

**MINUTES** of the **ANNUAL MEETING** of the St. Ender Parish Council held on **Tuesday 27<sup>th</sup> May 2014** in the Fraddon Village Hall at 7pm

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**PRESENT:** Cllr. M Hopkins (Chairman)  
Cllrs M Bunyan, M Kessell, D Cole, D Hearl, J Austin, J Pickles, M Morcom, J Baker, C Dixon & P Cocks.

**APOLOGIES:** Cllrs C Watts, D Bennett & R Brawn.

**14/80 Election of Chairman and Vice Chairman for the coming year.**

Chairman Nominations:

Nomination by Cllr Bunyan for Cllr Hopkins, seconded Cllr Hearl, no other nominations.

It was **resolved** that Cllr Hopkins be elected Chairman for the ensuing municipal year.

Vice-Chairman Nominations:

Nomination by Cllr Hearl for Cllr Cocks, seconded Cllr Dixon, no other nominations received.

It was **resolved** that Cllr Cocks be elected Vice-Chairman for the ensuing municipal year.

**14/81 Acceptance of Office form to be signed by Chairman and Vice Chairman.**

Cllr Hopkins signed the Declaration and accepted the position of Chairman.

Cllr Cocks signed the Declaration and accepted the position of Vice-Chairman.

**14/82 Declarations of Interest (in agenda items) and to complete forms for the Register both Pecuniary & Non-pecuniary under the Code of Conduct (if changes).**

Cllrs Austin & Baker updated their Register of Interest forms to reflect recent changes; all other Cllrs declared their forms correct.

No Declarations to declare on agenda items.

*Chairman moved SO 6a to bring forward items of public interest and to allow public speaking, agreed.*

**14/83 Planning Matters**

*Cllr Baker took the Chair.*

**a. Planning Applications.**

- i. PA14/03544 McDonalds Restaurant, Penhale, Fraddon. Reconfiguration of signage suite with the retention, relocation and additional signage, the suite comprises 8 freestanding signs and 1 side-by-side directional sign.
- ii. PA14/03543 McDonalds Restaurant, Penhale, Fraddon. The reconfiguration of the site egress, car park and drive thru lane to provide a side-by-side order point with the construction of a new island for signage and reconfigured kerb lines including associated works to the site. Training room and office extension (totalling 5sqm) and the relocation of one drive thru booth. The installation of a Goal Post Height Restrictor and 2 no Customer Order Displays (COD) and associated canopies. Reconfigured signage suite with additional signs.

The above applications were taken together.

Site visit taken place.

Proposal by Cllr Cocks to support the applications on the proviso the planting at the exit is low level to ensure maximum visibility, seconded Cllr Morcom, carried.

The above was duly **resolved**.

**b. Decisions and Appeals**

- i. PA14/02643 80 Kingsley Court, Fraddon. Proposed ground floor extension- approved.
- ii. PA14/02840 Penare Farm, Higher Fraddon. Removal of existing flat roofs and replaced with pitched roofs- approved.
- iii. Decisions & Appeals after the despatch of the agenda – none received.

**c. Enforcement report**

- i. EN14/00668 Land adjacent to 2 Barton Lane Fraddon. Alleged that a garage is being built alongside new dwelling.

**d. Update re Arrallas Turbine**

Written report circulated before the start of the meeting.

Cllr Cole went through the document; to re-agenda for June Planning Meeting for further feedback from Cornwall Council (if available). Resident thanked Cllr Cole for his work but wished to query some of the points, resident to contact Cllr Cole.

**e. Pre-planning protocol- to note final document**

Pre-planning protocol noted. The Chairman explained this document had been revisited due to the problems at Goonabarn/Arrallas and the Parish Council wished to ensure that in future all residents that will be impacted are consulted with proof from the developer that it had taken place.

*Cllr Hopkins took the Chair.*

**14/84 Public Session**

No issues raised.

