

STEWEPARISHCOUNCIL

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DRAFT MINUTES

Annual Meeting of the Parish Council Followed by the Ordinary Meeting of the Parish Council St Ewe Village Hall, 8.32 PM Monday 14 May 2018

PRESENT:

Councillors: Will Richards (Chairman), Diane Clemes, Michelle Floyd, Trevor Harman, Trevor Johns, Janet Lockyer

ALSO PRESENT:

Mrs Christine Wilson, Clerk to the Parish. Ward Member Cllr Cherilyn Williams. 3 members of the public

ABSENT:

Councillors: John Dickinson (Vice-chairman), Allan Brooks, Lesley Storr and Philip Vellenoweth

Abbreviations:

Councillors' names – abbreviated with their initials. CALC – Cornwall Association of Local Councils. CC – Cornwall Council. CLT – Community Land Trust. LCF – Low Carbon Fund. LMP – Local Maintenance Partnership. PC – Parish Council. SE AHL – St Ewe Affordable Housing Limited. VH – Village Hall. *** indicates consultee comments for planning applications decided by the Parish Council; formal submission is delegated to the Clerk.

*There was a 2 minute intermission
between the Annual Parish Meeting and this meeting which began at 8.32 pm.*

18/1 Election of the Chair

The Chair encouraged other councillors to consider themselves for the position of Chair. It was **RESOLVED** to re-elect Cllr Will Richards as Chair of the Parish Council (proposed JL, 2nd TH) and Cllr Richards signed his Declaration of Acceptance of Office in the book.

18/2 Election of the Vice-chair

Cllr Dickinson had sent apologies, but had informed clerk and chair that he was willing to hold the office of Vice-chair unless any other councillor was interested in the position. It was **RESOLVED** to re-elect Cllr John Dickinson as Vice-chair of the Parish Council (proposed TJ, 2nd WR).

18/3 Apologies

Apologies were received from JD, PV, LS and AB.

18/4 General Power of Competence

In accordance with Localism Act 2011, Sections 1-8, this power is held by the parish council until the next general election when it may be renewed if the council remains eligible; i.e., having two thirds of its maximum number of members elected and a qualified Clerk.

Items 5-12 were proposed (DC), seconded (TH) and **RESOLVED** unanimously as a block.

18/5 Appointment of the Lead Councillor — Footpaths & Bridleways

It was **RESOLVED** to appoint Cllr John Dickinson as Lead Councillor for Footpaths & Bridleways.

18/6 Appointment of the Lead Councillor — Renewable Energy

It was **RESOLVED** to appoint Cllr Allan Brooks as Lead Councillor for Renewable Energy.

18/7 Appointment of the Council's representative — Village Hall

It was **RESOLVED** to appoint Cllr Janet Lockyer as the Council's representative on the Village Hall committee.

18/8 Appointment of the Council's representative — Community Land Trust

It was **RESOLVED** to appoint Cllr Will Richards as the Council's representative on the community land trust, SE AHL, St Ewe Affordable Housing Limited.

18/9 Appointment of the Council's representative — Cornwall Association of Local Councils (CALC)

It was **RESOLVED** to appoint Cllr Allan Brooks as the Council's representative to CALC.

18/10 Appointment of the Council's representatives — Police Liaison Group

It was **RESOLVED** to appoint Cllr Janet Lockyer as the Council's Police Liaison. JL noted that there appear to have been no meetings as yet.

18/11 Appointment of the Council's representative – St Austell & Mevagissey Community Network Panel

It was **RESOLVED** to appoint Cllr Janet Lockyer as the Council's representative on the St Austell & Mevagissey Community Network Panel. It was mentioned again that all councillors may the meetings.

18/12 Appointment of the Employment Committee

It was **RESOLVED** that Cllr Allan Brooks, Cllr Janet Lockyer and Cllr Will Richards would form the Council's Employment Committee.

18/13 Appointment of three trustees for the St Ewe Relief in Need Charity 2018-2022.

It was **RESOLVED** to appoint Cllr Trevor Johns, Lynnette Tregunna and Roger Elliott as trustees for the Relief in Need Charity for the next four years.

18/14 Dates for the meetings during the next year.

