

# ST EWE PARISH COUNCIL

**Chair of the Parish Council**  
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**Clerk to the Parish Council**  
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## DRAFT MINUTES

**Parish Council Extraordinary Meeting**  
**ONLINE via Zoom, 7.00 PM**  
**Wednesday 8 April 2020**

### PRESENT:

Councillors: Will Richards (Chairman), John Dickinson (Vice-chairman), Adam Getliff, Tracey Jenkin, Janet Lockyer, Peter Shannon, Jeremy Upton and Philip Vellenoweth.

### ALSO PRESENT:

Mrs Christine Wilson, Clerk to the Council. Acting Ward Member Cllr James Mustoe. 2 members of the public

### ABSENT:

Councillors: Diane Clemes, Trevor Johns

### 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.

### Note on numbering:

The prefix will follow the Municipal Year which begins in May. January and March will carry the 19/ prefix. At the May 2020 meeting the first item on the Agenda will be 20/01.

### Note on joining the meeting as members of the public.

Members of the public must request online Meeting details in advance from the Clerk in order to join the meeting online. All participants that join the meeting start in the 'waiting room' and are admitted by the clerk as soon as possible.

*The meeting began at 7.00 pm and the Chairman welcomed all.*

### 19/113 Apologies

Apologies were received from DC.

### 19/114 Councillors' interests

A Declarations of interest. There were no declarations of interest.

B Request for dispensation. There were no requests.

### 19/115 Public Session

A Michael Bunney updated the council about the volunteer help in St Ewe and St Goran parishes. Michael monitors the Facebook page **St.Ewe and local area support group**. If anyone in the St Ewe, Gorran or Caerhays areas needs help with deliveries or meals, you can contact the help group via the Facebook page or through the clerk who can put you in touch with the help group. This group coordinates with the St Ewe's Emergency Plan.

- B Cllr James Mustoe, St Ewe's acting ward member, reported that half of Cornwall Councillors' Community Chests are being made available to parish council's for Covid-19 relief work, so that £500 each is available for St Ewe and St Mewan parishes. The clerk will apply for St Ewe Parish via the Community Network officer.

He also reported that the predicted figures for the Covid-19 peak have been moved from mid-April to mid-May. That is to say that the lockdown measures are working, but everyone needs to maintain lockdown to Save Lives and Save the NHS.

**ACTION: Clerk**

- C Toni Dowrick reported on the huge numbers of volunteers in her area of Little Polgooth. She also reported on the community trying to find ways to help The Merlin Multiple Sclerosis Therapy Centre at Hewas Water. As a charity, its revenue has almost dried up and it is struggling. J Mustoe said that the situation is so dire that Cornwall Councillors had collected a bit from each of their Community Chests to help tide the Merlin Centre over.

## 19/116 Meetings and governance

- A In accordance with the new legislation: *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*:

- i. It was **RESOLVED** (proposed JL, 2nd TJe) to cancel the Annual Meeting of the Parish Council. It will not take place until May 2021.

*The first Zoom meeting ended and a second Zoom meeting began as soon as the members were able to join the new meeting. Cllr Vellenoweth and one member of the public left the meeting at this point.*

- ii. It was **RESOLVED** (proposed JD, 2nd JL) that the Chairman and Vice-chairman will remain in their positions until the next Annual Meeting in May 2021, as will the other councillors in their respective roles. The councillors' roles are listed on the website page *Parish Councillors*.

- iii. It was **RESOLVED** (proposed WR, 2nd JU) to adopt the following Standing Order Number 26 for the duration of the Coronavirus emergency measures.

### Standing Order Number 26. Covid-19 emergency measures

- A The council will use online meeting software to conduct its meetings which 1) allows each member to be seen and heard by all attendees. 2) allows public participation during the public session. 3) allows the public to witness the meeting in real time using the same software. 4) allows the chairman to close the meeting to the public when necessary in accordance with the 1960 Public Bodies (Admission to Meetings) Act.
- B The online meeting ID Number and Password will not be published online or on notice boards, but will be available from the clerk on request.
- C The council may hold meetings at any time of day and on any day, to alter how frequently meetings can be held and to move or cancel meetings without requiring further notice.
- D The agenda for any meeting at which decisions are made will be posted on the council website and the notice boards 3 clear days before the meeting.
- E Voting will be non-verbal using electronic icons on screen or as instructed by the chairman.

