

St Cleer Parish Council

Minutes of the Parish Council Meeting on 23 October 2019, held at Sports Pavilion, St Cleer

Penelope Andrews, Councillor		In Attendance
		Vacancy
Sue Harbord, Councillor	Chair of Council	In attendance
Suzanne Horsfield, Councillor		In Attendance
		Vacancy
Jon Prinn, Councillor		In attendance
Clive Sargeant, Councillor		In Attendance
Brian Seage, Councillor		In attendance
Martin Shead, Councillor		Apology Accepted
Brian Smith, Councillor		In attendance
Tony Turton, Councillor		In Attendance
Derris Watson, Councillor		In Attendance; left after item 8
Andy Webb, Councillor	Vice Chair of Council	In Attendance
Martin Eddy, Cornwall Councillor	St Cleer, St Neot and Warleggan	In Attendance; left after item 8
Roni Jones		
Members of the Public		13

Item	Apologies for Absence	Action
1	As above	
2	<p>Members declarations</p> <ul style="list-style-type: none"> a. Disclosable pecuniary interests b. Non-registerable interests c. Declarations of gifts d. Applications for dispensations <ul style="list-style-type: none"> • SH announced a donation of £50 the Chairman’s allowance to the British Legion and a no cost support to the Church in the form of a handmade Christmas Tree • SxH declared a personal interest in a matter on the Estates agenda, pertaining to the development of the co-operative allotment site. She stated that she had considered an interest in relation to one of the planning applications but had discussed this with the Clerk in advance of the meeting and it was considered not to be a pecuniary, personal or prejudicial interest. • DW gave an update on the NDP in advance of the planning matters; she requested and was granted a suspension of SO 1.t which places a time restriction of 3 minutes on each Councillor. DW indicated that the NDP will be submitted to Cornwall later in the week. 	
3	<p>Close the meeting to allow up to 15 minutes for public questions</p> <ul style="list-style-type: none"> • Commentary was noted in relation to application 19/08136 from supporters and those opposed • Commentary was noted in relation to application 19/08567 from the applicant <p>Correspondence had been received from an elector complaining of light pollution who had received a same day service from Cormac promising a light shield. The same elector had complained about the proximity of a waste bin to the bus shelter – passed to ME</p>	

4	<p>Reopen the meeting (public may only contribute on invitation)</p>	
5	<p>Minutes of Previous Parish Council meeting To receive and approve minutes of the last meeting(s)</p> <p>Parish 25.9.19 The minutes of the 2.9.19 Were proposed as an accurate record by BS and seconded by SxH; Carried</p> <p>Estates 9.10.19 minutes were noted</p> <p>Report of meetings attended on behalf of the Parish Council Community Network Meeting Attended by DW it was noted that St Cleer had been granted the cost of the installation of the poles required to support the mobile cameras and as such when Cormac is able, they will be installed at no charge to the parish (This has been estimated at £130 per pole). The reduction in the number of Councillors will inevitably impact on the neighbourhood voice so measures to improve networking were put in plan</p>	
6	<p>Matters Arising</p> <p>Road closure training for Councillors It was proposed by AW and seconded by SH that 2 Councillors be funded to attend this on behalf of Parish. SxH stated and interest and it was agreed she would be one of the two. Carried</p> <p>Liskeard Co-op Donation £191 has been received from the Co-op; a further £500 from the memorial Hall both targeted to the Skate Park</p> <p>Response from Cormac re Redgate Cormac are unable to agree to or suggest any way forward in terms of Redgate. However, a mobile device has recently come onto the market which would capture data which may underpin the residents' concerns – refer this concept to Estates. ME asked for copies of correspondence</p>	
7	<p>Update from Cornwall Council</p> <p>ME Commented that the previous speed watch at Redwall had not recorded any speeds over 30mph; Parking enforcement at Darite was ongoing with a walking scheme being put forward as a solution. Work was ongoing with the land offered in St Cleer for the Forest for Cornwall. An entity is required to take this forward. Shaping Sibleyback document now out, copy to the clerk for distribution post meeting. Arrangements for Brexit were still ongoing and Cornwall had won an award for its performance.</p>	
8	<p>Planning Applications since the last meeting (additional applications received prior to the meeting will be added to this list)</p> <div data-bbox="231 1697 1177 1861" style="border: 1px solid black; padding: 5px;"> <p>Rural exception (affordable-led) housing scheme comprising a total of 8 dwellings, formation of access, parking, drainage and associated development Planning Application Land Pt Os 4700 Hockings House St Cleer Cornwall Ref. No: PA19/08136 Received: Mon 16 Sep 2019 Validated: Thu 26 Sep 2019 Status: Pending Consideration</p> </div> <p>DW outlined that in relation to the St Cleer NDP; Policy 1 Development Boundaries ' this falls outside of areas identified for development in St Cleer. Policy 2 Rural Gap ' St Cleer's NDP opposes Cornwall's Policy 9 and does not consider the rural gaps, which we consider important to retain, is outweighed by an exception for affordable housing. Policy 16 Housing need ' 14 affordable houses are already planned against 17 registered on home choice. The NDP plan for the development of the land at Horizon allows for a further 15 affordable houses as well as extra care accommodation. Policy 18B ' not to use rural gap for exceptions for affordable housing. Policy 22 ' Links to 16 above ' there is no demonstrated need for this, further</p>	

