

# **ST EWE PARISH COUNCIL **DRAFT** MINUTES**

Ordinary Meeting, MONDAY 11 MAY 2020

7.00 pm, ONLINE via Zoom

**PRESENT:**

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

**ALSO PRESENT:**

Clerk to the Parish, Mrs Christine Wilson, Acting Ward Member Cllr James Mustoe, and 2 Members of the Public.

**ABSENT:**

Trevor Johns and Philip Vellenoweth.

**NOTE ON JOINING ONLINE MEETINGS 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.

**ABBREVIATIONS:**

Councillors' names – abbreviated with their initials. CC – Cornwall Council. LMP – Local Maintenance Partnership. PC – Parish Council. \*\*\* indicates consultee comments for planning applications decided by the Parish Council; formal submission is delegated to the Clerk.

**ANNUAL PARISH COUNCIL MEETING CANCELLED:**

In accordance with Coronavirus legislation, the parish council will not hold an Annual Parish Council Meeting this May. The Chairman and all councillors will remain appointed in their positions until the Annual Meeting 2021.

**MEETING:**

*The meeting began at 7.00 PM and the Chairman welcomed all. Before the agenda commenced, the Chairman was supported unanimously in this statement:*

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*St Ewe Parish Council would like to commend  
all key workers and volunteers during the Covid-19 crisis:  
NHS staff, bin men, delivery and shop workers, farmers, and many more.  
They are bravely and unselfishly keeping the country running  
and putting themselves at risk to help others.  
Thanks to their efforts we are all safer, healthier and less isolated.*

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20/1 Apologies

Apologies were received from PV.
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20/2 Declarations of interest or requests for dispensation.

WR and TJe declared an interest in the Grant Application for the Village Hall because they are on the Village Hall committee. JL is also a member of the VH committee but has been granted a dispensation for this business.
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**20/3 Public Session**

A	Michael Bunney reported on the volunteer scheme for St Goran and St Ewe parishes. As before, Michael monitors the Facebook page <b>St.Ewe and local area support group</b> . 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. The buddy scheme initiated in St Ewe seems to be working very well and covering most of the help people have needed so far.  They will help with previous or new requests from vulnerable people or those self-isolating for 1) prescription delivery 2) meals 3) weekend hampers. No questions asked. Donations so far have covered costs.
B	Toni Dowrick from Polgooth reported on the volunteer scheme in her area. She also reported that the initial high number of requests has quieted down. They too are covering costs with donations. She is putting together the statistics on the number of people helped by the Coronavirus emergency scheme.  People are encouraged to request help whenever needed.
C	See Ward Member James Mustoe's contribution at 20/7.C.

**20/4 Meetings and governance**

A	The council <b>RESOLVED</b> that the minutes, as read, of the meeting on 9 March 2020 were a true and correct record (proposed JL, 2nd TJe). The Chair's signature will be obtained by post.
B	The council <b>RESOLVED</b> that the minutes, as read, of the ONLINE meeting on 8 April 2020 held via Zoom were a true and correct record (proposed JD, 2nd JL). The Chair's signature will be obtained by post.
C	The council <b>RESOLVED</b> (proposed PS, 2nd JD) to approve the Online Meeting Procedure and this will be posted on the website.
D	The council <b>CONFIRMED</b> that the council complies with the Transparency Code for Smaller Councils since 2014. Compliance means that Draft Minutes, Policies and Accounting documents are published on its website within the statutory deadlines.

*The first scheduled meeting ended and the second started at 7.28 pm  
after all participants returned to the online Zoom meeting and resumed the agenda.*

**20/5 Grant Applications**

A	After a short discussion, the council <b>RESOLVED</b> (proposed JD, 2nd JL) that it would grant the same amount as last year, £650, to the St Ewe Parochial Church Council for the maintenance of the churchyard at All Saints Church, St Ewe.
B	In recognition of the service provided to St Ewe residents, the council <b>RESOLVED</b> (proposed JD, 2nd JL) that it would again support the production of the <i>Tower &amp; Spire</i> magazine with a grant to St Peter's Parochial Church Council of £300, increased because the amount had remained the same for many years.

*WR and TJe left the meeting and stayed in the 'Waiting Room'  
for the duration of the discussion and vote on the following item 20/5.C.*

C	At the request of the Village Hall committee to replace all the blown double glazing panels in Hall, the council <b>RESOLVED</b> (proposed JD, 2nd AG) to grant £550.
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- D It was **NOTED** that the amount of the three grants is £1500, exactly the amount budgeted for annual grants. Other grant money is available for parish benefit through the Aura Wind Turbine Fund. Please see the Grant Awarding Policy and application form on the council website under *Policies*.

