

MINUTES of the **ANNUAL MEETING** of the St. Ender Parish Council held on **Tuesday 28th May 2024** in the Fraddon Village Hall at 7pm.

PRESENT: Cllrs C Cowburn, R Wimberley, R Cole, P Cocks, C Hook, R Beardwell & M Pascoe.

23/080 Election of Chairman.

Cllr Baker has stated she is happy to stand.

Chairman Nominations:

Nomination by Cllr Hook, Cllr Wimberley is elected Chairman for the ensuing municipal year, seconded Cllr Cocks, no other nominations, unanimous.

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

24/081 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 Wimberley signed the Declaration and accepted the position of Chairman.

Cllr Wimberley took the Chair.

24/082 Election of Vice Chairman.

Vice-Chairman Nominations:

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

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

24/083 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.

24/084 Apologies for Absence.

Cllrs M Bunyan, J Baker, M Kessell, M Gregory, D Hearl & S Farrell.

24/085 To formally acknowledge resignation of Alan Shaw -to note.

Proposal by Cllr Wimberley to note resignation of Alan Shaw and to send letter thanking him for his work, seconded Cllr Cocks, unanimous.

The above was duly **resolved**.

24/086 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.

24/087 Police Report

Police report circ. with meeting papers- noted.

Discussion re high number of shoplifting crimes; Clerk to try to get a report every month.

24/088 Planning Matters

a. Planning Applications.

- i. PA24/03347 Land Adj To Trewheela Farm Summercourt. Retrospective Advertisement Consent for a non-illuminated advertisement sign for Cornwall Farm Machinery (CFM)

Proposal by Cllr Cowburn to support the application although there are now 2 signs, seconded Cllr Hook, carried.

The above was duly **resolved**.

- ii. Pre-planning enquiry- Land to West of Heather Meadow. 4 housing, 2 open market & 2 affordable.

Cllr Cole stated this is the field next to his house, but it is so far away it will have no impact, so doesn't feel he has an interest.

Members felt all the houses should be the same.

b. Decisions and Appeals

- i. PA24/02366 7 Lindsay Fields Fraddon. Installation of 1 new window on the South Elevation - Ground floor- approved.

- ii. PA24/01335 Dales Central Motors Ltd Chapel Town Business Park Summercourt. Advertisement consent for eight signs- approved.

- iii. PA23/05424 Moorland Road, Indian Queens. Landscaping screening needed to be agreed in advance. The proposal is for 4 birch trees.

Proposal by Cllr Wimberley, members object and request mature screening trees, seconded Cllr Cowburn, carried.

The above was duly **resolved**.

Cllr Cole took no part in the decision of the above planning application as Cornwall Cllr.

24/089 Public Session

No public present.

24/090 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 Wimberley, carried.

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

24/091 Cornwall Councillor Report (Cllr Cole).

Report circ. via email prior to the meeting.

Query how much feedback on 20mph consultation; unsure of numbers but has been told more mixed responses than other areas.

24/092 Minutes of the Ordinary meeting 23rd April 2024 to be approved and signed.

It was proposed by Cllr Cowburn, seconded by Cllr Hook that the Minutes of the meeting of 23rd April 2024 be approved and signed as a true and correct record by the Chairman, carried.

The above was duly **resolved**.

24/093 Matters Arising

- a. 24/058- Wildanet are not able to lay cable to Beaconside due to new car park. Residents are not happy.
- b. 24/070- Temporary fencing has been erected, to continue to monitor.

24/094 Finance

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

BACS	BFC Carpet World Ltd- 50% Flooring Victory Hall min 24/064c	£819.50	£4,917.00
DD	PCS- Photocopier	£4.64	£27.82
BACS	Biffa- Bin lift	£29.70	£178.18
BACS	Reef - Legionella risk assessments	£67.00	£402.00
BACS	Doors4Security- Home changing room door	£79.00	£474.00
BACS	Mr A Inglefield- repair work play area IQ Rec		£140.00
BACS	EVAQ8 - Emergency Plan supplies	£31.80	£190.80
BACS	Timbercraft- repair of 2 public seats		£90.00
BACS	Screwfix- Handyman supplies	£5.83	£34.99
BACS	Trevithick Supplies- Handyman supplies	£1.28	£7.68
BACS	TP Tree Services- Cem Maintenance/Strongman's Field	£200.33	£1,202.00
BACS	Indian Queens Under 5s- match funding of grant		£5,000.00
BACS	Viking- Admin supplies	£11.98	£71.87
BACS	Fraddon Village Hall- April rent		£25.00
BACS	Zurich - Insurance renewal		£5,858.00
BACS	BFC Carpet World Ltd- 50% Flooring Victory Hall min 24/064c	£819.50	£4,917.00
BACS	A Kendall - refund Youth Club sofa		£175.00
BACS	A Kendall- refund postage, phone etc.	£3.67	£113.79
BACS	Staff salaries and expenses	£5.47	£4,982.19
		£2,079.70	£28,807.32

Proposal to approve payments of £28,807.32 by Cllr Cowburn, seconded Cllr Cole, carried.

The above was duly **resolved**.

Invoices provided and checked by Cllr Cocks.

Budget statement, forecast sheet & 30th April 2024 bank reconciliation circ, - noted as part of Internal Control.

- b. To review Asset Register- to consider and resolve if adequately insured. Asset Register along with insurance renewal circ. with meeting papers. Proposal by Cllr Cole, to approve and confirm adequately insured, seconded Cllr Cowburn, carried.
The above was duly **resolved**.
- c. To note paperwork submitted for External Audit.
Noted.
- d. To consider and resolve paying EDF by Direct Debit 7% saving.
Proposal by Cllr Hook to approve paying EDF by Direct Debit, seconded Cllr Cowburn, carried.