affordable housing provision, to be planned in St Cleer. There was a concern about the extensive loss of Cornish Hedge; Access to the site and the loss of trees.

On the basis of this; AW proposed and BS seconded objection to the proposal and this was carried.

Removal of one branch from mature Beech Tree (Tag no. 823) subject to Tree Preservation Order

Planning Application

The Easting And Northing Are For The Site Entrance. The Tree Is Located In Golitha Falls National Nature Reserve, Adjacent To The Path Alongside The River Fowey At Grid Reference SX 2255 6878

Ref. No: PA19/08507 | Received: Fri 27 Sep 2019 | Validated: Fri 27 Sep 2019 | Status: Pending Consideration

On the grounds of public safety DW proposed and BS seconded that Parish support the application; Carried

Demolition of existing storage barn and erection of a new dwelling house.

Planning Application

Land East Of East Tremar Barn Tremar Cornwall PL14 5HF

Ref. No: PA19/08567 | Received: Mon 30 Sep 2019 | Validated: Mon 30 Sep 2019 | Status: Pending Consideration

This is a new dwelling outside of the settlement and outside of the development areas indicated in our draft NDP.

Following a discussion CS, seconded by JP proposed to support the application but the motion failed, a second proposal to object was made by DW and seconded by AW vote to oppose was carried

It was considered sporadic development in the countryside and although the existing structure is unsightly on balance the need for Parish to be consistent in its decisions and consistent to our NDP led to the opposition

Extension to residential dwelling.

Planning Application

Appleby Farm Attwood Lane Pensilva PL14 5QW

Ref. No: PA19/08771 | Received: Mon 07 Oct 2019 | Validated: Mon 14 Oct 2019 | Status: Pending Consideration

There being no objections on the portal, following a short discussion JP proposed support for the application and was seconded by AW; carried

Proposed demolition of the existing dwelling, erection of a replacement dwelling and conversion of an existing barn to an annex

Planning Application

Chaple Farm Rosecraaddoc Liskeard PL14 5AE

Ref. No: PA19/07028 | Received: Mon 12 Aug 2019 | Validated: Thu 17 Oct 2019 | Status: Pending Consideration

There being no objections on the portal, following a short discussion noting that the application it had been previously supported by Parish, BS proposed support for the application and was seconded by SxH; carried

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Update from FGPC


Appointment of Chair Candidate identified and will be put forward at the November meeting

Date of FRED 2 Productive meeting held

Transparency Code Update / How St Cleer Manages Health and Safety / Internal Controls Policy

Paying Employees Procedure / Publications Statement

These new policies or updates had been presented and discussed at FGPC; particularly the Internal Controls Policy which shows how Parish manages due diligence. It was proposed to accept them en bloc by JP and seconded by BS; carried

	<p>HSBC the account no longer functioned and SH proposed that the sweeping element of the account was removed and a small balance kept in the current account; seconded by AW and carried</p>	
10	<p>Update from Community Engagement Group</p> <p>Social Media Policy Review TOR 2019-2020</p> <p>These new policies had been presented and discussed at the Community Engagement group; particular notice was given to the TOR which are new and outline the work of the group. It was proposed to accept them en bloc by JP and seconded by BS; carried</p>	
11	<p>Councillor Co-Option Application Pack</p> <p>Pursuant to the training event for Councillors it had been discussed that more structure would be useful and adapting public information from another parish an application pack had been developed to use with the forthcoming co-options. It was proposed by PJ and seconded by PA that this was adopted; carried</p>	
12	<p>Update from Estates 9.10.19 SxH left the room</p> <p>Allotments Motion</p> <ol style="list-style-type: none"> 1 That the appended NALC based agreement be put to the Allotment Association for Consultation and Feedback and that should that be positive that it be implemented across all allotments from 1st April 2020 2..... All new tenants be subject to the Agreement with immediate effect (No contract has been issued since March 2018 whilst a number of plots let) 3..... Th at Specific attention is paid to the change in the letting arrangements which allow residents living with 3 miles of St Cleer take up plots; this matter needs a specific resolution at Parish (3 miles is notional; tenancies to be to a maximum of 8 plots \pm 15%) 4..... Th at one plot be allocated to a co-operative of individuals and that whilst this approach is formative each individual be asked to pay £10 per annum (inclusive of water) and support given to them developing terms for working a single plot. That the plot to be used is plot 25 5..... A further separate plan for the Allotment is appended and Parish are asked to note that this will form the basis of the Estates Workplan for Allotments over the forthcoming years (Appended) 6..... Es tates ask that the EMR for Allotments received 100% of the income from allotments on a year on year basis and this then becomes the main income source for this budget head. <p>Proposed by JP, Seconded by TT and carried</p> <p>Rewilding Bus Shelters Motion</p> <p>We could provide solution by adapting the roofs of our bus shelters to have meadow grass turf which will promote pollinators such as Bees and other insects. The grass and flowers also provide a contribution to the reduction of CO2 in our air space. This solution will be relatively maintenance free, and self-sufficient. We currently have 8 shelters across the parish. Estimated cost per shelter would be between £130 - £150 for turf. Plus, fitting time/cost of our in-house staff.</p> <div style="text-align: right;">  </div>	

