

ST EWE PARISH COUNCIL

Chair of the Parish Council
Councillor Will Richards

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DRAFT MINUTES

Annual Meeting of the Parish Council

St Ewe Village Hall

Monday 15 May 2017

PRESENT:

Councillors: Will Richards (Chairman), John Dickinson (Vice-chairman), Diane Clemes, Trevor Johns, Janet Lockyer.
 Councillors Philip Vellenoweth and Lesley Storr joined the table after their co-option.

ALSO PRESENT:

Mrs Christine Wilson, Clerk to the Parish. Ward Member Cllr Cherilyn Williams. Helen Nicholson, Community Network Manager. 7 members of the public

ABSENT:

Councillors: Allan Brooks, Trevor Harman.

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. SEAH – 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 7.32 pm.*

17/1 Election of the Chair

It was **RESOLVED** to re-elect Cllr Will Richards as Chair of the Parish Council (proposed JL, 2nd JD) and Cllr Richards signed his Declaration of Acceptance of Office. It was noted that the ledger containing the Declarations of Acceptance of Office is full. The first entries were on 20th April 1931, signed by all the parish councillors beginning with Richard Chenoweth of Glebe Farm. The council requested that the clerk look into obtaining a similar book.

ACTION: Clerk

17/2 Election of the Vice-chairman

It was **RESOLVED** to elect Cllr John Dickinson as Vice-chair of the Parish Council (proposed WR, 2nd JL) and Cllr Dickinson signed his Declaration of Acceptance of Office.

17/3 Apologies for absence

Apologies were received from AB because he is away and TH because he is also away.

17/4 Co-option of councillors

- A) Two members of the public introduced themselves and explained their reasons for wanting to be parish councillors. Lesley Storr (proposed WR, 2nd TJ) of Heligan and Philip Vellenoweth (proposed WR, 2nd DC) of Tregony were CO-OPTED by unanimous decisions. The chairman welcomed them to the table and they signed their Declarations of Acceptance of Office.
- B) One vacancy remains for the co-option of a parish councillor. Co-option may take place at the next meeting on 24th July. Please contact the clerk or any councillor for details.

17/5 Renewal of the General Power of Competence

St Ewe Parish Council **RESOLVED** (proposed WR, 2nd JL) to adopt the General Power of Competence in accordance with Localism Act 2011, Sections 1-8. The Council **RECONFIRMS** its eligibility, having two thirds of its maximum number of members elected and a qualified Clerk. St Ewe PC may use the General Power of Competence until the next general election, after which it may be renewed immediately if the conditions are still met.

Items 6-12 were proposed (DC), seconded (TJ) and RESOLVED unanimously as a block.

17/6 Appointment of the Lead Councillor — Footpaths & Bridleways

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

17/7 Appointment of the Lead Councillor — Renewable Energy

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

17/8 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.

17/9 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 (CLT).

17/10 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.

17/11 Appointment of the Council's representatives — St Austell & Mevagissey Community Network & Police Liaison

It was **RESOLVED** to appoint Cllr Janet Lockyer as the Council's representative on the St Austell & Mevagissey Community Network and also as the Police Liaison for the PC. JL noted that there appear to have been no meetings as yet. The clerk will look into it.

ACTION: Clerk

17/12 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.

17/13 St Ewe Relief in Need charity

It was **NOTED** that the Parish Council will be called upon next year to appoint 2 trustees. TJ confirmed that the trustees of the charity had not changed and are: Roger Elliott, Lynn Tregunna and Trevor Johns.

17/14 Meeting Dates for 2017/18 in the Committee Room of the Village Hall.

It was **RESOLVED** to continue having Ordinary meetings at 7.00 pm on the second Monday of odd months (proposed JD, 2nd DC). Meetings for this next municipal year are: 24 Jul, 11 Sep, 13 Nov, 8 Jan, 12 Mar, 14 May. Please note that the July meeting is the fourth Monday of the month because of the annual leave of the clerk. The next Annual Meeting of the Parish Council is 14 May 2018.