The above was duly **resolved**.

- e. To delegate Cllr(s) as bank signatories to authorise bacs payments, to resolve. Proposal by Cllr Cole to delegate Cllrs Cowburn & Hook, as bank signatories to authorise bacs payments, seconded Cllr Cocks, carried.

The above was duly **resolved**.

- f. *Urgent* finance

Due to no Cllrs available to authorise payments, members to consider and resolve Clerk authorise May Payments as second approver along with Alan Shaw. Proposal by Cllr Hook to authorise Clerk to approve May payments on the bank account along with Alan Shaw, seconded Cllr Wimberley, carried.

The above was duly **resolved**.

24/095 Play Areas- To review Play Area Risk Assessment and update on HAGS (if available).

Repairs have been authorised at Indian Queens Play Area.

No update from HAGS with a date, they are finalising contractors, and we have not been forgotten.

Thomas Playing Field-Clerk has received Wayleave agreement for a connection to the electricity pylon, the connection is through the pedestrian gate and along the wall line, concern regarding how close to the safety surfacing.

Proposal by Cllr Cocks, the Clerk responds that the Parish Council does not want it on their land as concerns damaging safety surfacing, and feel using the lane would be a better option, seconded Cllr Hook

Ball stop fencing Thomas Playing- Handyman will need additional help to install at least an additional 2 but maybe more, also need someone with a large trailer to transport from Handyman's house to Thomas Playing Field. May also need to hire in equipment, telehandler etc.

Proposal by Cllr Cole, Cllr Wimberley to transfer the equipment if required, Cllr Hook to contact contractor with telehandler and to delegate to Cllr Wimberley and Clerk to obtain quotes for erection, seconded Cllr Cowburn, carried.

The above was duly **resolved**.

24/096 Policies- Annual Review-to review the following policies, and approve re-adoption:

- Standing Orders
- Financial Regulations
- Code of Conduct
- Data Breach Policy
- Data Protection Policy
- Data Subject Request Policy
- Safeguarding Policy
- Committee Terms of Reference
- Scheme of Delegation

To note all policies are available to view on the Parish Council website.

Proposal by Cllr Cocks, to approve amendment to 7.1 on Financial Regs. to approve and (re)adopt the above policies seconded Cllr Hook.

The above was duly **resolved**.

- 24/097 Legionella Risk Assessment- to receive Legionella Risk Assessment, to consider and resolve, to approve assoc. expenditure (if any, if available).**
Legionella Risk Assessments were carried out by Reef on 20th May 2024. The buildings have been split into 3 separate Risk Assessments.
Risk Assessments not yet received.
- 24/098 General Purposes Committee-** to receive draft minutes and note contents, to resolve.
Proposal by Cllr Cocks to note GPC minutes of 14th May 2024, seconded Cllr Beardwell, carried.
The above was duly **resolved**.
- 24/099 Barnfield Terrace-** request for double yellow lines due to on street parking blocking driveways, to consider and resolve if this is something the Parish Council would support.
Proposal By Cllr Beardwell to support the request for double yellow lines, seconded Cllr Cocks, carried.
The above was duly **resolved**.
- 24/100 Summercourt Fair-**to consider facilitating public meeting in June as previously resolved (min 23/171).
Discussion took place.
Proposal by Cllr Cocks to pay for hire of the hall for the meeting and let the Fair take the lead, to delegate Cllrs Cowburn & Wimberley to represent the Parish Council, seconded Cllr Hook, carried.
The above was duly **resolved**.
- 24/101 Football Club-** request for further meeting, to sort out usage before the new season, to delegate Cllr(s) to attend, and resolve.
Proposal by Cllr Wimberley to delegate Cllrs Cole & Cowburn along with the Clerk, to attend, seconded Cllr Cocks, carried.
The above was duly **resolved**.
- 24/102 King Charles III portrait-** to consider where to hang in the Parish.
Proposal by Cllr Cowburn to ask Summercourt Memorial Hall if they would like it, seconded Cllr Cocks, carried.
The above was duly **resolved**.
- 24/103 To seal Exclusive Rights of Burial- to resolve.**
Proposal by Cllr Wimberley to seal ERB 254 for Indian Queens Cemetery, seconded Cllr Cowburn, carried.
The above was duly **resolved**.
- 24/104 CORRESPONDENCE - Cornwall Council & General**
- a. Emails circ. during month- noted.
 - b. Reply from Local Government Ombudsman re Parish Council complaint – ongoing.

24/105 Agenda Items for the next Meeting (25th June 2024).

- **Youth Club**

There being no further business the meeting was closed at 20.45.

Chairman.....

Date.....

Appendix 1

Committees 2024

Planning Committee	Full Council
General Purposes Committee	Cllrs Bunyan, Hearl, Cocks, Cole, Cowburn, Gregory, Hook, Beardwell & Pascoe.
Finance Committee	Cllrs Baker, Cocks, Hearl, Hook, Bunyan, Pascoe & 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 Cole
Summercourt Memorial Hall Committee	Cllr Hook
Community Area Rep	Cllr Farrell / Cllr Beardwell.
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, Pascoe, Cowburn, Wimberley, Hook, Baker, Beardwell & Gregory.
Standing Orders & Policies Committee	-Cllr Cole
Staffing Committee	- Cllrs Cocks, Bunyan, Cowburn & Wimberley.
Safeguarding Officer	- Clerk
Youth Club Reps	- Cllrs Bunyan & Cole.
Climate Change Working Group	- Cllr Gregory , Wimberley & Cole.
Cornish Lithium Liaison Group	- Cllrs Beardwell & Pascoe.

Members in bold lead of Working Group.