A) It was **RESOLVED** that the ordinary meeting will continue as before at 7.00 pm in St Ewe Village Hall on the second Monday of the odd months: 9 Jul 2018, 10 Sep 2018, 12 Nov 2018, 14 Jan 2019, 11 Mar 2019, 13 May 2019.

B) It was **RESOLVED** that the next annual meeting of the parish council will be on 13 May 2019.

The Annual Meeting of the Parish Council closed at 8.47 pm and the ordinary meeting continued immediately.

In continuation:

Ordinary Meeting of the Parish Council – 14 May 2018

18/15 Public Session

The agent for the applicant at Sander's Farm presented the design of a replacement dwelling for the building which was granted a Lawful Development Certificate in August 2017 (PA17/05151). He was able to answer questions from councillors and explained that his client would most likely go directly to a full planning application, but had wanted to contact the parish council because of their concerns about PA17/05151. If granted permission, the current building will be replaced with a very well insulated timber house with a steel roof and linked studio. The Chair thanked the agent for bringing the plans at this stage, which was very helpful. The council's consultee comments will be made when the full planning application arrives.

The agent left the meeting.

The last two members of the public explained that they were there to hear the discussion on the very recently uploaded application: PA18/01297/PREAPP. It was agreed to move Item 18/23.C.iii forward – see the decision at that Item – after which the two members of the public left the meeting.

18/16 Councillors' interests

A) Declarations of interest.

- i. JL declared an interest in Item 18/23.C.iii as her property is nearby and she left the chamber for the duration of the discussion and vote.
- ii. WR declared an interest in Item 18/18.B because he is a member of the Village Hall committee. JL is also a member of the committee, but holds a dispensation for VH matters.

B) Requests for dispensation. There were no requests.

18/17 Meetings and governance

A) The clerk reported that all previous actions have been completed.

B) The council **RESOLVED** that the minutes of the extraordinary meeting held on 23 April 2018 were a true and correct record (proposed JL, 2nd WR) and they were duly signed.

C) The clerk reported on training available from CALC and will let the council know about training available from Cornwall Council when the schedule is published.

WR left the chamber for the duration of Item 18/18 even though his registered interest is only for B. It was agreed that TH would take the chair for item 18/18.

18/18 After discussion, Grant Applications were resolved as a block (proposed DC, 2nd TJ)A) At the request for financial assistance with churchyard maintenance, which costs over £1,500, the council **RESOLVED** to grant £650.00 to St Ewe Parochial Church Council for the churchyard.B) It was **RESOLVED** to grant £650 for maintenance costs to the Village Hall, which provides rooms for the use of the parish council and other public meetings.C) It was **RESOLVED** to grant £200 to St Peter's Parochial Church Council as a contribution to the publication costs of the *Tower & Spire* magazine.

