

MINUTES of the **ORDINARY MEETING** of the St. Ender Parish Council held on **Tuesday 25th July 2017** in the Fraddon Village Hall at 7pm

PRESENT: Cllrs M Bunyan, M Kessell, M Hopkins, D Cole, P Cocks, D Hearl, M Tyler, C Dixon, J Bullock & R Wimberley.

APOLOGIES: Cllrs J Baker, C Parkyn, C Cowburn & G Lobb.

17/129 Declarations of Interest (in agenda items) both Pecuniary & Non-pecuniary under the Code of Conduct.

Cllr Tyler declared a non-pecuniary interest in agenda item 11, Wesley Pre-school (daughter attends).

17/130 Police Report

Written report circulated before the start of the meeting, apologies received. Reported crimes this month is 13, same period last year was 12. 3 driving offences, 2 thefts, 1 burglary, 3 assaults, 1 drug & 3 others.

Cllr Hopkins took the Chair.

17/131 Planning Matters

a. Planning Applications.

- i. PA17/06551 Lyndhurst, School Road, Summercourt. Conversion of single storey outbuilding into a dwelling with extension.

Proposal by Cllr Kessell to support the application as it is a conversion of an outbuilding into a similar size dwelling, creating additional off street parking, with additional land available for parking if needed and supporting a local business, seconded Cllr Tyler, carried with 1 abstention.

The above was duly **resolved**.

Cllr Cole did not vote on the above application due to being the Cornwall Councillor.

b. Decisions and Appeals

- i. PA17/03378 20 Penhale Gardens, Fraddon, St Columb. Erection of a 1.8m garden wall to enclose small parcel of land as extended curtilage/garden to existing dwelling- approved.

c. Enforcement report

- i. EN17/00296 Little Orchard Chapel Road, Indian Queens. Alleged works not built in accordance to approved plans- no breach found, development accords with plans granted under PA16/05677.

Cllr Bunyan took the Chair.

17/132 Public Session

Member of the public asked what course of action is available if they do not agree with the minutes. They are a legal document of the Parish Council but if they wish to contact Democratic Services that is fine.

The Chair invoked SO 1a to bring forward agenda item 11 due to public interest. Cllr Tyler left the room.

17/133 Kelliers- to consider Wesley Pre-school using an area as Forest School.

Wesley Pre-school currently run a Forest School on farmland at Parka Mine which is oversubscribed and they would like a home of their own. Kelliers is now owned by the Parish Council and Mr Simmonds felt this would be an ideal location. Various activities take place and the benefits are the children are more confident, interaction & playing in nature. *Photographs of current Forest School displayed.*

Cllr Cocks queried insurance, Mr Simmonds stated Wesley have their own insurance.

Proposal by Cllr Hopkins in principle the Parish Council is supportive of the Forest School using the Kelliers but would need to ensure all Risk Assessments, Method Statements and Insurance are in place, seconded Cllr Cole, unanimous.

The above was duly **resolved**.

Cllr Hopkins queried whether the Wesley Pre-school were still proposing to move their main Pre-school, Mr Simmonds felt they would remain in the Wesley Hall.

Cllr Tyler re-entered the room.

17/134 Report of Cornwall Councillor

Report circulated prior to the meeting; full report available on the website.

Cllr Tyler queried Electoral Review Panel; Cllr Cole confirmed that Cornwall Council are continuing to support 99 Councillors.

Cllr Cocks queried bus shelter cleaning; Cllr Cole confirmed this had taken place, although the standard was inadequate on some shelters, so he is chasing up on those shelters.

17/135 Minutes of the Ordinary meeting of 27th June 2017 & Extra-ordinary meeting of 11th July 2017 to agree & sign.

It was proposed by Cllr Hearl, seconded by Cllr Hopkins that the Minutes of the meeting of 27th June 2017 be approved and signed as a true and correct record by the Chairman, carried.

The above was duly **resolved**.

It was proposed by Cllr Hopkins, seconded by Cllr Kessell that the Minutes of the meeting of 11th July 2017 be approved and signed as a true and correct record by the Chairman, carried.

The above was duly **resolved**.

17/136 Matters Arising

- a. 17/100 – Land on Parka Road- Following the letter to the agent the owner of the land has been in contact and the agent had enclosed the wrong plan, the owner is forwarding the correct plan to Cllr Cole for consideration by the NDP Working Group.
- b. 17/103- Post Office- Cllr Hearl reported the phone line has been installed at the Victory Hall, Post Office Ltd are installing additional sockets and then the Outreach Post Office will be open.

