

MINUTES of the **ANNUAL MEETING** of the St. Ender Parish Council held on **Tuesday 23rd May 2023** in the Fraddon Village Hall at 7pm.

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

23/081 Election of Chairman.

Chairman Nominations:

Clerk informed members Cllr Baker was happy to stand again.

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

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

23/082 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 Shaw signed the Declaration and accepted the position of Chairman.

Cllr Shaw took the Chair.

23/083 Election of Vice Chairman.

Vice-Chairman Nominations:

Nomination by Cllr Cocks, Cllr Cowburn is elected Vice-Chairman for the ensuing municipal year, seconded Cllr Beardwell, unanimous.

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

23/084 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 Cowburn signed the Declaration and accepted the position of Vice-Chairman.

23/085 Apologies for Absence.

Cllrs M Gregory & J Baker.

23/086 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.

23/087 Police Report

No report received.

Cllr Wimberley took the Chair.

23/088 Planning Matters

a. Planning Applications.

i. None.

b. Decisions and Appeals

- i. PA23/01653 Rosewood Parka Road St Columb Road. Change of Use of the old post office which forms part of the property known as Rosewood into a two bed dwelling (re-submission of Application No. PA22/09312- approved.
- ii. PA23/02487 Atlantic Reach Holiday Park Carworgie TR8 4LX. Submission of details to discharge conditions 3 and 4 in relation to decision notice PA22/09124 dated 31/01/2023- approved.
- iii. PA23/00629/PRE Mill Farm Brighton Cross Grampound Road. Exception notice for works to reduce Oak, Sycamore, Beech, thorn, Ash, Cherry and Willow trees to clear overhead power lines- planning permission not required.
- iv. PA23/10031 Melbur Conveyor Tip Summercourt. The removal of material of any description from a mineral-working deposit other than a stockpile at Melbur Conveyor Sand and Stent Tip- approved.

Cllr Shaw retook the Chair.

23/089 Public Session

No public present.

23/090 Election of Council Committees etc. and representatives to outside bodies.

List circulated with meeting papers. List went through and amendments made. Proposal by Cllr Cowburn 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.

23/091 Cornwall Councillor Report (Cllr Cole).

Report circ. via email prior to the meeting, along with Homechoice Review response- noted.

23/092 Minutes of the Ordinary meeting 25th April 2023 to be approved and signed.

It was proposed by Cllr Cowburn, seconded by Cllr Hearl that the Minutes of the meeting of 25th April 2023 be approved and signed as a true and correct record by the Chairman, carried.

The above was duly **resolved**.

23/093 Matters Arising

- a. 23/066- replies received from letters resolved to Planning Enforcement and Parking Enforcement, replies read to members.
Alan Mason, from Planning Enforcement, has requested to attend a meeting. Proposal by Cllr Cowburn to invite Alan Mason to Planning Meeting & start Planning Meeting 1 hour later but if he has any , to respond to Kevin Brader regarding cars obstructing pavement at Penhale, seconded Cllr Hook, carried.
The above was duly **resolved**.
- b. 23/075- Query re New Allotments- to sort date for marking out, agreed 4th June.
- c. Indian Queens Recreation Ground Lane – potholes appeared in the lane following the last full council meeting, Clerk contacted Eric Roberts for a quote to fill, they came back to say they would fill free of charge as a goodwill gesture. Clerk approved this and they were filled on 19th May. Unfortunately, there was

an incident before the filling occurred.

Proposal by Cllr Bunyan to send a letter of thanks, seconded Cllr Hearl, carried.

The above was duly **resolved**.

23/094 Finance

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

Payment	Payee	Vat	Grand Total	
BACS	N & S Builders -Youth Club Extension (interim payment)	£2,000.00	£12,000.00	paid
BACS	EDF- Recreation Ground	£12.69	£116.52	paid
DD	PCS- photocopier	£4.04	£24.23	
BACS	Biffa- Bin lift	£24.33	£145.96	
BACS	CIS- toilet supplies	£30.58	£183.49	
BACS	Complete Weed Control - weedspraying pavements 2022	£120.00	£720.00	
BACS	TP Tree Services- Cem Maintenance/Strongman's Field	£200.33	£1,202.00	
BACS	Zurich- Insurance Renewal		£5,600.42	
BACS	Trevithick Supplies- Handyman sundries	£9.58	£57.50	
BACS	ROSPA- Annual Play Inspections	£53.10	£318.60	
BACS	N & S Builders -Youth Club Extension (interim payment)	£2,000.00	£12,000.00	
BACS	Letterbug- Honorary Service Boards		£165.75	
BACS	David Allsop- bench repair near Hoopers		£185.00	
BACS	Cornwall Supplies Company- Toilet supplies	£19.51	£117.05	
BACS	A Kendall- refund postage, phone & sundries		£149.10	
BACS	Staff salaries and expenses		£4,491.69	
		£4,474.16	£37,477.31	

Proposal to approve payments of £37,477.31 by Cllr Bunyan, seconded Cllr Hearl, carried.