## 20/6 Finance

- A **Finance Regulations.** After reviewing the document, the council **RESOLVED** (proposed JD, 2nd WR) to approve the Financial Regulations for the coming year without changes. The Chair's signature will be obtained by post.
- B **Risk Assessment.** After reviewing the document, the council **RESOLVED** (proposed JD, 2nd AG) to approve the council's Risk Assessment with one addition which concerns the council's response to the Coronavirus pandemic. The Chair's signature will be obtained by post.
- C **Insurance.** The council **RESOLVED** (proposed WR, 2nd DC) to renew the insurance policy. It is the second year of a three-year long term agreement. The new fingerpost at Trevithick hill is added to the asset register and the company confirmed that there was no extra cost.
- D **CALC subscription.** The council **RESOLVED** (proposed WR, 2nd TJe) to renew the annual subscription to CALC (Cornwall Association of Local Councils) because it is helpful with general guidance and specific advice.
- E **Internal Control Check.** The council **NOTED** that the Internal Control Check, which is the comparison of the financial statements with the invoice file, must be suspended during the Covid-19 lockdown measures and will resume as soon as the Clerk and Internal Control can meet face to face.
- F **Internal Controls.** The council reviewed its Internal Controls regarding its regular Internal Control Checks, which will resume when Coronavirus guidelines permit, its reviews of financial policies and risk. The council **RESOLVED** that its Internal Controls remain adequate and effective (proposed JL, 2<sup>nd</sup> PS).
- G **Year-end Figures.** There were no questions about the documents previously circulated to the members and the council **RESOLVED** (proposed JL, 2<sup>nd</sup> JU) to approve the Year End figures presented by the clerk as Responsible Financial Officer in the following:
- Bank Reconciliation
  - Budget Comparison
  - Cash Flow – 12 months actual
  - Register of Assets
  - 2019-20 Financial Briefing Note
  - Figures for the Accounting Statement of the AGAR
- H **Exemption from external audit.** The council **RESOLVED** (proposed JD, 2<sup>nd</sup> TJe) that, in accordance with Section 9 of the Local Audit (Smaller Authorities) Regulations 2015, it is exempt from external audit because its annual turnover is less than £25K and therefore authorises the Chairman to sign PAGE 3 of the AGAR (Annual Governance and Accountability Return 2019/20 Part 2). The Chairman will sign the document and send it by post to the clerk.
- I **Signatories.** The council **CONFIRMED** that the signatories on the bank account are Cllr Will Richards, Cllr John Dickinson and Cllr Janet Lockyer. The council requested that the

clerk get paperwork ready for one or two more signatories.

**ACTION: Clerk**

- J **Payments.** The council **AUTHORISED** payments for May 2020 totalling £2,913.59 (proposed DC, 2nd JL).

Description	Amount
Clerk's salary and expenses	525.26
HMRC payment	95.00
Insurance, 2nd year of 3-year agreement	303.45
Grant, maintenance of Churchyard, All Saints	£650.00
Grant, publication of Tower & Spire	£300.00
Grant, Village Hall maintenance	£550.00
CALC subscription	£273.88
Verges maintenance, part 1	£216.00

- K **Website Accessibility quote.** The council reviewed four quotes, previously circulated, for an upgrade of the website structure to comply with the statutory accessibility standard WCAG 2.1AA. The council **RESOLVED** (proposed WR, 2<sup>nd</sup> AG) that the current website provider will upgrade the website to ensure the structure of the website complies with the standard. Furthermore, the council acknowledges that the clerk is the website manager; however, website accessibility compliance is a new area of the Clerk's job description and the hours needed to update the website's current content (only the areas of the website that pertain to the parish council) are not within the clerk's contract. The clerk will advise the estimated hours to update the content once the structural work is complete.

