

ST EWE PARISH COUNCIL

Chair of the Parish Council
Councillor Will Richards
Trudgian Farm
St Ewe
St Austell
PL26 6EU
01726 843 397

new email:
clerk@st-ewe-parish.co.uk

www.st-ewe-parish.co.uk

Clerk to the Parish Council
Mrs Christine Wilson
Lower Burlorne Tregoose
Washaway
Bodmin
PL30 3AJ
01208 831283

DRAFT MINUTES

Annual Parish Meeting (Meeting of the Electors)

St Ewe Village Hall, 7.00 PM

Monday 14 May 2018

PRESENT:

Will Richards (Chairman of the Parish Council), Diane Cledes, Trevor Johns, Trevor Harman, Michelle Floyd, Janet Lockyer and 4 other electors of the parish.

ALSO PRESENT:

Mrs Christine Wilson, Clerk to the Parish; Ward Member Cllr Cherilyn Williams; Helen Nicholson, Community Link Officer; and Andrew Prendergast, Rural Housing Enabler.

The meeting began at 7.00 pm.

Cllr W Richards, Chairman of the Parish Council, chaired the Parish Meeting.

- 1) The minutes from last year's Parish Meeting on 15th May 2017 were approved as a true and correct record (proposed Will Richards, 2nd Janet Lockyer) and signed by the Chairman.
- 2) Andrew Prendergast, Rural Housing Enabler, Cornwall Council, spoke about the imminent St Ewe Housing Needs Survey and gave a presentation about Rural Housing in Cornwall that included figures like:
 - The average salary in Cornwall is £17K compared to a national average of £23K.
 - Some parish have 35% second home ownership
 - Rent of affordable housing is 80% of market rate, frequently assessed and aligned
 - This year Cornwall Council has a target of 180 new builds of council housing, spending £15.5 million. Cornwall Council also directly funds registered providers of social housing.
 - A programme available – to those who request it – is the Community Led Housing scheme. It will strictly define the group or groups that receive benefit from it; strictly adhere to what the community demonstrates are its needs; affordability is built in in perpetuity. The community is involved from the beginning, including design and continues its involvement in perpetuity. Examples of this scheme are houses in Menheniot or St Teath.
 - A Community Land Trust, such as St Ewe's SE AHL, is an example of another model.
 - He described various models of co-operatives that can deliver affordable housing.
 - He explained that in Cornwall the definition of 'local', as a criterion for affordable housing, is strictly defined.

Currently there are 11 households from St Ewe on the affordable housing register. There are 2 households registered on the Help to Buy SW register. However, these figures are usually low because some families don't bother to register unless they can see that affordable housing will be made available.

One of the advantages of a housing survey is that it would bring to light other families who could be on the register and take advantage of affordable housing in St Ewe. The survey can also highlight

the average home price in St Ewe and place St Ewe in a price zone. The price zone affects the amount of discount on the affordable dwelling.

The St Ewe Housing Needs Survey will be online, but copies can be posted to people on request. The parish council will post the link for the survey on the website. It will be available for response for six weeks.

Mr Prendergast and 2 electors left the meeting.

- 3) Helen Nicholson, Community Link Officer, spoke about the pros and cons of a Neighbourhood Development Plan for St Ewe parish. St Mewan and Mevagissey parishes are in the referendum (last) stage of their respective Neighbourhood Plans. St Goran and Pentewan Valley are not doing one.

She first discussed the Cornwall Council Local Plan and the policies there that apply to St Ewe:

- Policy 2 Spatial Strategy. “Strategic scale growth will be accommodated in our main towns and city where they can best support regeneration and sustainable development.” Therefore, St Ewe may not receive a large scale development.
- Policy 3 Role and function of places. “1.68 In smaller villages and hamlets in which ‘infill’ sites of one-two housing units are allowed, the settlement should have a form and shape and clearly definable boundaries, not just a low density straggle of dwellings. ...”
- 1.68 “Rural Exception sites: These are affordable housing led developments adjoining, or physically well related to, the built form of existing settlements, (they allow for a proportion of market housing where it is required to support delivery of the affordable element). The definition of these sites is set out in Policy 9 of the Local Plan.”
- Policy 9 Rural Exception Sites. “Development proposals on sites outside of but adjacent to the existing built up area of smaller towns, villages and hamlets, whose primary purpose is to provide affordable housing to meet local needs will be supported where they are clearly affordable housing led and would be well related to the physical form of the settlement and appropriate in scale, character and appearance. ...”

