

**MINUTES** of the **ANNUAL MEETING** of the St. Ender Parish Council held on **Tuesday 24<sup>th</sup> May 2022** in the Fraddon Village Hall at 7pm.

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**PRESENT:** Cllrs J Baker, M Kessell, D Hearl, R Wimberley, C Cowburn, M Bunyan, R Cole, P Cocks, C Hook, M Gregory, A Shaw & H Gill.

**22/093 Election of Chairman.**

Chairman Nominations:

Nomination by Cllr Shaw, Cllr Baker is elected Chairman for the ensuing municipal year, seconded Cllr Kessell, no other nominations, unanimous.

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

**22/094 To receive the Chairman's Declaration of Acceptance of Office or, if the Chairman is not present, to resolve that such Declaration be made at or before the next Ordinary Meeting of the Council.**

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

**22/095 Election of Vice Chairman.**

Vice-Chairman Nominations:

Nomination by Cllr Baker, Cllr Kessell is elected Vice-Chairman for the ensuing municipal year, seconded Cllr Cocks, Cllr Kessell not wishing to be Vice Chairman.

Nomination by Cllr Kessell, Cllr Shaw is elected Vice-Chairman for the ensuing municipal year, seconded Cllr Bunyan, unanimous.

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

**22/096 To receive the Vice-Chairman's Declaration of Acceptance of Office or, if the Vice Chairman is not present, to resolve that such Declaration be made at or before the next Ordinary Meeting of the Council.**

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

**22/097 Apologies for Absence.**

None.

**22/098 Declarations of Interest Register both registerable and non-registerable under the Code of Conduct (to declare interests on agenda items), to issue dispensations (if required) & to declare gifts over £50. To consider if any alterations to Register of Interests.**

No interests or gifts to declare.

New form given to Cllr Cowburn, no other Cllrs declared amendments.

**22/099 Police Report**

No report received.

Clerk has reported the vandalism over the weekend, youths identified on CCTV.

*Cllr Wimberley took the Chair. Cllr Hook joined the meeting.*

## 22/100 Planning Matters

### a. **Planning Applications.**

- i. PA22/04257 Carvynick Holiday Centre Pencorse Lane From Penscawn Farm To Beacon Road Summercourt. Application for reserved matters (access, appearance, landscaping, layout and scale) for the leisure/office building following outline consent APP/D0840/W/18/3215936 (PA18/04360) dated 02.06.2019.

Mr John Marshall present. He explained this was the last reserved matters application. He said they are looking to create a leisure building with offices upstairs. The Gymnastics Club will stay in their current building and not be linked to this building as originally planned. Mr Marshall stated it was to replace what was there before.

Cllr Cole stated he was surprised with this application, as it only had a badminton court, and a small gym, the swimming pool is no longer included. Cllr Cole queried original S106 which states that residents can use the Leisure Building including swimming pool. The schools were promised a swimming pool at the time of the outline application.

Discussion took place.

Proposal by Cllr Shaw to object to the application as the indicative outline application included a swimming pool and that was what residents were promised. The letter that residents signed to support the original application to obtain approval for open market housing included a swimming pool, what is proposed is not beneficial to the community. The leisure building is much smaller than promised and shown on indicative plan, seconded Cllr Hearl, carried.

The above was duly **resolved**.

- ii. PA22/04079 12 St James View Fraddon Cornwall TR9 6NW. Extension to replace existing conservatory.

Proposal by Cllr Bunyan to support the application, seconded Cllr Cocks, carried.

The above was duly **resolved**.

- iii. PA22/04170 4 Lindsay Fields Fraddon Cornwall TR9 6FD. Proposed single storey extension, in lieu of approved 2-storey extension, (due to overhead power lines).

Proposal by Cllr Hearl to support the application, seconded Cllr Shaw, carried.

The above was duly **resolved**.

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

- iv. Pre-app- 2 maps enc. for 2 separate developments, Chris Montagu in attendance.