18/19 Finance

A) Insurance. It was RESOLVED (proposed WR, 2 nd MF) to renew the council's insurance coverage at £291.20. This will be the third year of a 3-year agreement with Came & Company.
B) Bank mandate. It was RESOLVED (proposed TJ, 2 nd JL) to continue with four signatories: WR, JD, JL and DC, and also to allow the clerk to access telephone banking. If possible, the telephone banking should be accessed without making the clerk a signatory, but if being a signatory is necessary the council approves the clerk as signatory. Telephone banking is needed to access bank balances at the end of the month and request chequebooks more easily.
C) Year End figures. The council reviewed and RESOLVED (proposed WR, 2 nd TH) to approve the annual accounting statements 2017-18 for the Annual Governance and Accountability Return including explanations of variances.
D) Internal audit. The council considered the report of the internal auditor and RESOLVED (proposed WR, 2 nd TH) to action the recommendations made. The clerk will update the documents requested, Standing Orders and Financial Regulations, and present them for consideration. The council will also appoint a councillor to do an Internal Control Check each trimester. ACTION: Clerk
E) Review. In accordance with the Accounts and Audit Regulations 2015 the council reviewed its internal controls with regard to its governance and risk management and RESOLVED that it found them to be adequate and effective (proposed JL, 2 nd WR).
F) Exemption from External Audit. It was RESOLVED (proposed JL, 2 nd TH) that in accordance with Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 the council would not be audited externally and that the clerk and chairman should sign the Certificate of Exemption, which will be submitted to the external auditor. The Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements, an analysis of variances, the bank reconciliation, and notification of the period for the exercise of public rights, along with a copy of the exemption certificate, will be published on the council's website under <i>Parish Council Accounts</i> before July. ACTION: Clerk
G) Governance. The council RESOLVED to answer each of the Annual Governance Statements within the Annual Governance and Accountability Return 2017/18 in the affirmative and AUTHORISED this to be signed by the Chairman and clerk (proposed JL, 2 nd TH).
H) Accounts. The Accounting Statements of the Annual Return 2017/18 Part 2 were prepared by the clerk as Responsible Financial Officer and have been reviewed at C above. The clerk answered all queries. The accounting statements were APPROVED (proposed MF, 2 nd TH) and signed by the Chairman.
I) It was RESOLVED (proposed WR, 2 nd DC) that the period for the exercise of public rights (Local Audit and Accountability Act 2014, Sec 26-27) will be from 4 June to 13 July 2018 and the notice will be placed on the website and the notice boards. ACTION: Clerk
J) The council reviewed the payment to Luxulyan PC in recognition of St Ewe's use of Luxulyan's laptop, printer and recorder. Despite St Ewe's new laptop, after discussion, no proposal was made to alter the payment and it was AGREED to leave it as it is.

K) Payments totalling £2,978.79 were authorised (proposed: WR; 2nd JL). The final column is recoverable VAT.

Mrs C Wilson *1903		Clerk salary & expenses	621	£	531.44		
Paul Roberts		Internal Audit	616	£	70.00		
		*** VOID ***	617				
Came & Company		Insurance, 3rd year of 3-year agreement	618	£	291.20		
St Ewe Parochial CC		Grant, maintenance of Churchyard, All Saints	619	£	650.00		
St Peter's Parochial CC		Grant, publication of Tower & Spire	620	£	200.00		
St Ewe Village Hall		Village Hall maintenance	622	£	650.00		
St Ewe Village Hall		Room Hire (Jan'16 - 23/4/18)	622	£	360.00		
CALC		CALC subscription	623	£	226.15		19.47

18/20 Local Maintenance Partnership

This item was resolved at the 12 March meeting and accidentally put on this agenda. See Item 17/113.

18/21 Agency Agreement for cutting the grass verges

The clerk reported that an Agreement has not yet been received from Cornwall Council though she has requested one. It should be available for consideration at the next ordinary meeting.

18/22 Possible Neighbourhood Development Plan (NDP) for St Ewe

It was **RESOLVED** (proposed TH, 2nd DC) to abide by the decision of the Parish Meeting regarding the NDP. After a detailed presentation by Helen Nicholson, Community Link Officer for the St Austell and Mevagissey Community Network Panel, regarding the procedures and timeline for an NDP including a thorough review of the planning policies that regulate development in St Ewe parish, the Parish Meeting AGREED that St Ewe already had protections in place within Cornwall Council's Local Plan and that an NDP is really not needed. Nonetheless, a proposal for a St Ewe Neighbourhood Development Plan would be revisited by the parish council in 12 months – and sooner if there is significant local interest in an NDP.

18/23 Planning. Decisions are listed on the website under Planning St Ewe Parish and in Clerk's Notes. Enforcements can be found in Clerk's Notes.

A) Planning correspondence.

- i. The council **NOTED** that there would be a drop-in public consultation event on 17th May 2018 from 4-7 pm at Sticker Village Hall, Retanning Lane Sticker, PL26 7HH, for an affordable led housing scheme on land in Hewaswater.
- ii. It was also **NOTED** that Cornwall Council will no longer be publishing any details of enforcements unless an Enforcement Notice is served. The only cases visible online will be those where an Enforcement Notice has been served. Only the person (or council) that reported the matter will be provided with a summary of the findings.

B) Pre-apps and Applications for Consultee Comments.

- i. **PA18/01144/PREAPP**. Pre-application advice for replacement dwelling and landscaping - Miramar Lower Sticker St Austell PL26 7JL. After a short discussion, the parish council had no comment.

