

ST EWE PARISH COUNCIL **DRAFT** MINUTES

Extraordinary Meeting, MONDAY 28 JUNE 2021

7.00 pm, St Ewe Village Hall

PRESENT:

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

ALSO PRESENT:

Clerk to the Parish, Mrs Christine Wilson, Ward Member Cllr Michael Bunney, and one Member of the Public.

ABSENT:

Finlay Luke.

ABBREVIATIONS:

Councillors' names – abbreviated with their initials. CC – Cornwall Council. CNP – Community Network Panel. 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.

MINUTES:

The meeting began at 7.00 pm and the Chair welcomed all.

21/19 Apologies

Apologies were received from FL .

21/20 Declarations of interest or requests for dispensation.

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| A | WR and TJ declared an interest in the grant funding for the Village Hall as they are on the committee. |
| B | Dispensation. The council RESOLVED (proposed JD, 2nd PS) to grant a dispensation for four years to Cllr Janet Lockyer regarding decisions relating to the Village Hall. Three councillors are on the Village Hall committee, and it is convenient to have one of them available for discussion and this also helps prevent a lack of quorum for a decision. |

21/21 Public Session

<p>Heligan Gardens' portacabins.</p> <p>Angela Warwick of Situ8 spoke as agent for the Gardens of Heligan , particularly concerning the portacabins situation and the retrospective planning application PA20/05626 that was withdrawn. The two storey portacabins are still in situ as they have been since before the retrospective planning application.</p> <p>Heligan will be hosting a public consultation about Heligan's future plans, probably in July, date to be confirmed.</p> <p>Ms Warwick spoke of the educational facilities the portacabins can provide. However, it was pointed out that, though the council supports education at Heligan, the portacabins are unsuitable buildings in the position they are now, for all the reasons explained in the council's various consultee comments on PA20/05626.</p> <p>The parish council considers it very important that Heligan's consultation on a possible future use of the buildings is separated from the consultation regarding the <i>look</i> of the buildings in their present position.</p>
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The council thanked Ms Warwick for attending and looks forward to receiving the details of the public consultation.

The member of the public left the meeting.

21/22 Meetings and governance

A	The council RESOLVED (proposed JL, 2nd TJ) that the minutes, as read, of the Annual meeting on 17 May 2021 were a true and correct record and they were duly signed.
B	The council RESOLVED (proposed PS, 2nd MH) that the minutes, as read, of the Ordinary meeting on 17 May 2021 were a true and correct record and were duly signed.
C	The draft minutes of the Annual Parish Meeting (meeting of the electors) were reviewed and it was AGREED that they are accurate. However, they will not be approved and signed until the next Parish Meeting, probably in May 2022.
D	The council RESOLVED (proposed WR, 2nd AG) that it would fund two councillors to attend online Chairmanship training offered by the Cornwall Assoc. of Local Councils (CALC) at £20 per attendee.

21/23 Appointments

A	Lead Councillor — Footpaths & Bridleways. It was RESOLVED (proposed WR, 2 nd JD) to appoint Cllr Tracey Jenkin.
B	Lead Councillor — Village Hall committee. It was RESOLVED (proposed WR, 2 nd TT) to appoint Cllr Janet Lockyer.
C	Parish Council Representative — St Ewe Affordable Housing Ltd (SE AHL). It was RESOLVED (proposed WR, 2 nd AG) to appoint Cllr Janet Lockyer.
D	Parish Council Representative — Cornwall Association of Local Councils (CALC). It was RESOLVED (proposed WR, 2 nd TT) to appoint Cllr Will Richards.
E	Parish Council Representative — Advocate Scheme- Cornwall & Devon Police. It was RESOLVED (proposed JL, 2 nd WR) to appoint Cllr Mick Howell.
F	Parish Council Representative — St Austell & Mevagissey Community Network. It was RESOLVED (proposed TJ, 2 nd PV) to appoint Cllr Janet Lockyer.
G	Parish Council Representative — St Ewe Climate Action Group (SECAG). It was RESOLVED (proposed WR, 2 nd TJ) to appoint Cllr Terrye Teverson.
H	Parish Council Employment Panel. It was RESOLVED (proposed WR, 2 nd JL) to appoint Cllr Will Richards, Cllr Peter Shannon and Cllr Terrye Teverson. The employment panel will meet and send recommendations to full council. Terms of Reference will be drafted by the Clerk. ACTION: Clerk
I	St Ewe Relief in Need Charity, trustees for term 2018-2022. It was CONFIRMED that the trustees are Martin Wheeley and John Collins, who are happy to continue. It was RESOLVED (proposed WR, 2 nd JL) to appoint Cllr Philip Vellenoweth to continue as a trustee. All trustees will be newly appointed in May 2022.
J	Bank signatories were CONFIRMED as Cllr Will Richards, Cllr John Dickinson and Cllr Janet Lockyer. There was no proposal to change to online banking as there are so few cheques each year.

