONS UNDER SECTION 33 OF THE LOCALISM ACT 2011 - None

9. TO CONSIDER APPOINTMENT OF COUNCILLORS WITH SPECIAL RESPONSIBILITIES FOR:

As the Parish Council were two members short some vacancies were left until co-option had been carried out.

Public Rights of Way	Cllrs. Paterson and Pascoe
Regeneration	Cllr Williams, vacancy
Audit and Risk Assessment (2)	Cllr. Bickford-Smith, vacancy
Planning Advisory Panel	Cllrs. Bickford-Smith, Pascoe, Morgans and Williams
Website	vacant
Liaison with Cornwall Council	Cllr. Martin
Waste and Re-Cycling	Cllrs P. Martin and Morgans
Transport & Highways	Cllr. Bickford-Smith
Police and Victim Support	Cllrs. Deacon and Williams
CALC	Cllrs. Paterson and Deacon
Newsletter	Cllr. Paterson
Environmental Issues	Cllr. Bickford-Smith
Sithney School	Trust Governor Cllr. Bickford-Smith
Trannack School	Community Governor – Cllr. A. Pascoe
Affordable Housing	Cllrs. Pascoe and Morgans
Any other responsibilities	None

10. APPOINTMENT OF MEMBERS TO SERVE ON OUTSIDE BODY: - HELSTON FRAMEWORK GROUP - Cllr. A. Pascoe said that she felt that this group had now been disbanded.

11. TO CONFIRM APPROVED STANDING ORDERS and sign. – The Clerk stated that until the Standing Order revision is completed the operational set needed to be confirmed. It was proposed by Cllr. Pascoe, seconded by Cllr. Bickford-Smith and carried unanimously that these be confirmed. The Chairman signed them.

12. TO CONFIRM FINANCIAL REGULATIONS and sign – The Clerk stated that once the revision of Standing Orders had been completed she would look at revising Financial Regulations to ensure they are up to do. Meanwhile the operational set needed to be confirmed. It was proposed by Cllr. Paterson, seconded by Cllr. Morgans and carried unanimously that these be confirmed. The Chairman signed them.

13. TO CONFIRM 3 SIGNATORIES FOR SITHNEY PARISH COUNCIL ACCOUNTS AT BARCLAYS BANK – It was proposed that Councillors Paterson, Pascoe and Deacon remain as signatories on the account.

14. TO REVIEW MEETING DATES FOR THE FORTHCOMING YEAR – The Clerk reported that the dates for 2013 were currently 4/6, 2/7, 6/8, 3/9, 1/10, 5/11, 3/12 and for 2014 7/1, 4/2, 4/3, 1/4 & 6/5. Cornwall Councillor Keeling said that the meeting being the first Tuesday of the month clashed with Breage, but he would try to get them to rearrange their meeting dates and advise the Clerk on his progress.

15. TO REVIEW CONDITIONS OF SERVICE OF THE CLERK INCLUDING PAY INCREASE SEE PC MEETING MINUTE 18 PAGE 35/12 OF NOVEMBER 2012. Under new SO7 the press and public are excluded on the grounds of disclosure of exempt information under pt 1 schedule 12 of LGA 1972. The Clerk and public left the meeting whilst this matter was discussed. It was proposed by Cllr. Bickford-Smith, seconded by Cllr. Morgans and carried unanimously that the Clerk progress to Spinal Point 24 with effect from May 2013. (£10.841 per hour, thus £433.64 per month an increase of £13.72 a month)

16. REVIEW INVENTORY OF LAND AND ASSETS and sign – It was proposed by Cllr. Deacon, seconded by Cllr. Morgans and carried unanimously that this be agreed and the Chairman signed the register.

17. REVIEW AND CONFIRM INSURANCE COVER IS ADEQUATE – It was proposed by Cllr. Deacon, seconded by Cllr. Martin and carried unanimously that the cover was adequate.

18. REVIEW COUNCIL'S/EMPLOYEES MEMBERSHIP OF BODIES – It was proposed by Cllr. Bickford-Smith, seconded by Cllr. Pascoe that membership continue. The current charge being CALC £234.28(2013/14) and SLCC £100(2012/13). It was agreed that membership to both organisations were beneficial to the Council.

19. REVIEW COMPLAINTS PROCEDURE – The Clerk stated that whilst revising Standing Orders she noted the PC had no policy. She had obtained the CALC model which had been personalised for this Council. It was proposed by Cllr. Martin, seconded by Cllr. Morgans and carried unanimously that this procedure be adopted.