## 20/7 Reports

- A The Annual Parish Meeting (Meeting of the Electors) which was going to be held on 11 May will now be held on Monday, 25th May at 7.00 online via Zoom.
- B Website Accessibility. The clerk reported that compliance with website accessibility in accordance with The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 falls into three areas: website structure, current website content, new website content. See the decision for the website structure at 20/6.K above. Regarding website content, it is handy that the clerk's recent training regarding accessible documents can also transfer to website content.
- C Cornwall Councillor Report. Cllr James Mustoe, the parish's Acting Ward Member highlighted two points. 1) He had received many complimentary comments about the new fingerpost at Trevithick hill. 2) He had received at least two complaints from residents in the area about the noise from farm machinery working late into the night, probably harvesting silage before it rains. He has contacted Environmental Health about the complaints and Cllr Mustoe reports that they are quite sympathetic to the farmers whose work is vitally weather dependent and whose profits can teeter on very narrow economic margins.
- D Cllr Mustoe also mentioned the sterling job our Community Network Manager, Helen Nicholson, was doing by keeping everyone informed with the latest information about the Covid-19 Crisis, keeping in contact with volunteers to see how they are getting on, monitoring the various social media platforms for people and volunteers in crisis and never hesitating to help out when needed. The council agreed and **RESOLVED** to write a

letter of thanks to her.

**ACTION: Clerk**

## 20/8 Planning

A	Of note. Planning decisions are reported in Clerk's Notes and on the website.
i.	Consultation on Biodiversity Net Gain Chief Planning Officers Note. Cllr Mustoe advised that St Ewe parish was not affected by this development approach as it will only apply to major developments. Members may of course respond as individuals.
B	Planning Correspondence. The council NOTED the new Preapp. Consultee comments are not requested for preapps and there was no discussion. <b>PA20/00886/PREAPP</b>   Pre application advice for a single storey first floor extension.   Tregear House Tregear Hill St Ewe St Austell Cornwall PL26 6EZ.
C	Applications for consultee comments.
i.	<b>PA20/03631</b>   Listed Building consent to provide 60 metres of telecoms duct under cobbled lane following existing scar to enable provision of new fibre cable for Ultrafast Broadband to residents of Heligan House and Grooms House PL26 6EN   The Grooms House The Stables Pentewan St Austell Cornwall PL26 6EN. The council discussed the application and <b>RESOLVED</b> (proposed PS, 2nd AG) to submit the following consultee comments: *** St Ewe Parish Council has NO OBJECTION to this application. It trusts that the case officer will ensure the integrity of the listed property whilst allowing its residents to join the 21 <sup>st</sup> century.

## 20/9 Highways & Flooding

A	It was <b>NOTED</b> that often the most direct results come from reporting on the REPORT A POTHOLE section of Cornwall Council website. Links are available from the Parish Council website at Parish Highways. Forms for reporting blocked drains and many other problems are available as well. Cornwall Council will report the outcome of its investigation/action to the person who reported the pothole or other complaint. Cllr Mustoe said the REPORT IT section was one of the most successful additions to the modern Cornwall Council website.
B	Various members responded to the Closure Intention [ <i>Location: Road From Tucoyse Hill To Tregear Hill, Polmassick, St Austell and Tregear Hill, Polmassick, St Austell and Tregear Hill, St Ewe, St Austell and Road From Drunken Bridge To Tregear Hill, Polmassick, St Austell and Drunken Bridge, St Ewe, St Austell. Timing: 8th to 19th June 2020</i> ] which would direct traffic over Drunken Bridge to a difficult junction. Members' comments were sent by the clerk to Highways and acknowledged by them. Highways is investigating alternatives.

## 20/10 Correspondence & Invitations (complete list in Clerk's Notes)

<p>Boundary stones in the parish. Councillors and the member of the public had been corresponding regarding the provenance of the boundary stones dotted around the parish. The council requested that the clerk investigate listing the stones and the clerk requested photographs of the stones with Grid References for the council archive.</p> <p><b>ACTION: Clerk</b></p>
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20/11 Business for the next meeting

Review of the Internal Auditor's report. Approval and signing of the Account Statements and Governance Statements for the Annual Return (AGAR). Dates for the public inspection of accounts.

20/12 Second Public Session for feedback from the public

Cllr Mustoe congratulated the council for successfully completing meetings in this online format.

20/13 Dates of next meetings.

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| A | <b>25th May 2020.</b> Annual Parish Meeting (Meeting of the Electors) 7.00 pm ONLINE via Zoom. Parish organisations are requested to send an annual report or summary to the parish clerk before the meeting and the report will be included in the minutes. |
| B | Ordinary Meeting <b>13 July 2020</b> , 7.00 pm ONLINE via Zoom.  |
| C | An extraordinary meeting may be called by the Chairman for Planning or other business if needed. An agenda would be posted 3 clear days before.  |

*The meeting closed at 8.05 pm and the Chairman thanked everyone for attending.  
Mrs C Wilson ~ Parish Clerk ~ 11 May 2020*

**SIGNED:**

**THESE ARE DRAFT MINUTES.**

Chair of meeting: \_\_\_\_\_ Date: \_\_\_\_\_