The above was duly **resolved**.

Invoices provided and checked by Cllr Bunyan.

Budget statement, forecast sheet & 30th April 2023 bank reconciliation circ, - noted as part of Internal Control.

- b. Pavement weed spraying- to consider and resolve quote, to approve assoc. expenditure (if any).

Quote circulated with meeting papers, to note £1000 allocated in budget.

Proposal by Cllr Hearl, to approve quote of £1260 and use general reserves for additional £260, seconded Cllr Hook, carried.

The above was duly **resolved**.

- c. Grant request- to consider request from Indian Queens Football Club for goals, to resolve as appropriate and approve assoc. expenditure (if any), (enc).

Grant request circulated with meeting papers.

Proposal by Cllr Wimberley to purchase goals at £1438.99 and gift to FC to use Melbur Community Pot , seconded Cllr Hook, carried.

The above was duly **resolved**.

- d. To review Asset Register- to consider and resolve if adequately insured (enc)

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

Proposal by Cllr Cowburn to approve review and resolve adequately insured, seconded Cllr Gill, carried.

The above was duly **resolved**.

- e. To note paperwork submitted to External Audit- noted.

23/095 Play Areas- To review Play Area Risk Assessment and update on HAGS (if available).

Clerk reported the basket swing has broken at the Recreation Ground, the play inspector has made safe, Cllr Hearl reported perpetrator has been identified via the CCTV. Clerk has contacted a play repairer for a quote, and also to repair the zip wire, as present contractor is taking a long time to fit us in. This will go to the next GPC meeting.

Cllr Cole reported he had chased HAGS, our contact has now left, so he has spoken to the office. They are aware our claim is going through due process and will come back with an update by the end of the week. Due to the scale it must go through to the European Head Office. Cllr Kessell reported the mulch is getting worse.

23/096 Youth Club –

- a. Update on extension, and to approve any assoc. expenditure (if any).
Clerk reported all going well. Concrete plinth is in, and frame is starting to be made.
The burglar alarm and CCTV cameras on the existing building needed removing, which Clerk authorised and contractors have carried out, they will come back in before the final fix to the extension to recommission and extend.
- b. Update report from Youth Workers
Report circulated with meeting papers- noted.

23/097 Policies- Annual Review-to review the following policies, and approve re-adoption:

- Standing Orders
- Financial Regulations
- Code of Conduct
- 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 and re-adopt all policies as listed above, seconded Cllr Bunyan, carried.
The above was duly **resolved**.

23/098 To seal Exclusive Rights of Burial- to resolve.

Proposal by Cllr Gill to seal ERB 247 & 248 for Indian Queens Cemetery, seconded Cllr Beardwell, carried.
The above was duly **resolved**.

23/099 CORRESPONDENCE - Cornwall Council & General

- a. Emails circ. during month- noted.
- b. Emails from resident regarding parking issues throughout the Parish.
2 emails circulated with meeting papers. Resident has been informed that the Parish Council is aware of all the issues but the Powers to rectify lie with the Unitary Authority and Police.
Proposal by Cllr Cole he will send a response to the Clerk to forward to respondent, seconded Cllr Cocks, carried.
The above was duly **resolved**.
- c. Fraddon Biogas – Triannual Report (enc).
Report circulated with meeting papers- noted.
- d. Email received from neighbour of Co-op Garden, who is the volunteer who weeds and looks after the area, read to members.
Proposal by Cllr Cocks to respond to sender stating we can't get involved without evidence regarding contractors, Cllr Cowburn to speak to the manager of the co-op to see if they know anything, seconded Cllr Hearl, carried.
The above was duly **resolved**.

23/100 Agenda Items for the next Meeting (27th June 2023).

None.

There being no further business the meeting was closed at 7.57pm.

Chairman.....

Date.....

Appendix 1

Committees 2023

Planning Committee	Full Council
General Purposes Committee	Cllrs Bunyan, Hearl, Cocks, Cole, Shaw, Cowburn, Gregory & Hook.
Finance Committee	Cllrs Shaw, 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 Hook
Summercourt Memorial Hall Committee	Cllr Hook
Community Area Rep	Cllr Bunyan & Cllr Shaw.
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 & Cllr Beardwell
Planning Rota	Cllrs Bunyan, Hearl, Kessell, Cowburn, Wimberley, Hook, Baker, Shaw, Gill, Beardwell & 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

Members in bold lead of Working Group.