Mr Montague explained the application next to Indian Queens Cemetery, Moorland Road.

Cllr Cole queried the affordable housing, and how they will be marketed; this has not been negotiated. Cllrs would be minded to support a scheme with affordable housing.

Higher Fraddon pre-app. This is a site that was dismissed at Appeal. Members maybe minded to support a suitable application on this site.

- v. PA22/04524 Pendorgal Access To Trevarren Farm Trevarren St Columb. Resubmission of previously approved PA19/04272 for proposed removal of part garage/store and construction of 3 dwellings with off-road parking and garden amenity area.

Proposal by Cllr Hearl to support the application, seconded Cllr Shaw, carried.

The above was duly **resolved**.

- vi. PA22/04474 Land North Of Carvynick Summercourt Cornwall TR8 5AF.

Application for Permission in Principle for residential development for construction of a minimum of nine maximum of ten new dwellings and associated works.

Query regarding sewage, this will be pumped to Kingsley Village and into the mains.

Proposal by Cllr Hearl to object to the application, outer block is green field and would extend the development into the open countryside, for which there is no special justification such as an affordable led exception site, although the square in the centre of the site members may be minded to support, seconded Cllr Cowburn, carried.

The above was duly **resolved**.

*Cllr Cole as Cornwall Cllr took no part in the vote for any of the above applications.*

**b. Decisions and Appeals**

- i. PA22/02019 The Dog Boarding Kennels School Road Summercourt. The proposed construction of a replacement dwelling together with associated works- approved.
- ii. APP//D0840/W/21/3269749 Little Meadows Arbour Road From Toldish Road To Moorland Road Toldish Indian Queens TR9 6HG. Proposed change of use to private gypsy/traveller site comprising of 6 pitches with associated works including 6 mobile homes, 6 touring caravans, 2 pairs of semi-detached day rooms, hardstandings and the installation of a septic tank- written representations by 13<sup>th</sup> June; to delegate Cllr Cole to respond.
- iii. PA22/00527/PRE Both Sides Of Barton Lane And Footpath Entrance Whitecross Newquay. Request for new Tree Preservation Orders, namely, Oaks, Ash, Cornish Elms and Holly- closed, advice given.

**c. Update from members on Solar Farm presentation – Trenderal.**

Cllrs reported that Trenderal is neighbouring the Parish, but the actual solar farm is near Mitchell, so will not have an impact on our Parish.

*Cllr Baker retook the Chair.*

**22/101 Public Session**

No public present.

**22/102 Election of Council Committees etc. and representatives to outside bodies.**

List circulated with meeting papers. List went through and amendments made. Proposal by Cllr Kessell to appoint committees & representatives as per the amended list, seconded by Cllr Hook, carried.

The above was duly **resolved**; attached to these minutes as Appendix 1.

**22/103 Cornwall Councillor Report (Cllr Cole).**

Report circ. via email prior to the meeting. Query raised regarding affordable housing not going to local people.

**22/104 Minutes** of the Ordinary meeting 26<sup>th</sup> April 2022 to be approved and signed.

It was proposed by Cllr Shaw, seconded by Cllr Bunyan that the Minutes of the

meeting of 26<sup>th</sup> April 2022 be approved and signed as a true and correct record by the Chairman, carried.

The above was duly **resolved**.