- ii. Replacement dwelling at Sanders' Farm. The council heard the report from the agent during the public session and no comment was made. Consultee comments will be requested when it is an official application.

JL left the chamber for the duration of the discussion and vote on this next item.

- iii. **PA18/01297/PREAPP**. Proposed Affordable Housing - Land East South East of Sunny Corner Polmassick St Austell Cornwall PL26 6HA. After lengthy discussion, the council **RESOLVED** (proposed DC, 2nd MF) that the following comment will be forwarded to the case officer:
 *** St Ewe Parish Council has a number of concerns about this proposal which, when considered together, would make this site inappropriate. Firstly, the council is aware that springs run year-round on the land. Putting in a sewage system that does not contaminate the river running next to the land would be problematic, raising costs. Secondly, Polmassick has just had an expensive and effective flood prevention culvert constructed that protects the houses from flooding. A comprehensive flood risk assessment would be needed to ensure the new flood prevention culvert is not compromised by the run-off from this development. Thirdly, highway access to this development would include Drunken Bridge lane, which is one of the narrowest lanes, and includes one of the most dangerous junctions, in the parish. The highways improvements needed for the increased traffic from the development would again raise costs. Fourthly, the development would immediately increase the size of the hamlet by one third and dramatically change its character. Fifthly, sustainability is an issue because services are not available nearby. Sixthly, the steeply sloping site would also increase building costs. Overall, the cumulation of increased costs would lessen the possibility of a low, affordable prices for the houses, and affordable housing is the only documented housing need for the parish. Indeed, in its own Local Plan, Cornwall Council has allocated 0 (zero) houses for St Ewe Parish.

18/24 Highways

It was reported that a pothole near Caerhays has been cut out and filled properly and it isn't expected to come up again in the near future. A councillor's spouse has filled a pothole near their house so that it wouldn't get any bigger, but doesn't expect it to last very long. No new potholes to report.

18/25 Assets

- A) Footpaths and verges. Nothing to report.
- B) Telephone Kiosks. Nothing to report.
- C) Website. Nothing to report.
- D) Fingerposts. The clerk reported that there is a deadline for the grant for the repair. This will be taken into account.

18/26 Parish Matters

- A) SE AHL. WR reported on the three questions that SE AHL wished to add to the housing survey. It was **RESOLVED** (proposed DC, 2nd JL) to request the addition of those three questions to the Housing Needs Questionnaire. The clerk will advise Mr Prendergast.
ACTION: Clerk
- B) Emergency Plan. It was **RESOLVED** (proposed JL, 2nd DC) that the payment for completion of the two stages of the Emergency Plan will be placed in the parish council account. The clerk will send the account details to JL. JL reported that Stage 1 just needs to be typed up and submitted so that

the PC may receive the first tranche of £100. After the Plan is tested and approved, the PC will receive £400. JL suggests that this be allocated to a particular project in the parish, but this will be decided at a later date after the money arrives. JL also said that she would need a map of the parish to indicate different zones. The clerk will send JL the maps she received from Cornwall Council.
ACTION: Clerk

C) Village Hall. Nothing to report. See Item 18/18 for a maintenance grant to the VH.

18/27 Correspondence and Invitations. (A complete list in Clerk's Notes)

A) Cornwall Council would like to revitalise the role of Tree Warden for parishes in the county. If anyone is interested in becoming Tree Warden for St Ewe, please contact the clerk or any councillor. The Forestry Team is offering free training this summer. The Clerk will post the information received from CC on the website *Notices*.

ACTION: Clerk

B) Aerial Photography Great Britain (APGB) is being made available to all local government organisations. It was **RESOLVED** (Proposed MF, 2nd TJ) that the clerk would register St Ewe for the service.

ACTION: Clerk

18/28 Business for the next meeting.

Millennium pictures for the Village Hall.

18/29 Date of the next meetings.

The next ordinary meeting is Monday, 9 July 2018, starting at 7.00 pm, St Ewe Village Hall. An extraordinary meeting to discuss planning may be arranged, if required.

The meeting closed at 10.10 pm and the Chairman thanked everyone for attending.

Mrs C Wilson ~ Parish Clerk ~ 21 May 2018