Neighbourhood Development Plans (NDP):

- Must be permissive. You can say where, but you may not say no to all development. They cannot conflict with the Cornwall Local Plan or the National Planning Policy Framework (NPPF).
- In the Cornwall Local Plan, the parish of St Ewe is allocated 0 (zero) houses for development.
- NDPs are needed where there is development pressure. If St Ewe Parish feels it is under development pressure, it should consider making an NDP.
- NDPs are very demanding of voluntary time and commitment. The process has speeded up from the first few NDPs to now, there is a lot of ‘copying and pasting’ of compliant and relevant material, which helps, but of course the NDP must conform to the parishes needs. With a very committed team, it could take 18 months from start to referendum.
- The Parish Council is the initiating organisation. Ideally an NDP steering committee should be made up of about 50% parish councillors and 50% community members. A project manager is essential for timely progress, but communities often find a community member who will volunteer. Other useful people are photographers, etc.
- Community engagement and evidence of community need is essential to an NDP.
- There are grants available for costs which often include professional advice. An NDP will usually cost between £5-10K. The Parish Council holds the grant money.

- Unfortunately, in planning terms these documents (i.e., the Local Plan, NDPs) – even though they say they are valid until 2030 – the reality is that planning documents are generally considered out of date after 5 years, particularly if the community changes a lot. It is possible that St Ewe wouldn't change very much.
- Once an NDP identifies a site possible for new development, developers come in because you have already done the major part of their job for them: identification of a site available for development.

The Parish Meeting **AGREED** that there is not great development pressure at the moment and there appears to be sufficient protection in the Cornwall Local Plan against large-scale or random development. However, the issue of a neighbourhood plan should be discussed again at the next Annual Parish Meeting. Parishioners can bring the issue to the Parish Council at any time.

Helen Nicholson, Community Link Officer, left the meeting.

4) Year End Reports

a) Police Report – St Ewe Parish.

PCSO Yasmin Barrott 30740 apologised for not being able to attend because of maternity leave and sent the following report which covers the year from 10th May 2017 to 10th May 2018. The report was read out by the Chair:

Common Assault	1
Malicious Communications	1
Criminal Damage	1
Total	3

Both the common assault and malicious communications were for domestic incidents. The criminal damage was committed by an employee at their place of work.

Emergencies, Tel: 999. To report a crime, Tel: 101.

b) Cornwall Councillor Report.

Cllr Cherilyn Williams' report.

My first year as your Cornwall Councillor has been a steep learning curve for me. Trying to juggle work, with a young child and trying to be an effective Councillor has been a challenge, but a hugely enjoyable one. The most enjoyable part has been building local relationships and I would like to take this opportunity to thank you all for making me feel so very welcome.

Big pros have been where I have been able to use this position to directly affect somebody's life in a positive way; for example, on the Licensing and Planning committees, with litter picks and general tidying on action days. I have been able to help local causes, with my community chest, such as the Country Fair, the church and the restoration of the finger posts. In St Mewan, we have seen their Neighbourhood Development Plan be completed and passed at referendum.

Unfortunately, I have also discovered for myself how achingly slow the wheels of Cornwall Council turn. I have found the majority of my dealings with them extremely frustrating! I am yet to make up my mind about the Community Network Areas and whether they have the teeth to make a real difference. I am grateful, however, that the St Austell & Mevagissey area has good relations, unlike some of the other areas in Cornwall.

My hope for the coming year is that I can continue to work alongside the Parish Council for the

good of the people of St Ewe. I hope that when issues arise, large and small, I have now learned enough to be able to unblock the red tape and help wherever possible.

Thank you again and I look forward to another year.

NB: Cherilyn will soon be married and will change her surname. Her new email will be: **cherilyn.mackrory@cornwallcouncillors.org.uk**

c) Chairman's Report. Chairman of the Parish Council, Will Richards presented his report:

Last year was an election year and the council started with 7 councillors and in July had co-opted 3 more to the full complement of 10 parish councillors. The Chair thanked the councillors for their work, which is of course entirely voluntary. It is encouraging, he explained, to hear a wide range of views from everyone around the table. Different views make for in depth discussion and better decisions. Even when the council struggles to come to agreement, it is understood that each of the councillors wants the best for the community.

The Chair thanked Cllr Williams for her hard work for the parish, her help with community chest funds and he congratulated her on her first year as St Ewe's Ward Member and looked forward to working with her in the coming year.

The Chair thanked the Clerk for keeping things running smoothly throughout the weeks between the meetings.

Finally the Chair wanted to highlight all the parishioners who attend meetings and those that keep up to date with the council through the minutes. The council thanks them for their interest in the council's work and for their input on parish issues.

d) Parish Council Financial Report.

As Responsible Financial Officer, the Clerk delivered the Financial Report Year End 2017-18 to full council on 23 April, where it was approved as a correct record. It is attached here.

e) Any other reports. No other reports were received from organisations in the parish.