17/137 Finance

- a. Accounts: as presented to be approved for payment.

Chq No	Payee	VAT	Amount
4183	Laptop and software	£57.83	£466.97
4184	Biffa- Bin lift	£13.44	£80.64
4185	Cormac- grass cutting	18.23	109.37
4186	Mr K Pritchard- Cemetery		£133.33
4187	Lilmar Decorators- Changing Rooms	£12.76	£76.56
4188	Mr A Inglefield- Play inspections		£92.00
4189	D May & Sons- weedkiller	£22.00	£132.00
4190	CIS- Safety workwear	£20.10	£120.60
4191	Royal Mail- NDP Business repy	£19.00	£114.00
4192	Siemens- Photocopier hire	£59.53	£357.19
4193	A Kendall- refund for postage, phone land registry search & grass seed.		£81.21
4194-4195	Salaries & expenses (inc pension)		£2,275.86
4196	Kernowek Gardeners Ltd - Cemeteries & Open spaces	£296.50	£1,779.00
4197	Fraddon Village Hall- Rent		£75.00
4198	DMC IT- Old laptop consultation		£33.75
4199	Timbercraft- seats for IQ Cem		£200.00
	Total		£6,127.48

Proposal to approve payments by Cllr Tyler, seconded Cllr Hearl, carried. The above was duly **resolved**.

Budget statement circulated.

- b. Internal Auditor – to appoint/re-appoint for the current financial year.

Proposal by Cllr Cole to re-appoint Rob Larter Internal Auditor for 2017-18, seconded Cllr Kessell, carried.

The above was duly **resolved**.

- c. Clerk reported she had received an FOI request and may need legal assistance, and requested, if necessary, authority to appoint Cornwall Council to act on the Parish Council's behalf.

Proposal by Cllr Cole, Clerk authorised to instruct Cornwall Council if necessary, seconded Cllr Hearl, carried.

The above was duly **resolved**.

17/138 Safeguarding Policy & Lone Working Policy- to review and adopt.

Draft policies circulated previously, Cllrs Hearl & Hopkins prepared a Risk Assessment table to accompany them.

Proposal by Cllr Hopkins to adopt the policies as circulated along with the accompanying Risk Assessment, seconded Cllr Hearl, unanimous.

The above was duly **resolved**.

17/139 Report from China Clay Network Meeting- to include AQM (Air Quality Monitor) report.

Cllr Cole stated the AQM presentation was very good. The issue regarding incinerator emissions did not read through on the results, there were some high results when the incinerator was not working, although it may be too early to tell. It would appear coal fires & low cloud affects the monitors. Cllr Cole felt the presentation was reassuring. Regarding the plume plotter data this is only accurate if the incinerator is emitting at maximum levels and it is regularly emitting below these levels.

Proposal by Cllr Hopkins, Clerk contacts St Stephen in Brannel PC to ascertain location of current monitors, cost of a monitor & cost of extracting data, as he did not feel reassured, seconded Cllr Cole, carried.

The above was duly **resolved**.

17/140 Risk Assessments- to review Play Area Risk Assessments & Public Seats Risk Assessments and approve recommendations (if any) and approve assoc. expenditure.

Play Area Risk Assessments, all recommendations already authorised (painting play equipment at Thomas Playing Field).

Public Seats Risk Assessments circulated with the agenda.

All public seats with a recommendation level of 1 have been actioned as urgent, St Enoder Church seat, timbers renewed, verge at Penhale seat removed (to consider replacement after road alterations have taken place), Fraddon Hill seat new brackets fixed. Need to consider new seat by Summercourt bus shelter, Cllr Hopkins to check.

Proposal by Cllr Bunyan to note both Risk Assessments, ratify repairs/removal taken place and authorise repairs to seats Westbourne Terrace (x2) & opposite old Post Office Fraddon, to defer new seat for Summercourt to GP, seconded Cllr Hopkins, carried.

The above was duly **resolved**.

17/141 Parish Council Assets (valuation)- Internal Auditor recommended items revalued for Insurance, will need to meet with valuer for buildings & there is a cost, to consider and approve any assoc. expenditure.

Report circulated with the agenda.

Clerk has contacted a valuer for an up to date valuation on buildings but their charge was £360 per building (almost a third of the cost of the Cemetery sheds). It was felt this was not value for money for the sheds, although a valuation on the Changing Rooms would be advantageous.

It was **agreed** Cllr Hearl to phone and get quotes for building valuations and to re-agenda for August.