20. ESTABLISH PROCEDURE FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT AND DATA PROTECTION ACT 1998 - The Clerk stated that whilst revising Standing Orders she noted the PC had no policy. She had obtained the CALC model which had been personalised for this Council. It was proposed by Cllr. Pascoe, seconded by Cllr. Morgans and carried unanimously that this procedure be adopted.

21. ESTABLISH POLICY FOR DEALING WITH PRESS/MEDIA – The Clerk stated that whilst revising Standing Orders she noted the PC had no policy. The Clerk and former Chairman Cllr. Martin had drawn up a draft which had been circulated. It was agreed that it represented a clear chain of command. It was proposed by Cllr. Martin, seconded by Cllr. Bickford-Smith and carried unanimously that this policy be adopted.

22. ACCEPTANCE OF MINUTES – The Minutes of the Ordinary Meeting held at Trannack School on 2nd April, 2013 was proposed by Cllr. Martin seconded by Cllr. Williams and unanimously agreed.

23. MATTERS ARISING FROM THE LAST MINUTES

Overgrown trees at Trevarno Front Lodge – The area from the Mill House to the Quarry still needs to be trimmed. Tom Marks has agreed to investigate.

Collapsed drain Tregathenan – The Clerk reported that Tom Marks, Cormac, would report back on progress.

Update Pengoon Farm – Mandy Smith has stated that the Clued had been received.

Update Wheal Bramble – Mandy Smith said progress was still being made. The Clerk to obtain a fuller report and copy to Cllr. Keeling.

Damage to Cornish Hedge between Truthall Manor and grass triangle at bottom beyond the bridge – The Clerk had chased New Generation again. Mr. Vandervliet, said that his insurers had declined to accept liability as the Grimme was being driven by Mr. Kevin Andrew as a demonstration vehicle. The Clerk had written to Mr. Andrew, enclosing the photographs asking him to get the damage repaired either via insurers or at his cost. Tom Marks had advised the Clerk that the signs agreed at the site meeting had been ordered. Mark Rowe Farming have agreed to put signs in the fields currently being used for potatoes saying right turn only, to stop the vehicles using the narrowest part of the lane.

Trevarno Farm – alterations following closure of Trevarno Estate - The planning application for the Railway and Soap Business has been lodged with CC but not yet been received by the PC.

Flooding/Drainage problems at An-Vownder-Goth. – Neighbourhood Steward, Clair Banks will visit and report back to the PC. The Clerk to ask if Cllrs. Williams and Bickford-Smith could attend the meeting.

Lane Chynhale to Crowtown – CC say the branches have been cut. Cllr. Bickford-Smith disputed this. Tom Marks agreed to investigate.

Smoke from chimneys of caravans parked behind the stables in New Road on the Nancegollan to Moffits Corner Road – The Clerk said that Mandy Smith had visited the site. None of the caravans are connected to any services and there is no evidence that they are being lived in. She has advised the owner that storage of the caravans would require a change of use application, but the owner has stated that as soon as the land is dry enough they will be removed. She is revisiting on 8th May. Cllrs. Pascoe and Williams stated that there was water in barrels and a generator on site.

24. PUBLIC PARTICIPATION – Mrs. Mickler said that the footpath signs were missing at the Chyreen end (SW658306) of footpath 230/9/1. The Chairman replied that there were numerous missing and damaged signs around the Parish and this one should be added to the list held by Mr. Dan Senior, CC.

25. POLICE REPORT – Apologies had been received for non attendance. No crimes had been reported in April. However, there have been fuel thefts and fly tipping in surrounding areas. Residents were advised to make fuel as secure as possible and to report number plates of any vehicles seen fly tipping.

26. CHAIRMAN'S COMMENTS – The Chairman reported that on the Sithney Green to Truthall Road there was evidence of fires having been lit inside field gates, appeared to be a plastic type material. Cllr. Pascoe said it was the tubes that the plastic covering for the potatoes had been on. The Chairman asked if the matter should be reported, Cllr. Pascoe felt it should not.

27. COUNCILLORS' QUESTIONS AND COMMENTS – Cllr. Morgans said he had received several complaints about bird scarers starting at 5.15am and blasting 22 times in 20 minutes in Prospidnick. Cllr. Bickford-Smith said the guidelines set out by the NFU were clear on frequency and only being used dawn to dusk. Cllr. Bickford-Smith said he would speak to Greville Richards initially to see if the matter could be resolved, otherwise it was agreed to refer the matter to the Environmental Health Officer.