	<p>Total cost £1200, plus fitting costs. There would be some small ongoing costs of upkeep such as weeding, which could be looked at by an ad-hoc basis. Prices estimate based on pricing from www.turfonline.co.uk. Proposed by JP, Seconded by TT and carried</p> <p>Work Plan – This was noted and will inform the Precept</p> <p>Equality Impact Assessments – Several sites are not fully DDA compliant and as such further audit work and a plan put into place to remedy this. A disability group has been contacted and provided an audit framework to take this further</p> <p>Recycling at the Pavilion – Recycling being generated was now exponentially increased due to the increase in Pavilion use. A contract was needed to enable recycling. It was proposed by TT that the derk be given delegated authority to let an appropriate contract to the value of £400 per annum. Should the variance between the two main competitors be within a tolerance of £52 that there was a preferred provider based on grant received for the Horizon Play Park, Sec- onded by SxH and carried</p>	
13	<p>Neighborhood Development Plan Update and Estimated date for Delivery</p>	
14	<p>Finance</p> <ul style="list-style-type: none"> • YTD figures • Reconciliation <p>Receipts and Payments Payments were proposed by AW and seconded by BS; Carried en bloc</p> <p>The cost of the NDP completion was proposed by AW and seconded by SxH; it is noted that grant income has been applied for.</p>	
15	<p>Update from HR Group 3.9.19</p> <p>TOR for the 19/20 year (With pay policy appended) Training Action Plan and Policy (Strimming training for JR) Equal Opportunity Policy and Action Plan Equality Impact Assessment Clerk Absence Policy Supervision Record Form</p> <p>These new policies had been presented and discussed at the HR group; particular notice was given to the pay policy which had been amended to bring it in line with contracts. It was proposed to accept them en bloc by AW and seconded by TT; carried</p> <p>RESTRICTED ITEM – PROPOSE TO RESTRICT THE MEETING by JP and seconded by BS; carried</p> <p>Pay for 2020-2021 (to inform the Precept) Although in staff contracts the inflationary increases agreed nationally needed to be ratified locally for inclusion in the Precept calculation. Proposed by TT and seconded by PA; carried</p> <p>HR Update (Correspondence, NALC and Hours) Following assessment according to the NALC pay scales it was proposed to regularize arrangements in accordance with them. It was further proposed that the Clerks hours be made 16 from 1.1.2020 and the budget aligned accordingly. Proposed by AW and seconded by SxH; carried unanimously</p> <p>Institute of Local Council Managers It was proposed by AW and seconded by BS that this application ought to be enabled; carried</p>	

Bank Transactions:

Date	Debtor / Creditor	Payment	Income
22Oct2019	B/P to: Rialtas	(145.20)	
22Oct2019	B/P to: AQ Legionella	(221.30)	
22Oct2019	B/P to: KCS Benches	(2,649.24)	
22Oct2019	Allotments		35.50
22Oct2019	Allotments		40.50
21Oct2019	Allotments		35.50
17Oct2019	Allotments		35.50
16Oct2019	Direct Debit (LLOYDS BANK PLC)	(3.00)	
15Oct2019	Allotments		35.50
15Oct2019	Allotments		35.50
15Oct2019	Allotments		30.50
15Oct2019	Allotments		35.50
15Oct2019	Allotments		66.00
15Oct2019	Allotments		30.50
07Oct2019	Pavilion Rent		50.00
01Oct2019	Pavilion Rent		202.50
01Oct2019	Pavilion Rent		12.50
01Oct2019	Pavilion Rent		87.50
01Oct2019	Allotments		94.00
01Oct2019	SWW	(16.00)	
01Oct2019	SWW	(22.50)	
01Oct2019	SWW	(41.50)	
30Sep2019	Service Charge	(18.00)	
30Sep2019	S/O to: Jamie Husband	(1,015.00)	
27Sep2019	Bamboo sheets or poo bags	(23.92)	
27Sep2019	B/P to: ROSPA Training	(522.00)	

ST CLEER ALLOTMENTS
COMMENTS FOLLOWING VISIT 25 SEPTEMBER 2019

Reason for visit

The Chair, Chair of Estates and Clerk visited with the Allotment Association and approximately 20 allotment tenants.