*The Annual Meeting of the Parish Council closed at 7.47 pm and
the ordinary meeting continued immediately.*

In continuation:

Ordinary Meeting of the Parish Council

17/15 Public Session

A) Three members of the public discussed their concerns about the application for a full licence for alcohol and entertainment at Lower Barns, Bosue, which includes music and dancing, indoors and outdoors, and gaming machines. The members of the public felt that this is inappropriate in the residential setting of the farming hamlet. They requested that the Parish Council make a formal 'representation' to the licensing department of Cornwall Council to object. [See Item 17/22b for the decision.]

B) Mr K Care introduced his planning application, Item 17/22c.ii, and explained various aspects of it. There were problems with the projection of the documents and not all were seen. The chairman moved the item forward for discussion and decision. [See the decision at 17/22c.ii.]

17/16 Councillors' interests

C) Declarations re agenda items. WR and JD declared an interest in Item 17/22b because they are neighbours.

D) Requests for dispensation on current items. No requests for dispensation at this point.

E) It was **RESOLVED** (proposed WR, 2nd DC) to grant a 4 year dispensation to Cllr Lockyer as a member of the Village Hall committee under the Localism Act 2011, Sec 33c, being in the interests of the persons living in the parish that someone involved with the VH participate in the discussions and being that the councillor has no greater pecuniary interest in the VH than any other member of the parish.

F) It was **RESOLVED** (proposed WR, 2nd DC) to grant a 4 year dispensation to Cllr Lockyer regarding flooding issues at Polmassick under the Localism Act 2011, Sec 33c, being in the interests of the persons living in the parish that someone with first hand knowledge of flooding problems participate in the discussions and vote.

17/17 Minutes & governance

A) It was NOTED that the clerk's email address has changed to: clerk@st-ewe-parish.co.uk . The clerk will continue to monitor the old address for some time.
B) Previous action points were reviewed briefly. No issues were raised.
C) Minutes. The council had RESOLVED at the previous meeting that the minutes of the meeting held on 9 January 2017 were a true and correct record; however, they were not available to sign on that day, so now they were duly signed. The council RESOLVED that the minutes of the meeting held on 13 March 2017 were a true and correct record (proposed JD, 2nd TJ) and they were duly signed.
D) After a brief discussion the council RESOLVED to renew its membership in the Cornwall Assoc. of Local Councils (CALC) which is a great source of information and support regarding local council governance and it often serves as a collective voice for parish and town councils when in discussions with Cornwall Council (proposed JL, 2 nd WR). The price of membership is based on the number of electors in the parish.
E) Code of Conduct training. The newly co-opted councillors LS and PV requested the clerk book them places on the course in St Austell 11 th Sept, 2-4 pm. The PC meeting is also at 7pm that day. ACTION: Clerk
F) Planning training. LS would like to attend and requested more details. ACTION: Clerk
G) Data Protection training for the clerk, full day, 1 st June. Luxulyan PC usually splits fees with St Ewe PC 75%/25%; however, on this occasion Luxulyan PC argued that the benefit would be similar so the split would be 50/50. The council RESOLVED to accept this change on this occasion because the charity, CAHSC, that the clerk also works for has offered to pay half the cost which leaves £48.97, including mileage, to be paid by St Ewe (proposed JD, 2nd JL).

17/18 Grant Applications

A) Upon receipt of a formal request from St Ewe Parochial Church Council, the council RESOLVED to grant £550 for churchyard maintenance, a £30 increase (proposed JL, 2nd JD).
B) Upon receipt of a formal request from St Peter's Parochial Church Council, the council RESOLVED to grant £200 for production costs of <i>Tower & Spire</i> magazine (proposed JL, 2nd PV).
C) No grant request has yet been received from the Village Hall and the item was deferred.

Helen Nicholson apologised for leaving early and left the meeting.

17/19 Finance

A) Receipts this month. The first tranche of the precept has been received. The second arrives in September. The Transparency Fund payment of £335.40 for 2016-17 has also arrived, which funds the website expenses and the clerk's time on the website. 2017-18 will be the last year the Transparency Fund is available. The PC has received £1,667 from the Pittsdown Wind Turbine PA13/11428 for community benefit. It is called the Tregony Wind Turbine Community Benefit Fund. The clerk will ring-fence the funds and report to the next meeting on the exact wording regarding the requested beneficiaries for the donation. It is being organised that in future years the annual donation will be administered by an intermediary group in a similar way to the Low

Carbon Fund but without such strict grant guidelines.