**22/105 Matters Arising**

None

**22/106 Finance**

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

<b>Payment</b>	<b>Payee</b>	<b>Vat</b>	<b>Grand Total</b>
BACS	Biffa- Bin lift	£17.50	£104.98
BACS	TP Tree Services- Cem Maintenance	£188.33	£1,130.00
BACS	Kernowek Gardeners Ltd- Grass cutting	£225.00	£1,350.00
BACS	Pandora Technologies- Solar panel repair	£25.00	£150.00
BACS	James Morford- Youth Club plans	£640.80	£3,844.80
BACS	Trevithick Supplies- Handyman sundries	£3.96	£23.76
BACS	Mr A Inglefield- play inspections		£180.00
BACS	Playsafety Ltd- Annual Play Inspections	£51.10	£306.60
BACS	Alliance UK- Toilet supplies	£7.79	£46.74
BACS	Cornwall Supplies Company- Toilet supplies	£29.32	£175.93
BACS	Zurich - Insurance		£5,076.62
BACS	CALC- Training	£6.00	£36.00
BACS	A Kendall- refund postage, phone, sundries.	£4.33	£109.00
BACS	Staff salaries and expenses		£3,604.43
BACS	N & S Builders- Public toilet repair	£9.59	£57.56
	<b>Total</b>	<b>£1,208.72</b>	<b>£16,196.42</b>

Proposal to approve payments of £16,196.42 by Cllr Bunyan, seconded Cllr Hearl, carried.

The above was duly **resolved**.

Invoices provided.

Budget statement, forecast sheet circ, - noted as part of Internal Control.

b. **External Audit-** to note Annual Accounts & Governance submitted for External Audit.

Notice of Public Rights taking place 13<sup>th</sup> June 2022- 22<sup>nd</sup> July 2022- noted.

c. To review Asset Register- to consider and resolve if adequately insured.

Asset Register updated with latest insurance values and circ. with meeting papers.

Proposal by Cllr Bunyan to approve review and resolve adequately insured, seconded Cllr Baker, carried.

The above was duly **resolved**.

**22/107 Play Area-** to note Play Area Risk Assessments. Outstanding issues at Thomas PF.  
No new issues- noted.

**22/108 General Purposes Committee** -to note report and consider and approve recommendations, to approve assoc. expenditure.  
Report circ. with meeting papers- noted.

**22/109 Mobile speed signs- update on additional poles and sockets (Cllr Wimberley).**  
To defer.

**22/110 Queens Platinum Jubilee Celebrations- to note location of Beacon and registering with the Pageant Master, and resolve as appropriate.**  
Confirmation received from Imerys that Pines Tip can be used for the Jubilee Beacon; this has been registered with the Pageant Master.  
Truro Timber have a large amount of off-cuts we can use, but it is accessing the site. Cllr Hearl to find out, there is also someone with pallets.  
Members need to consider Risk Assessment and whether the Fire Brigade needs informing. Cllr Hearl & Cllr Cocks to arrange.

**22/111 Kelliers-**to consider signage, and approve assoc. expenditure, if any (Cllr Cowburn).  
Cllr Cowburn reported people keep driving down through Kelliers.  
Proposal by Cllr Bunyan to purchase signs for the Kelliers to stop vehicles, seconded Cllr Cole, carried.  
The above was duly **resolved**.

**22/112 Policies- Annual Review-to review the following policies, and approve re-adoption:**

- Standing Orders
- Financial Regulations
- Code of Conduct -updated & circulated with meeting papers
- Safeguarding Policy
- Complaint Handling Policy
- Scheme of Delegation - circulated.

To note all policies are available to view on the Parish Council website.  
Proposal by Cllr Hearl to approve updates and re-adopt all policies as listed above, seconded Cllr Shaw, carried.  
The above was duly **resolved**.

**22/113 To seal Exclusive Rights of Burial- to resolve.**  
Proposal by Cllr Cole to seal ERB 244 for Indian Queens, seconded Cllr Bunyan, carried.  
The above was duly **resolved**.

**22/114 CORRESPONDENCE - Cornwall Council & General**

- a. Emails circ. during month- noted.
- b. Email from Flying Fish- circ. with meeting papers.

Proposal by Cllr Cocks to invite to the next meeting, second Cllr Cowburn, carried.

The above was duly **resolved**.

Our idea would be for litter-picking or tree planting on the Kelliers.

- c. Citizens Advice- to consider if wish representative to attend meeting.

To invite to the next meeting, to see what issues are in our Parish. Cllr Cole stated he received the stats today, which he would circulate.