**14/85 Police Liaison**

Apologies received from PC Lenton & PCSO Burgess. Written report received.

10 crimes this month the same period last year 21 crimes recorded.

The police are aware of the vandalism at The Pit and are currently making enquiries to identify the offenders.

The Road Safety Reduction Officer has been contacted regarding concerns raised by the Parish Council about speeding in Summercourt.

**14/86 Correspondence – General (part 1)**

**a. Neil Farrington re Glebe Farm Turbine**

Letter circulated to members of the public.

Resident raised concerns regarding the letter stating it doesn't address all the issues.

The Chairman stated the Parish Council had objected and our position has not altered.

Proposal by Cllr Pickles to acknowledge the letter and state we have noted the comments, seconded Cllr Baker, carried.

The above was duly **resolved**.

**14/87 Election of Council Committees etc. and representatives to outside bodies**

Changes made to 2013 list.

Proposal made to appoint committees as amended list by Cllr Cocks, seconded by Cllr Kessell, carried.

The above was duly **resolved**.

#### **14/88 Report of Cornwall Councillor**

Written report circulated with the agenda, copy on file.

Cllr Cocks queried whether Cllr Cole could also request road repairs to roads outside of the Parish, in particular the St Austell road. Cllr Cole stated budgets are stretched.

#### **14/89 Report of Chairman**

The Chairman stated he had attended various events.

#### **14/90 Minutes** of the Ordinary meeting of 22<sup>nd</sup> April 2014 to be approved and signed.

It was proposed by Cllr Austin, seconded by Cllr Hearl that the Minutes of the meeting of 22<sup>nd</sup> April 2014 be, amended, approved and signed as a true and correct record by the Chairman, carried.

The above was duly **resolved**.

Amendment; Page 1 under Public Session, 2<sup>nd</sup> paragraph change decision to feedback.

#### **14/91 Matters Arising**

- a. 14/79c Blue Anchor Football Club – no action taken as Blue Anchor Football Club have ceased; Clerk requested to obtain pavilion keys.

#### **14/92 Youth Club – update report.**

*Cllr Baker declared an interest and left the room.*

Cllr Bunyan reported the build had started and the footings are in. Cllr Morcom reported he had taken down the services map and the concrete slab will be laid by the weekend. The Football Club need to reposition their trailer, Cllr Morcom to liaise.

To put Works in Progress Insurance in place Zurich has requested a copy of the contract, so they can ascertain exactly what the builder is covering.

Proposal by Cllr Cole to take out insurance cover as necessary, seconded Cllr Morcom, carried.

The above was duly **resolved**. Cllr Bunyan given insurance application form so he can liaise with the builder regarding cover.

The spare soil/stones from the project, which is being stored at the bottom end of the field ready to use for the bmx track has been thrown over the basketball court and the football pitch. Cllr Morcom queried whether he could approach parents if he knew who was responsible; the Chairman stated he could not advise as it was dependent on individual circumstances.

Quote for CCTV produced for ANPR camera, new dome camera and updated 16 channel recorder with monitor is £1237 + vat.

Proposal to install complete package by Cllr Morcom, seconded Cllr Austin, carried.

The above was duly **resolved**.

*Cllr Baker re-entered the room.*

#### **14/93 Website- update report**

Cllr Kessell stated we are just waiting for the website to go live, all pages are complete. Cllr Kessell thanked Mr Baker and the Clerk for their work.

The Chairman thanked Cllr Kessell for his work and requested a caveat is placed on the site stating we are not responsible for the content on external links.

**14/94 Report from GP Meeting and to approve Recommendations**

Report circulated with the agenda- noted.

**Recommendation:** Water meters are fitted to both the Youth Club and Under 5's building and charge them on usage, to be fitted and operational by August.

**Recommendation:** Accept Complete Weed Control's quote and use Cllr Cole's revised map.

Proposal to approve both recommendations by Cllr Baker, seconded Cllr Cole, carried.