28. CORNWALL COUNCILLOR'S COMMENTS – Cornwall Councillor John Keeling reported:-

That this was his first Cornwall Councillors report since the elections on May the 2nd. Whilst he had been re-elected to Breage and Germoe area, he now had electoral responsibility for Sithney Parish and looked forward to the challenges presented by what is now an even larger rural division. He stated he had been a Councillor for in excess of ten years serving on Breage Parish Council, Kerrier District Council and for the last four years Cornwall Council. In addition, he had been Chairman of Breage Parish Council until recently; but had given up that role to focus on his duties as a Unitary Councillor serving the 3 Parish Councils and the area equally.

He stated that several local issues had been raised during canvassing, including matters to do with changes in Council Tax, flooding at Chynhale, speeding issues and the condition of some of the lanes and roads. He said he was aware of the proposals for the old Hill top Garage complex and had noted from the Parish Council's April Meeting reference to the filling in of the cutting at Bargas Farm; a proposal that he was already aware of as it was in his former division. He stated that he recalled dealing with a similar proposal about 6 years ago and had met with residents of Vyvyan Terrace, Nancegollan; who, at the time, were very anxious about the proposals.

He said that he had worked closely with Cllr Loveday Jenkin for many years and has been coordinating the Youth Bus Project with her over the last 12 months and hoped to continue to provide an outreach service to youngsters in rural areas in some form for the foreseeable future; subject of course to a funding source being available.

He said he had asked Loveday to provide him with a list of CC matters outstanding, if any, and sincerely hoped to serve the Parish Council and the people of Sithney to the best of his ability over the next 4 years.

Cllr. Keeling said that he holds a meeting one Saturday a month in the Breage Council rooms for residents to come with their complaints; he invited residents of Sithney to attend. The Clerk asked for firm dates to be supplied. Cllr. Paterson agreed to insert the details in the next newsletter.

Cllr. Bickford-Smith said that as all Councillors received a copy of Cllr. Keeling's report, could it be taken as read and only questions raised at the meeting. This was agreed.

29. PLANNING - To consider recommendations to planning applications received including:-

PA13/02004 Mellangoose Barn, Mellangoose. Proposed conversion and extension to existing barn and associated works to form single dwelling.

PAP supported this application. They were pleased to see the use of natural materials in this isolated rural location. They concur with the recommendations (no.5 p6) in the Bat and Barn Owl Survey

PA13/02670 The Barn, Lower Boscadjack Farm, Trenear, Helston. Retention of chalet to allow final completion of barn over next 12 months to March 2014.

PAP supported this application.

It was proposed by Cllr. Martin seconded by Cllr. Williams and carried that the above decisions be transmitted to Cornwall Council as the PC views.

PRE APPS – For information only

PA13/00842 Trannack Community Primary School Trannack Helston Cornwall TR13 0DQ Proposal: Replacement windows. PC Not consultee.

PA13/01165 Hillcrest, Sithney Common Hill, Sithney, Helston TR13 0AF. Addition of porch to existing extension. Advice given.

Decisions Approved

PA13/00585 5 The Sidings, Nancegollan, Helston. TR13 000 -Erection of live work unit.

PA13/01121 Cudna Bungalow, Crowntown TR13 0AD - Erection of dwelling.

OTHER PLANNING MATTERS

Cllr. Bickford-Smith said he wanted to draw up some Policy Guidelines for Planning. It was agreed that he do this.

30. PUBLIC RIGHTS OF WAY

The Clerk reported that the offer from CC for the LMP was in the sum of £1175, the same amount as last year. It was proposed by Cllr. Bickford-Smith, seconded by Cllr. Morgans, and carried unanimously that this be accepted and the Chairman signed the offer sheet for the Clerk to return.

The Clerk reported that three tenders had been received for LMP for 2013/14.

Mr. Brian Pascoe in the sum of £1,200

Mr. Bob Sanders in the sum of £1,507.64(current contractor)

Grounds Maintenance SW in the sum of £1,894.90.

Cllr. Deacon declared a non disclosable interest as a friend of Mr. Pascoe. The Clerk stated that Mr. Pascoe had not supplied the necessary certification for use of machinery, a condition of the tender process, and a condition of CC for any contractor carrying out work.

It was proposed by Cllr. Bickford-Smith seconded by Cllr. Williams and carried that the quote supplied by Mr. Bob Sanders in the sum of £1,507.64 be accepted.

Footpath 230/5/4 – This had been reinstated by Rowe Farming Ltd.

Stepping Stones Lowertown Mill/ Repair/Replacement of footpath signs - CC have agreed to carry out the work. The Clerk was asked to remind CC and ask when the works will be carried out.