**22/115 To resolve to exclude press and members of the public due to the confidential nature of the next agenda items, under Admission to Meetings Act 1960.**

No public present.

**22/116 Play Area Inspections**-update to Council, to consider and resolve as appropriate.

Clerk updated members, current contractor leaving 30<sup>th</sup> June 2022.

Update from his new employer discussed.

The Council's handyman has been spoken to along with the insurance company to ascertain what is actually required. The insurance company are saying that it is up to the Parish Council to take 'reasonable precautions' and it is up to us to determine what is suitable for our equipment, only strict criteria is it is inspected once per annum, but we would need to demonstrate why it isn't inspected more regularly.

There are 3 different types of inspections; visual, operational & annual. The annual is fine, this is carried out by ROSPA.

Best practice is weekly visual inspections, quarterly operational inspections along with the annual inspection.

The current contractor carries out weekly operational inspections. Company contacted for quote, they can carry out weekly visual inspections at £4694.40 + VAT per annum, and the quarterly operational inspections at £956.96+ VAT per annum.

The visual inspections need to be carried out by a competent person. ROSPA provide training on how to carry out a visual inspection at £295 +VAT, also contacted another firm but not heard back.

If Council decides to continue with weekly inspections, it would be difficult to justify not, as the play areas are getting busier, with Greens it would be £5651.36 per annum.

Alternatively, Handyman could be trained to undertake Visual inspections, and increase his hours by 3 a week, costing Council £1560, training at £295, and use Greens for operational inspections at £956.96 +VAT, which is £2811.96.

Members could decide to pay the handyman more per hour for this role, than his existing contract, due to an increase in responsibility. Members queried if handyman would be willing to do the operational course, as a 2 day course, at £535 + VAT.

Proposal by Cllr Kessell to pay the 2 day operational course at £535 + VAT, including mileage and hotel, to pay £15 an hour @ 3 hours a week, for this role, to add a clause in handyman's contract, that he cannot work for any other Council, except through us, for Play Inspections, seconded Cllr Cocks, carried.

The above was duly **resolved**.

**22/117 Agenda Items for the next Meeting (28<sup>th</sup> June 2022).**

None.

There being no further business the meeting was closed at 9.25pm.

Chairman.....

Date.....

Appendix 1

**Committees 2022**

Planning Committee	Full Council
General Purposes Committee	Cllrs Bunyan, Hearl, Cocks, Cole, Shaw, Cowburn, Gregory & Hook.
Finance Committee	Cllrs Baker, Cocks, Hearl, Kessell, Bunyan & Cole.
Internal Audit Member	Finance Committee.
Hon. Service Awards Working Party	Cllrs Cocks, Cole & Baker.
Footpaths Officers	Cllrs Baker & Cowburn.
Tree Wardens	Cllrs Wimberley & Cowburn
C.A.L.C.	Cllr Bunyan
Fraddon Village Hall Committee	Cllr Baker
Summercourt Memorial Hall Committee	Cllr Hook
China Clay Community Network Rep	Cllr Cowburn & Cllr Baker.
Fraddon Millennium Green Trust Nominated Trustee	- Cllr Cole
Rural Transport	- Cllr Wimberley
Newquay/Par Branchline (FoCAL)	- Cllr Wimberley
Imerys Liaison Committee	- Cllr Hearl.
CERC	- Cllr Cole
Planning Rota	Cllrs Bunyan, Hearl, Kessell, Cowburn, Wimberley, Hook, Baker, Shaw & Gregory.
Standing Orders & Policies Committee	-Cllrs Cole & Shaw
Staffing Committee	- Cllrs Cocks, Bunyan, Cowburn & Kessell.
Safeguarding Officer	- Clerk
Youth Club Reps	- Cllrs Bunyan & Cole.
Climate Change Working Group	- Cllr Gregory, Wimberley, Shaw & Cole.
Emergency Plan	- Cllr Cocks, Shaw & Hearl