ACTION: Clerk

- B) Insurance. The council reviewed and approved the insurance for 2017-18 at £280.00 (proposed JD, 2nd WR). It is the second year of a 3-year agreement with Came and Company, local council insurers.
- C) Bank mandate & signatories. It was confirmed that there are four signatories: WR, JD, JL & DC. A change to the bank mandate was deferred indefinitely. It was noted that changes to bank mandates are becoming very detailed and inconvenient to manage. Currently there are sufficient signatories.
- D) Year End figures. The clerk had previously distributed the 2016/2017 Year End figures including Budget Comparison and Cash Flow and the submissions to the External Auditor which are the Annual Accounting Statements and explanations of variances. There were no questions about the accounts.
- E) Internal Audit. The council **CONSIDERED** the report of the internal auditor which raised no issues and the council made no changes to its policies.
- F) 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 WR, 2nd JL).
- G) Governance. The council **RESOLVED** to answer each of the Annual Governance Statements within the Annual Return 2016/17 in the affirmative and **AUTHORISED** this to be signed by the Chairman and clerk (proposed JL, 2nd JD).
- H) Accounts. The Accounting Statements of the Annual Return 2016/17 were prepared by the clerk as Responsible Financial Officer and have been reviewed at D above. The clerk answered all queries. The accounting statements were **APPROVED** (proposed JL, 2nd WR) and signed by the Chairman.
- I) The council **AGREED** that the period for the exercise of public rights (Local Audit and Accountability Act 2014, Sec 26-27) will be from 3 July to 11 August 2017 (proposed JD, 2nd JL).
ACTION: Clerk
- J) Payments totalling £1,839.57 were **AUTHORISED** (proposed: JL; 2nd DC). The final column is recoverable VAT.

Clerk salary & expenses	585	£	516.07		
Internal Audit	586	£	75.00		
CALC subscription	587	£	218.50		18.81
Insurance, 2nd year of 3-year agreement	588	£	280.00		
Grant, maintenance of Churchyard, All Saints	589	£	550.00		
Grant, publication of Tower & Spire	590	£	200.00		

17/20 Local Maintenance Partnership

The council **RESOLVED** to accept the Local Maintenance Partnership payment for maintenance of footpaths, bridleways and stiles (proposed JD, 2nd PV). It remains the same as last year; however, Cornwall Council has promised an increased payment for a second cut of Bridleways 13 and 16 and

the clerk is in conversation with CC to receive written confirmation.

ACTION: Clerk

17/21 Agency Agreement for grass verges

The council **RESOLVED** to accept the Agency Agreement for grass cutting which has not changed from last year (proposed JL, 2nd JD).

17/22 Planning.

A) Of note. Decisions are listed on the website under *Planning St Ewe Parish* and in *Clerk's Notes*. Enforcements can be found in *Clerk's Notes*. No items were singled out for discussion.

Councillors Dickinson and Richards left the room for the duration of this item.

The council voted Cllr J Lockyer as chair for this item 17/22b.

B) Planning correspondence. Premises Licence Application for Entertainment/ Late Night Refreshment/ Alcohol at Lower Barns, Bosue. After consideration of the circumstances and full discussion, the council **RESOLVED** unanimously (proposed JL, 2nd TJ) to submit a representation to Cornwall Council objecting to the licence on the grounds that it is inappropriate for the residential setting and can cause a significant disruption to normal farming activity. The clerk will submit the form on behalf of the PC. Ward Member Cherilyn Williams requested to be copied in to the correspondence.