17/142 Report back from Legal Training and implications of new General Data Protection Regulation (GDPR) – Cllr Tyler to report.

Leaflet circulated with the agenda.

Cllr Tyler & the Clerk attended Legal Training by Cornwall Council.

Cllr Tyler stated the new GDPR is being introduced to try and stop data being used incorrectly, and it applies to public authorities. We will need to have a process change and the new legislation requires a Data Protection Officer. New policies will need to be adopted; Cllr Tyler is happy to work with the Clerk on this.

Cllr Cocks asked if there were any pitfalls; Cllr Tyler stated the way the Council already processes data is correct but will need new documentation to record the process.

17/143 Parish Council Facebook Page- Cllr Bullock to report.

Cllr Bullock stated the way it had been set up it is difficult to manage. It needs updating regularly to keep people interested. As a Council, we need to decide

what we want from it, we do have a latest news section on the website. There are issues with data-protection so all posts would need to be checked before they are posted.

Proposal by Cllr Hopkins to have a show of hands to ascertain if a Facebook page is required, seconded Cllr Bunyan, 4 for Facebook, 4 against Facebook, 2 abstentions, Chairman used casting vote against a Facebook page.

It was **resolved** to take no further action regarding updating the page and remove the page and remove link from the website.

17/144 Recreation Ground Vehicle Access to field-to consider and approve any assoc. expenditure.

Proposal by Cllr Bunyan to place granite quoins where fencing is now, and replace existing gate with new gate and coded padlock, to request handyman removes gate asap, to allow quoins to be put in position, seconded Cllr Cocks, unanimous.

The above was duly **resolved**.

17/145 Annual Review of Standing Orders and Financial Regulations.

Standing Orders & Financial Regulations circulated with the agenda.

Proposal by Cllr Hopkins, Standing Orders and Financial Regulations reviewed and to adopt as circulated with no amendments, seconded Cllr Cocks, carried.

The above was duly **resolved**.

17/146 Changing rooms – following external painting to consider painting windows and doors, to approve assoc. expenditure.

Quote of £198.94 circulated with the agenda.

Proposal by Cllr Hearl to accept the quote from Lilmar Decorators, seconded Cllr Kessell, carried.

The above was duly **resolved**.

17/147 Parking issues in the Parish- to consider how to resolve.

Cllr Hearl reported parking along St Francis Road an issue, an email from resident received raising concerns by the Doctors' Surgery. Cllr Cole stated he is chasing but we are not a priority area, Cornwall Council is focusing on the Towns & Beaches, not rural. At present there is no budget allocated although Cornwall Council are considering either allocating budgets to members or network area. To re-agenda for September as should have clarity on Cornwall Council direction by then. Also need to chase up yellow line painting.

Proposal by Cllr Hopkins to respond to resident we share her concerns but it is not in our remit and we will continue to lobby Cornwall Council, seconded Cllr Bunyan, carried.

The above was duly **resolved**.

17/148 Neighbourhood Development Plan- to arrange meeting.

Cllr Cole reported all surveys returned and feedback from landowners needed consideration. It was **agreed** to resume Working Group meetings in September; Cllr Cole to book dates and circulate to members.

17/149 To seal Exclusive Right of Burials

Proposal by Cllr Hearl to seal ERB 196 for Indian Queens Cemetery seconded Cllr Cocks, unanimous.

The above was duly **resolved**.

17/150 CORRESPONDENCE - Cornwall Council

- a. None

17/151 CORRESPONDENCE – General

- a. Request to place catering van at the Recreation Ground one evening a week and/or events – to consider (circ with agenda).

Proposal by Cllr Hopkins not to permit on a weekly basis but if he would like to apply for one-off events as and when they occur we will consider on a case by case basis, decision delegated to the Chairman and Clerk, seconded Cllr Cocks, unanimous.

The above was duly **resolved**.

- b. CALC Newsletter (circ with agenda) -noted.
- c. Email from member of the public regarding the minutes of the meetings 27th June 2017 & 11th July 2017- (circ via email to all Cllrs on receipt)- noted and the Chairman stated it had been considered when approving the draft minutes earlier in the meeting and thanked the member of the public.

17/152 Agenda Items for the next Meeting.

- Invite new owners of Kingsley Village and inform previous owners
- AQM- update (if available)
- St Enoder Cemetery Wall & War Memorial (ownership and condition)
- Thomas Playing Field- equipment
- Changing Rooms IQ Rec. to consider lease
- Risk Assessments

There being no further business the meeting was closed at 8.56pm.

Chairman.....

Date.....