21/24 Grant Applications

WR & TJ left the chamber for the discussion and vote on all the grants.

A	St Ewe Parochial Church Council requested a grant of financial help for churchyard maintenance. The council RESOLVED (proposed AG, 2 nd JD) a grant of £700.
B	St Ewe Village Hall requested a grant of financial help for Hall maintenance. The council RESOLVED (proposed AG, 2 nd JD) a grant of £550.
C	St Ewe Parochial Church Council requested a grant of financial help for publication costs in the Tower & Spire magazine. St Ewe PC has its draft minutes and many public notices published there. This year the magazine requested less than it had in previous years, and the clerk was asked to enquire whether this was a mistake. The council RESOLVED (proposed AG, 2 nd JD) to grant up to £300, the final sum depending on the answer to the clerk's enquiry.

WR & TJ returned to the chamber.

21/25 Finance

A	Internal Audit. The council RESOLVED (proposed WR, 2 nd JL) to receive and note the Internal Auditor's report for fiscal year 2020-21.
B	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 (proposed WR, 2 nd JD) that it found them to be adequate and effective during this unusual year of coronavirus restrictions.
C	Governance. Section 1 Annual Governance Statements, of the Annual Governance and Accountability Return (AGAR) 2020-21 had been circulated and were taken as read. The council RESOLVED (proposed AG, 2 nd JL) to answer each of the statements in the affirmative and AUTHORISED this to be signed by the Chairman and Clerk.
D	Accounts. Section 2, Accounting Statements 2020-21 of the AGAR were prepared by the clerk as Responsible Financial Officer and were approved at the 17 May meeting (Minutes 20/11.A&B). The council RESOLVED (proposed JD, 2 nd PS) to AUTHORISE the Chair's signature on Section 2 of the AGAR and it was duly signed.
E	<p>Exemption from External Audit. It was RESOLVED (proposed PS, 2nd JL) 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.</p> <p>The 2020-21 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, and the name and address of the external auditor will be published on the council's website under Council Accounts before July.</p> <p>It was also NOTED that the council complies with <i>The Transparency Code for Smaller Councils</i>. Information about the Code and more information about the council's accounts can be found on the council's website under <i>Council Accounts</i>.</p>
F	<p>The council RECEIVED the guidance sent by Cornwall Council about Community Infrastructure Levy (CIL). St Ewe PC received a CIL payment of £874.39 in April and the Clerk will find out if there are any restrictions as to its use.</p> <p>ACTION: Clerk</p>

21/26 Reports

A	Report on Actions. The clerk reported all actions completed.
B	<p>Ward Member Michael Bunney's report to the Parish.</p> <p>Councillor Bunney reported back on his work for St.Ewe Parish, the highways schemes and relevant case work. He is meeting with Heligan to discuss improving signage there to alleviate pressures and to discuss their future plans. Councillor Bunney is happy to meet individual residents to help with case work and can be contacted on cllr.michael.bunney@cornwall.gov.uk.</p>

21/27 Considerations

A	St Ewe Climate Action Group. The council received with thanks the reports from SECAG:
	i. Trees for the Future
	ii. Report on All Saints Churchyard site visit
	iii. Update from the Tree sub-group
B	<p>The council received a report on the difficulty contacting the Mevagissey Surgery. The Clerk and Cllr Lockyer will write a letter to the surgery about the issues and invite one of the staff to attend the 12th July parish council meeting.</p> <p>ACTION: Clerk & JL</p>
C	<p>A discussion was held on the topic of dog fouling. Cllr Bunney said that Cornwall Council is training parish councillors to submit formal reports which will result in a fine. PS has received this training. The training is not available for members of the public.</p> <p>It was agreed that the signs with 'eyes' watching are very effective. The signs offered last year were very expensive and it was decided then not to buy them.</p> <p>Cllr Bunney will send information about the training.</p>

21/28 Planning

D	Planning Correspondence.
A	Of note.
	<p>i. PA21/04056 Submission of details to discharge conditions 5 and 8 in respect of listed building consent PA19/11146. Barn West Of Levalsa Skyber London Apprentice St Austell Cornwall PL26 7AW.</p> <p>The council NOTED this application. Consultee comments have not been requested.</p>
	<p>ii. PA21/05310 Prior approval for proposed conversion of existing barn and structure into single family home Lanuah Farm Lane To Lanewa Farm St Ewe PL26 6ER.</p> <p>The council RESOLVED (proposed PS, 2nd JD) to send these comments to the case officer concerning the suitability of a Class Q designation on this development.</p> <p>*** The council considered the plans and documents for this application. It also considered its previous comments for the application PA17/05426. In its consultee comments (2017.07.24 minute 17/37.C.v) the council had strong reservations on the suitability of converting this pole barn. In the decision, planning was approved for four barn conversions, but not this pole barn. The council does not feel that this development satisfies the criteria for a Class Q prior approval for the following reasons:</p> <ul style="list-style-type: none"> • In the <i>Class Q Prior Notification Guidance Note</i> on Cornwall Council's website, it states that "The building should be of sound construction and capable of conversion without the need for major re-building. Flimsily clad buildings of metal or timber

sheeting may require a level of re-build beyond the scope of acceptability under the provisions of Class Q.” This barn can only be described as a flimsy building.