ACTION: Clerk

C) Applications for Consultee Comments.

i. **PA17/02220** | Variation of condition 1 (approved plans condition) in respect of decision **PA16/01495** dated 01.06.16 (Change of use of range of traditional barns to four dwellings together with construction of new access) | Lower Kestle Farm St Ewe St Austell PL26 6EP
Case Officer Paul Webber
Determination Deadline Thu 04 May 2017
In accordance with the council's Planning Protocol the clerk submitted these comments on 25 March:
*** St Ewe Parish Council is not next due to meet until Monday 15.05.2017 and an extraordinary meeting was not called to provide a response within the deadline given.
The application has been APPROVED.

ii. **PA17/03043** | Application for a non-material amendment (1) following grant of planning permission PA15/05054 (Two storey extension and internal alterations): Amendments sought - Flat roof in zinc with aluminium lantern light to breakfast room; aluminium bi-fold doors to breakfast room; change to fenestration to east elevation breakfast room and 1st floor of extension; addition of rooflights. | Tucoyse Farmhouse Tregony Truro TR2 5SJ
Case Officer Myra Trust
Determination Deadline Mon 01 May 2017
In accordance with the council's Planning Protocol the clerk submitted these comments on 25 March:
*** St Ewe Parish Council is not next due to meet until Monday 15.05.2017 and an extraordinary meeting was not called to provide a response within the deadline given.
The application was APPROVED UNCONDITIONAL.

iii. **PA17/01409** | Use of land for retention of five touring caravans for holiday letting accommodation | Pleasant Streams Barn Lower Sticker St Austell Cornwall PL26 7JL
After consideration of this application and inspection of the plans, the Council **RESOLVED** the following consultee comments:

*** St Ewe Parish Council **OBJECTS** to this application. The plans are not adequate as they do not mention the infrastructure needed. If the case officer is minded to agree to these plans the Parish Council requests a thorough investigation of the site, particularly with a view to assess the infrastructure needed for permanent caravans on this site.

iv. **PA17/03409** | Alterations to existing extension to improve access on to a classified road. | The Stables St Ewe St Austell Cornwall PL26 6EY
After consideration of this application, the Council **RESOLVED** (proposed TJ, 2nd DC) the following consultee comments:

*** St Ewe Parish Council offers **NO OBJECTION** to the alteration of the building which decreases its footprint and could remove vehicles from street parking, decreasing congestion in the village and the alteration improves visibility for vehicles exiting the site.

Five members of the public left the meeting.

17/23 Highways

A) Two potholes will be reported to Cormac: 1) a 20 cm hole at on Drunken Bridge Road, and 2) a hole 15 cm deep and 45 cm across between Trelewock and Tregain, north of Tregondean Cottage.
ACTION: Clerk

B) Fingerposts. The missing iron fingerpost for Grampound has yet to be found. The clerk will look into quotes for the repair of the iron fingerpost and a replacement of wooden fingerpost with a metal one.
ACTION: Clerk

17/24 Assets

A) Footpaths and verges. A meeting will be organised between the contractor and Cllr Dickinson to discuss the amount of work that is necessary this year.

B) Telephone Kiosks. AB was not present to report.

C) Website. The clerk maintains the Parish Council webpages and will update the list of councillors, committees and representatives. The 2016-17 accounts will be uploaded by end July.

17/25 Parish Matters

A) SE AHL. Mr Paul Sibley spoke about SE AHL, St Ewe Affordable Housing Limited during the Annual Parish Meeting earlier in the evening. The council **RESOLVED** to keep the parish informed about the status and progress of affordable housing in St Ewe Parish with a dedicated webpage on the parish website (proposed JD, 2nd WR). SE AHL will send the relevant information to the clerk.
ACTION: Clerk

B) Flooding. Ward Member Cheryl Williams has been asked to report on the overspent at the Polmassick Culvert. The engineers encountered some unexpected problems and the project has been £80K overspent, from a £220K budget. She and JL reported on progress. JL will request that Polmassick now be downgraded from a risk flood area, which should have a beneficial effect on house insurance for all the residents.

C) Village Hall. There has not been a recent meeting.

17/26 Correspondence and Invitations.

A complete list is in Clerk's Notes and there was nothing further to report.

17/27 Business for the next meeting.

No items were requested.

17/28 Date of the next meetings.

The next ordinary meeting is Monday, 24 July 2017, starting at 7.00 pm, St Ewe Village Hall. Please note that the date of the July meeting has been changed from the usual 2nd Monday in order to accommodate the Clerk's annual leave. An extra-ordinary meeting to discuss planning may be arranged, if required.

The meeting closed at 9.50 pm and the Chairman thanked everyone for attending.

Mrs C Wilson ~ Parish Clerk ~ 20 June 2017