- The outgoing Chair of Estates believed that there had been land ingress and the installation of an inappropriate gate not approved by Parish
- A letter had been received from a Tenant listing a number of issues
- A second letter from a tenant requested a community plot be developed for a number of un-associated people to tend
- The Chair of Estates and Clerk wished to familiarise themselves with the site
- A number of matters had been raised over the last 18 months and these needed to be addressed.

Issues Identified

In no particular order the issues noted were:

1. There is no signage to the Allotments making them difficult to find and given the location adjacent to the Farm Shop limits self-promotion; Vacancies are not advertised
2. The access road is not surfaced and is in need of scalping
3. The Car Park is smaller than it needs to be as a significant bramble ingress has taken over the equivalent of 2 car parking spaces
4. The Car Park is some distance to the Allotments themselves
5. The car park surface is poor and also in need of scalping
6. The vacant plots are numerous and provide weed / bramble patches which are intrusive to other users and limit access
7. Given that tenants have to maintain the 'paths' between plots, untended plots mean untended paths.
8. There is no adequate, embracing disabled access. It is noted that the fence in situ is fully operational, of good quality and enables an individual with mobility access to their plot. As this individual has an arrangement with a local land owner they have parking allocated at this site. This is not open to anyone else
9. The site is not Disability Act Compliant
10. There is an old rabbit proof / burrowing fence but it appears it was installed in such a way that once in, the rabbits (numerous) cannot get out. The fence is damaged in a number of areas and showing great wear and tear. It is extensive. On two sides the adjacent landowner has installed and maintains hedging which would now likely render changing this fencing a deep flat fence rather than a folded fence¹
11. Several let plots are in serious disarray
12. A bank of three plots have never been effectively let
13. A number of plots have had tenants simply leave and their effects which can include structures are simply left on site
14. There is a wide tract at the top of the allotments which cars are not permitted to use, meaning that tenants have significant distances to cover to bring in supplies; but more importantly in many ways to remove rubbish
15. The Allotment tenants feel that have never benefitted from ongoing support from the Parish which is evidenced in the lack of maintenance and maintenance regime
16. There is one water stand pipe at the proximal end of the site which is inadequate.

Income

There are approximately 50 plots each charged out at £30 or £35 per plot. An additional levy is made for the Stand Pipe which ought to cover the SWW invoice for water supplied.

If all plots were let (and we are advised that this has never been the case) the rental income would be © $50 \times 30 = £1500.00$

Until recently the SWW bill was estimated and it was significantly under estimate which has led to a new bill of £130.00 against a former payment of approximately £50 per quarter. Until a pattern is established it will not be possible to estimate the new cost regime as it is unclear how long the estimates have been in evidence. The initial DD amount was set at £16 pcm ie £192 per annum; a simple calculation may assert £27 pcm is more accurate meaning an annual bill of £322 and suggesting that the water costs are now under-priced.

If all plots were let (and we are advised that this has never been the case) the Water income would be $50 \times 5 = £250.00$

Ear Marked Reserve

There is currently an EMR of £2.5K for the allotments and some of this has been notionally agreed to managing the water supply to the site.

Proposal

That the Allotment Association be asked to prioritise and add to this list of issues and a plan drawn up to:

¹ Creating a rabbit barrier can be an essential for your farm or garden. There are two ways in which you can install your rabbit wire fence: either fold 150mm of netting at ground level, or dig a trench approximately 300mm deep, so you can bury the rabbit mesh fence, stopping the rabbits from entering your space.

- Maximise income
- Reduce wasted plots and the nuisance this provides
- Create a clear management relationship to the benefit of the Parish
- Address access and equality issues
- Plan a timeline spend for the EMR in place

That in the future the income from the Allotments is used to manage the allotments; and essentially that it's ongoing maintenance plan is dictated by this budget – which may rise – St Cleer is a very cheap Allotment Provider in comparison to other Local Towns / Parishes.

A long-term acknowledgement of maintenance is required

- Annually – strimming and mowing
- Replacement of fencing and resurfacing of car parking and providing adequate access being a significant foundation.

That unused plots are let on favourable terms to manage the dereliction of the site and prevent cost incurred if a contractor is appointed to undertake this task

Roni Jones
7.10.19