- The *Note* also states: “for the purposes of Class Q, the primary structure is considered to include supporting walls and columns, steel/timber frames, roof trusses/girders and foundations.” Only the columns, which the architect admits will need to be reinforced or replaced, exist in this structure for conversion, so the structure does not look anything like the description in the *Notes*.
- The proposed conversion bears little resemblance to the original structure and therefore is not in the spirit of a barn conversion or permitted development.
- This would, therefore, be a development in the open countryside.
- St Ewe parish took a survey on its housing needs (Oct 2018, available on the council’s website) and this development is not in the spirit of the housing plan.

B Applications for consultee comments.

- i. PA21/05174 | Construction of dwelling with amendments to PA18/05468 | Annexe Sanders Farm Lower Sticker St Austell Cornwall PL26 7JH.

The council discussed the application and **RESOLVED** (proposed WR, 2nd TJ) to submit the following consultee comments:

*** St Ewe Parish Council has NO OBJECTION to this application.

- ii. PA21/05295 | External alterations to existing property including altered/exchanged window and door openings, removal of external ramp. | Churchtown Farm Barn Road From Edge Corner To Junc. North Of Trelean Plantation St Ewe St Austell PL26 6EY.

The council discussed the application and **RESOLVED** (proposed WR, 2nd TT) to submit the following consultee comments:

*** St Ewe Parish Council OBJECTS to this application. The council is pleased that the applicants are using materials in keeping with the property. In general, the alterations appear to be in sympathy with the original building; however, the parish council would like the case officer to consider the historic connections of the ramp, which the council considers an important feature and would like it to remain intact. Loss of the ramp would be the loss of an unusual unique feature which is a loss to the historical building heritage of the village.

21/29 Highways & Flooding

A The council RECEIVED the May 2021 update on the Community Network Highways Scheme which it found accurate. Of the four projects in the Scheme, only the new signage along the A390 for HGV has been completed.

B MH reported on his suggestions for placement of signage and road markings for the traffic management at Hewas Water, which is one of the items in the Highways Scheme. The council **RESOLVED** (proposed MH, 2nd WR) to support MH’s suggestions.

C Heligan signage. Signage around Heligan has been an ongoing problem for many years. The Ward Member is in conversation with the new Manager about signage and will report back on any progress.
ACTION: Cllr Bunney

D Traffic issues at Luney Lane are currently not on the Highways Scheme. The Ward Member is investigating and will report back with suggestions for possible improvements.
ACTION: Cllr Bunney

21/30 Assets – reports and maintenance

A	Footpaths and verges. The clerk will forward the list of footpath signs that need fixing, originally sent to James Mustoe in March. ACTION: Clerk
B	Telephone Kiosks. The defibrillator at the St Ewe kiosk was tampered with, but it was successfully put back together and all the lights are showing green.
C	Website. The website is functioning well, but it still needs to be reorganised with a new template, and this is in progress.

21/31 Parish Matters – reports

A	SE AHL (St Ewe Affordable Housing Limited). The AGM was a little while ago. There are new people showing interest and are on the committee. SE AHL is organising the sale of Number 3 Glebe Terrace, which now has a shortlist of prospective buyers.
B	Emergency Plan. Once Covid restrictions are not an issue, the first aid training can go ahead as planned back in 2019!
C	Village Hall. There are new blinds and new lighting as previously reported. Replacement of some windows and electrical maintenance are upcoming costs.

21/32 Correspondence & Invitations (complete list in Clerk's Notes)

None.

21/33 Business for the next meeting

Cornwall Community Flood Forum.

21/34 Second Public Session for feedback from the public

None.

21/35 Dates of next meetings.

A	SECAG Meeting, Tuesday 29 June 2021, 7.30 pm, via Zoom.
B	Ordinary Meeting Monday, 12 July 2021 , 7.00 pm at St Ewe Village Hall.
C	An extraordinary meeting may be called by the Chair for Planning or other business if needed. An agenda would be posted 3 clear days before.

The meeting closed at 9.30 pm and the Chairman thanked everyone for attending.

Mrs C Wilson ~ Parish Clerk ~ 2 July 2021

SIGNED:

THESE ARE DRAFT MINUTES.

Chair of meeting: _____ Date: _____