31. REGENERATION – Cllr. Williams kindly agreed to contact former Councillor Ashmore and collect and store the PC owned paint for the telephone boxes and road signs.

32 .LOCALISM- The Chairman said he would report at the June meeting.

33. REPORT OF THE CLERK AND CORRESPONDENCE

Signpost 26/3

Julie Girling MEP March and April newsletter

Rural News 8/4, 15/4, 22/4 and 29/4.

Rural Opportunities Bulletin April, 2013

Precept payment from CC

Letter and leaflet from Western Power Distribution re power cuts and improving the electricity network.

Water Future Newsletter April 2013

Details of Cornwall Community Flood Forum

Clerks Holiday dates Tuesday 14th to Wednesday 22nd May inclusive, Wednesday 10th to Tuesday 16th July inclusive and Tuesday 10th to Tuesday 17th September inclusive.

Vacancies on Parish Council

The Clerk reported that the adverts are on the notice boards inviting persons interested to contact the PC by 1/6 with a view to co option at the June meeting. Cllr. Pascoe said she felt that the Council should have been asked about these notices before they were issued. The Clerk explained that it was a procedural matter which she had been asked by CC to do. It was agreed that a copy of the notice be given to Cllr. Williams for display in Nancegollan and a copy be sent to the Lowertown Community Group to see if anyone is interested.

34. FINANCE

Estimates 2013 to 2014. The Clerk reported that when she analysed the figures for the budgetary control she found that £150 for newsletters, which had an * next to it, had not added into the total, therefore the estimates added up to £15,765 instead of £15,615. She asked Council's approval to transfer £150 from the Elections budget (reducing it from £500 to £350) to cover the shortfall on Newsletters. It was proposed by Cllr. Bickford-Smith, seconded by Cllr. Morgans and carried unanimously.

The Receipts and Payments Account for the financial year 2012/2013 had been circulated to all Councillors. It had been audited by Cllr. Bickford-Smith and David Gallie and found to be correct. It was proposed by Cllr. Bickford-Smith, seconded by Cllr. Deacon and carried unanimously that it be signed as a correct record.

The final budgetary control statement had been sent to all Councillors. This had been audited by Cllr. Bickford-Smith and David Gallie.

Audit - The Clerk reported that the Audit had been carried out on 9/4/2013 by Cllr. Bickford-Smith. Mr. David Gallie had carried out the internal audit on 23rd April. The notices of Audit had been displayed on the PC notice boards.

The Internal Auditor had commented on the levels of the Parish Council reserves stating they should be itemised as to their proposed use. The Clerk to present some ideas to the June PC meeting. CALC's advice had been sought and received.

It was proposed by Cllr. Bickford-Smith, seconded by Cllr. Deacon that the end of year accounts be approved and signed by the Chairman.

To consider the following accounts for payment:

It was proposed by Cllr. Bickford-Smith, seconded by Cllr. Deacon and carried unanimously that the following accounts be paid:-

		£
Mrs. P. Williams Clerk £530.36	Salary	419.92
	Mileage	28.00
	Office Allowance	20.00
	Computer Depreciation	10.00
	Telephone Calls	3.15
	Petty Cash (reimburse)	49.29
CALC	Membership 2013/14	234.28
AON	Insurance	658.11
David Gallie	Audit 2012/13	75.00

35. SPEED VISOR – The Clerk reported that a quote had been supplied by Cormac Mr. Jason Hoole-Jackson.

To provide a sign and pole using a solar panel including installation would cost £3,777+ VAT.

A sign connected to the mains electricity supply will cost £3,170 plus VAT plus the cost of trenching which could cost up to another £5,000 depending on how close a power supply is.

After installation CC would be responsible for maintenance of the unit and any power used. It was agreed to refer the matter to the June PC meeting.

36. MUD ON ROADS – Cllr. Bickford-Smith said he would report at the June meeting.

37 PROPOSED BENCH LOWERTOWN – The Lowertown Community Group had asked for this to be removed from the agenda pending further investigations by them.

Cllr. Bickford-Smith left the meeting at 9.21 before the item on affordable housing.

38 UPDATE ON AFFORDABLE HOUSING – Mr. Andrew Wiles who represents Trand (UK) Ltd had contacted the PC and Will Morris asking for a meeting as they are interested in developing the affordable housing. It was agreed that the working party continue the negotiations.

39. TIME AND DATE OF NEXT MEETING - Tuesday 4th June, 2013 at Sithney School.