- F In accordance with government regulations and guidelines, the council may extend these emergency measures or revoke them before 7 May 2021.

- B It was **RESOLVED** (proposed AG, 2nd JL) that the Council delegates authority to the Clerk in consultation with the Chairman and Vice Chairman to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity during the period of the pandemic Coronavirus, informed by consultation with the members of the council. Decisions made in this manner will be noted in *The Register of Delegated Decisions* which will be posted on the parish website under *Other Policies*.
- C It was **RESOLVED** (proposed AG, 2nd JD) that the council agrees to the clerk's attendance at the SLCC Webinar: *Creating Accessible Word and PDF Documents* at a cost of £30 + VAT. The cost might be shared with her other council, so that St Ewe only pays 25%, but the other council had not yet met. The webinar will train the clerk in better compliance with the website accessibility regulations.
- D It was **RESOLVED** (proposed TJe, 2nd AG) that the council approves the appointment for the next two years of the same internal auditor as last year.

#### 19/117 Reports

- A Emergency Plan. Cllr Janet Lockyer is the lead councillor for the Plan. She informed Cornwall Council that St Ewe's Emergency Plan has been activated. If you need help during this Covid-19 crisis, you can contact Cllr Janet Lockyer or Cllr Will Richards. A leaflet listing help provided and other contact details has been delivered to every known residence in the parish. TJe was congratulated for walking 12 miles to deliver the leaflets. The clerk will post the information on the website. It includes contact details if you need help.  
M Bunney said that he is hoping St Goran Parish can develop a similar Emergency Plan and JL offered to assist in any way she could.  
**ACTION: Clerk**
- B New Fingerpost at the Trevithick Hill T-junction. The fingerpost is almost ready. It is awaiting a last zinc coating process that has been delayed because of the lockdown.
- C St Ewe Country Fair 2020. Unfortunately, the 25<sup>th</sup> St Ewe Country Fair has been cancelled because of Covid-19. However, there are plans afoot to have some kind of 'shindig' after this is all over. Volunteers are being recruited. It was propose that it should celebrate the strong ties between St Ewe and St Goran which have become even stronger during this crisis. JD assured the council that the committee is also composed of residents in St Goran and will certainly be a celebration for both parishes.

#### 19/118 Second Public Session for feedback about the online meeting

JD emphasised that it would be wise to keep the online meetings simple. See 19/120.B.

#### 19/119 Business for the next meeting.

No business was proposed.

#### 19/120 Dates of the next meetings.

- A It was **RESOLVED** (proposed WR, 2nd JL) that the council will honour the ordinary meeting dates and times during these emergency measures; that is, on the second Monday at 7.00 pm in May, July, Sep, Nov, Jan, Mar.

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| B | It was <b>RESOLVED</b> (proposed WR, 2nd JL) that shorter and more frequent meetings may be called in order to conduct council business smoothly using the online software, and always posting the Agenda with 3-days' notice.   |
| C | <p>It was <b>RESOLVED</b> (proposed WR, 2nd JL) that the Annual Parish Meeting is Monday, 11 May 2020, starting at 7.00 pm, ONLINE via Zoom. Organisations in the Parish are invited to give a report to the parish on their activities over the last year.</p> <p>— Please email the Clerk with parish organisation reports and all are cordially invited to attend the ONLINE Zoom meeting.</p> <p>— Email the Clerk for details of how to join the meeting.</p> |
| D | <p>It was <b>RESOLVED</b> (proposed WR, 2nd JL) that the next ordinary meeting is Monday, 11 May 2020, starting immediately after the Annual Parish Meeting, ONLINE via Zoom.</p> <p>— Email the Clerk for details of how to join the meeting.</p>   |

*The meeting closed at 7.57 pm and the Chairman thanked everyone for attending.*

Mrs C Wilson ~ Parish Clerk ~ 9 April 2020