The above was duly **resolved**.

Cllr Cole to provide the weed spraying map as soon as possible quote is £22 per pavement km.

**14/95 To consider replacing 2 removed public seats.**

This is now 3 public seats, as seat on the Open Space at The Pit has been burnt by vandals.

Proposal by Cllr Morcom to delegate this to the GP Committee, using concrete ends if serviceable, if not to purchase 3 wooden benches and ensure they are firmly secured, seconded Cllr Pickles, carried.

The above was duly **resolved**.

Cllr Morcom reported the existing benches would be cleaned next Tuesday (3<sup>rd</sup> June) will then need sanding and Thompson Water Seal.

Proposal by Cllr Morcom to allow the handyman extra time if necessary, seconded Cllr Dixon, carried.

The above was duly **resolved**.

**14/96 To consider the provision of public toilets at the Recreation Ground.**

For a portable toilet it is £22 per week, with once a week servicing. The toilets would need to be padlocked every night and cleaned daily.

Proposal by Cllr Hopkins a Working Group is formed to consider the provision of toilets and to look at improving the changing rooms, seconded Cllr Hearl, carried.

The above was duly **resolved**.

Working Party agreed as Cllrs Baker, Morcom, Hearl, Cole & Bunyan.

**14/97 Indian Queens Pit footpath & fencing**

Cllr Cole reported he was very disappointed with the vandalism. Information has been sent to both the Guardian & Newquay Voice. Some info has been forthcoming, which is to be passed onto the police.

*Cllr Cole declared an interest & left the room.*

Discussion took place regarding installing CCTV in this area.

Proposal by Cllr Hearl to write to the Indian Queens Pit Committee offering them our spare monitor & DVR (due to Recreation Ground upgrade), therefore they would only need to purchase and install the cameras, seconded Cllr Morcom, carried.

The above was duly **resolved**.

Clerk to write to Mr Trenerry.

*Cllr Cole re-entered the room.*

Cllr Cole circulated a written report before the start of the meeting which had 7 recommendations:

1. Section 1: make uneven path more level with small stone / dust, which should be rolled in.

2. Repair / replace wood fencing around entrance gate, between sections 1 and 2.
3. Section 2: clear path to a width of between 1.2 – 1.5m and improve surface with topping of small stone / dust, which should be rolled in.
4. Replace wood fencing and install new pedestrian gate between sections 2 and 3.
5. Install land drain and soakaway near the wood fencing and new pedestrian gate between sections 2 and 3, to prevent the significant run-off from this area onto Pocohontas Crescent.
6. Section 3: improve surface with topping of small stone / dust, which should be rolled in, or equivalent.
7. Section 4: remove loose concrete and improve surface with new concrete.

It was **agreed** Cllrs Cole, Morcom & Hearl to obtain quotes for the repairs/improvements including a bin and bring back to Full Council.

Discussion took place regarding whether this area is an alcohol free zone, Cllr Cole to check.

Cllr Morcom reported that residents currently pick up the litter in this area; the Chairman noted this and asked Cllr Morcom to pass on the Parish Council's thanks.

#### **14/98 Update from Informal meeting regarding Parish Land.**

Wesley Pre-school are very keen to utilise the Parish Council Land opposite Indian Queen's Cemetery to provide a Children's Centre for the Parish. They will accommodate children from 0-11 years providing breakfast and after school clubs for the older children. This would be a full childcare provision throughout the year. Scout Group requires a minimum of 2 acres of land for positioning of a building and adequate open space for their activities. This will be operational 3 evenings a week during term time.

MADD requires space to locate an office building approx. 12' x 9', preferably next to the Youth Club. Mr Morrell is currently working with Cornwall College and has an apprenticeship programme.

The Chairman queried whether the Scouts could use the Recreation Ground; this was mentioned at the meeting but they were not keen, they were concerned about potential vandalism.

Cllr Cole would need to check on planning permission for MADD.