5) Issues from electors of the parish. No other issues were discussed.

6) Date of the next Parish Meeting. The next Parish Meeting will be held on 13 May 2019.

*The meeting closed at 8.30 pm and the Chairman thanked everyone for attending.
The Annual Meeting of the Parish Council followed after a short break.*

Mrs C Wilson ~ Parish Clerk ~ 10 August 2018

Briefing Note

Financial Report Year End 2017-18

23 April 2018

Cash and Bank Reconciliation

The year-end bank reconciliation is complete and shows the year beginning with £8,718.44 in cash and ending with £8,022.74. The decrease in cash is due to the planned expenditure of earmarked funds.

Reserves and earmarked funds

The standing reserves were not used: contingency reserve (£1.5K), election reserve (£3.5K) or website and village feature reserve (£1K). Payments from earmarked funds amounted to £2,036.26.

Transparency Fund spend, £869.26.

A transparency fund has been available to parishes with a turnover of less than £25K in order to help them financially with the equipment and skills needed to comply with the Transparency Code for Smaller Councils. The 2016-17 fund still has £74.11 to pay toward the new broadband connection in the Village Hall.

The transparency fund for this fiscal year 2017-18 has been used to pay for the clerk's time on the website and also to purchase a laptop. This was the last year of the fund and St Ewe was happy to take advantage of it in order to equip the clerk with an up-to-date laptop. £109.40 remains from the 2017-18 fund to purchase a printer/scanner.

Pittsdown Wind Turbine Fund spend, £1,167.

Last year the parish council received an advance payment of its first Pittsdown Wind Turbine Fund, £1,667. This amount will be paid by Aura Wind (Tregony) Limited to the parish council each year for the next 19 years and will be used for the benefit the parish.

Other earmarked funds.

The council has just received a matching fund Community Chest Grant of £350, authorised by its Cornwall Councillor Cherilyn Williams, for the refurbishment of an iron fingerpost which has lost one side of a double finger. The council plans to refurbish a dilapidated wooden fingerpost in the coming year as well and may apply again to the Community Chest for matching funds.

Budget Comparison

Total payments for 2017-18 are £8,493.18 (without VAT). Subtracting the payments from earmarked funds of £2,036.26, total payments from the 2017-18 budget amount to £6,456.92 compared to the budget of £7,282.

VAT.

Parish councils do not take VAT into consideration for budgeting purposes because parish councils may reclaim VAT.

Unbudgeted items.

With savings in other budget categories, the council was able to make two substantial unbudgeted purchases: a new Declarations of Acceptance of Office ledger at £120 and further footpath maintenance at £100.

The election of 1931.

As a matter of interest, the first entry of the recently filled Declarations ledger is dated 20th April 1931

and signed by Richard Chenoweth of Glebe Farm, St Ewe. Nine other newly elected councillors signed the book that day: Sydney Church, Frederick James, Joseph Michell, James Levers Phillips, Charles Henry Retallick, William Thomas, Herbert Stanley Trevena, John Warne, and Thomas Henry Vellenoweth. During that election period two councillors were co-opted: Francis Lobb and William Phillips.

Transparency Code and audit

All councils must publish their Annual Return along with the Notice of Period for the Exercise of Public Rights. The Annual Return has been rebranded this year as the Annual Governance and Accountability Return or AGAR, which most people still call the Annual Return.

The Transparency Code for Smaller Authorities applies to St Ewe, as its annual turnover is well under the £25,000 cut off. In accordance with the Code, the council's financial details have been published on its website since the 2014-15 financial year, and these include a list of all payments. The Code requires a list of payments over £100 and St Ewe publishes all payments.

External Audit.

At St Ewe's level of expenditure, the external audit is a 'limited review' audit. Beginning financial year 2017-18, St Ewe is not required to have an external audit and accordingly the council has opted out of the limited review external audit for 2017-18 which would cost £200. The council will still publish its unaudited Annual Return (AGAR) on the website, along with the list of all payments but it will not submit the Annual Return to the external auditor.

Internal Audit.

In accordance with Audit Regulations, all parish councils have an internal audit for assurance that the council is conducting its affairs lawfully and handling its public money properly. An independent and competent internal auditor is appointed each year by the council. The internal auditor's report forms part of the Annual Return and any issues raised by the internal auditor must be addressed by the council before it completes its Annual Governance Statement for the Annual Return. Internal audit is the public's assurance that its council is proceeding lawfully and effectively.

Christine Wilson

Proper Officer and Responsible Financial Officer

This Briefing Note was approved as a true and correct record 23 April 2018 (Minute 17/25A)