Proposal by Cllr Pickles to approve the positioning of the MADD office next to the Youth Club but to ensure it is legal, seconded Cllr Bunyan, carried.

The above was duly **resolved**; to re-agenda for next month.

It was confirmed Wesley Pre-school are a registered charity. Cllr Cole has spoken to them regarding potential funding streams.

Proposal by Cllr Cocks to support the scheme in principle but we would need to see a business plan & more details on visual impact, seconded Cllr Kessell, carried.

The above was duly **resolved**.

#### **14/99 CORRESPONDENCE - Cornwall Council**

- a. Launch of Grant Scheme to support those affected by surface water runoff –noted.
- b. Allocations Scheme Review & Consultation

Cllr Cole circulated a proposed response to the consultation and read through in full.

Proposal by Cllr Hearl to submit response to the consultation as prepared by Cllr Cole, seconded Cllr Austin, carried.

The above was duly **resolved**.

c. Code of Conduct Training- passed to Cllr Dixon.

#### 14/100 CORRESPONDENCE – General

a. Response from China Clay Area on service delivery options -noted

b. Blue Anchor Football Club- noted

c. Request for permission for 1<sup>st</sup> birthday party in Thomas Playing Field.

Proposal by Cllr Cocks to refuse the request, seconded Cllr Hopkins, failed.

Proposal by Cllr Baker to grant permission, thanking the resident for asking, remind them it is an alcohol free zone and request the barbecue is on the hard standing so there is no damage to the grass, seconded Cllr Morcom, carried.

The above was duly **resolved**.

#### 14/101 AGENDA ITEMS FOR THE NEXT MEETING

Parish Office.

#### 14/102 FINANCE

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

#### ACCOUNTS May 2014

Chq No	Payee	VAT	Amount
3511	Mark Dalby- Cemetery	£76.50	£459.00
3512	Mark Dalby -O/S	£20.00	£120.00
3513	Mark Dalby -Agency	£200.00	£1,200.00
3514	Staples- Admin Supplies	£10.29	£61.75
3515	Cormac Solution- Play Inspections April	£18.40	£110.40
3516	Cormac Solution- Play Inspections May	£18.40	£110.40
3517	Zurich- Insurance Renewal	94.99	£4,590.41
3518	Lanier SW- Photocopier	£12.78	£76.68
3519	Fraddon Village Hall- Rent		£50.00
3520	Trevithick Suppiles	£14.15	£84.87
3521	Investec Asset Finance- Photocopier	£23.25	£139.48
3522	Mr N Trebell- salary £536.25 mileage £67.20Steel Sheet £60		£663.45
3523	A Kendall- net salary £1279.02, mileage £80.40 phone £32.08		£1,391.50
3524	Postage		£50.00
3525	Indian Queens Methodist Church- Rent		£12.00
3526	South West Internal Audit- internal audit		£250.00
	<b>Total</b>		<b>£9,369.94</b>

Proposal to approve payments by Cllr Hearl, seconded Cllr Pickles, carried.  
The above was duly **resolved**.  
Budget statement also circulated.

- b. **Audit-** report from final internal audit 27<sup>th</sup> May.  
Fixed Asset Register, Bank Reconciliation and Annual Return checked; no issues.  
Clerk to prepare paperwork for external audit, needs to be at Grant Thornton by 2<sup>nd</sup> June.

**14/103** Proposal by Cllr Hopkins to exclude members of the Press and Public from the meeting on the grounds that it involves the likely disclosure of exempt information as defined in the Public Bodies (Admission to Meetings Act 1960) as extended by Section 100 of the LGA 1972, carried.  
The above was duly **resolved**.  
**Extension of Indian Queens Cemetery.**  
Confidential papers circulated to members.  
Confidential minute attached to file copy, will be in the public domain once price is agreed.

There being no further business the meeting was closed at 9.58pm.

Chairman.....

Date.....