

St Cleer Parish Council

Minutes of the Parish Council Meeting on 24th June 2020, held on GoToMeeting (virtual)

Penelope Andrews, Councillor		In Attendance
Martin Brunt, Councillor		Apology accepted
Sue Harbord, Councillor	Chair of Council	In attendance
Suzanne Horsfield, Councillor		In Attendance
Jon Prinn, Councillor		In attendance
Clive Sargeant, Councillor		Absent
Brian Seage, Councillor		In Attendance
	Vacancy	
Brian Smith, Councillor		In attendance
Tony Turton, Councillor		In Attendance
Chris Ullman, Councillor		In Attendance
Derris Watson, Councillor		In Attendance
Andy Webb, Councillor	Vice Chair of Council	In Attendance
Martin Eddy, Cornwall Councillor	St Cleer, St Neot and Warleggan	In Attendance
Roni Jones		In Attendance
Members of the Public		1
Item 1	Apologies for Absence 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 dispensation <p>DW and BSm declared interests in a planning matter; SH stated she had considered an interest in the 'Post Pandemic Motion' and had discounted same.</p>	
3	<p>Allow up to 15 minutes for written public questions submitted in advance (please email clerk@stcleerparishcouncil.gov.uk a minimum of 48 hours prior to the meeting) Then</p> <p>Notified question:</p> <p style="text-align: center;">Pre application advice for proposed Residential Development Comprising a Subsidy Scheme For 40 Dwellings (20 Affordable), Estate Roads, Open Public Spaces And Landscaping Land Pt Os 6343 Darite Cornwall Ref. No: PA20/01086/PREAPP Validated: Tue 09 Jun 2020 Status: Awaiting decision</p> <p>Parish has no view on this application at this time as it is in the Pre-Application Stage. No comments are accepted by any party on this type of application by Cornwall, the planning Authority. Any comments can be fed through to Cornwall Council if the matter is progressed to a formal Planning Application</p> <p>Correspondence:</p> <ul style="list-style-type: none"> • NDP comments / parishioner comment related to Common Moor 	

	<ul style="list-style-type: none"> • Japanese Knotweed noted on St Cleer Common; Roscraddoc advised • FA Grant of £2.5K received for Pitch improvement. Invitation to apply for £500 also received • Parking issues St Cleer – elector referred to Cornwall’s ‘Report it’
4	<p>Minutes of Previous Parish Council meeting To receive and approve minutes of the last meeting(s)</p> <ul style="list-style-type: none"> • 27 May • HR Meeting 10 June (To Note) • FGPC Meeting 22 June 2020 (To Note) <p>The Minutes of the 27.5.20 were Proposed by JP Seconded PA by and Carried</p> <p>Report of meetings attended on behalf of the Parish Council Environment Group: CU spoke to the meeting held and minutes circulated previously</p> <p>Councillor Training 15th April 2020 7.15pm Cancelled to be reconvened when new Councillor appointed</p> <p>Lockdown Quiz answers to be circulated</p>
5	<p>Matters Arising</p> <ul style="list-style-type: none"> • Application to be co-opted to Council – NIL • Wifi installation – Contract signed with BT • Bus shelter at Crows Nest – Contract signed with Shelter Solutions in Green • Virtual Platform used – HR Proposal to use Zoom rather than GoToMeeting. Proposed by SH Seconded SW by and Carried
6	<p>Update from Cornwall Council ME spoke to the recovery phase of the pandemic and the £280M distributed to business. Seminars and other supports were available. The new Cattle grid at Common Moor was generating unacceptable levels of noise and this needed to be raised with Highways. There is a parking issue at Inkies and this is impacting on the parish; a meeting to be convened. Weed ingress is noted as an issue</p>
7	<p>Market Inn application to be a Community Asset</p> <p>Parish discussed this application; SxH proposed and BSm seconded Parish support for this matter. Carried</p>
8	<p>Management of Council Assets Risk Assessment in relation to Covid 19 (Motion Previously circulated) The Risk Assessment from FGPC was noted and it was indicated that given the infrastructure of the Parish staffing the integrated nature of the wash and dry facilities and lack of footfall that regrettably the public toilets in the village ought to remain closed but the matter kept under ongoing review.</p> <p>The following motion was proposed by JP Seconded by BSm and Carried</p> <p>Motion:</p> <ol style="list-style-type: none"> 1. To accept the risk assessment presented below and the separate RA pertaining to the WCs 2. Delegated authority to be given to the Clerk change the risk assessment by government guidelines (e.g. gym, play) 3. To keep the pavilion and the public toilets closed until such time as risks can be mitigated / duty of care managed – delegated authority to Estates Committee or return to Parish (dependent on risk / timing of meetings) 4. To authorize new legionella testing at the Toilets and Pavilion given the recommendations from Cornwall

ST CLEER PUBLIC TOILETS RISK ASSESSMENT

Key matter	Guidance
Risks to users	Advice is not to use public toilets if at all possible.
Risks to cleaners	Written agreement from staff that they are prepared to enter the facility and undertake the work
Usage: what is the likely demand on toilets?	Church opening for 1-hour 2/3 times a week; open doors closed; school not fully open Delivery Drivers / Dog walkers / Tourists

Risk issues	Commentary
Can you provide appropriate materials for hand washing and personal hygiene?	No; Air dryers are not recommended and the St Cleer toilet has an integrated washer dryer unit
Can you maintain a regime of cleaning which provides clean hard surfaces including knobs, handles and taps? <ul style="list-style-type: none"> Replace hand dryers (contact points) with paper towels, this may mean the provision of additional bins. Ensuring that soap and water are available at all times Enhanced cleaning, especially for busy areas and contact points Need for increased frequency of cleaning <ul style="list-style-type: none"> Disinfecting objects which are contaminated with bodily fluids Provision of hand sanitiser with directions that it is for use before entering the facilities 	NO; not without significant costs incurred in staff time and change of hand washing unit
Anti-social behaviours	Risk: the toilets are a social gathering site for young people
Contact details for staff	Not possible due to limitations of infrastructure
Legionella test undertaken before opening	Authorised
PPE and cleaning protocols for staff and contractors <ul style="list-style-type: none"> Clothing to be washed after use Staff should be fully equipped before leaving a work depot and issued with appropriate and properly fitting PPE, equipment (including a fully charged radio) and materials etc. Use of a checklist is advisable. Appropriate PPE including <ul style="list-style-type: none"> Disposable single use gloves Disposable single use apron Fluid repellent surgical mask (Type IIR) 	NO; not without significant costs incurred to Parish
Risk Very High	The toilets should not be opened without significantly reducing the risk

FGPC 22.6.20

Parish 24.6.20

9 **Post Pandemic community engagement and emergency planning (Motion Previously circulated)**
SH outlined the motion and proposed:
To invite organisations including, but not limited to Darite, Common Moor, St Cleer Memorial Hall, Open Doors, Cleerway and St Cleer Church to a virtual Emergency Planning / Community Engagement group meeting.
To support the community with an action plan agreed in line with the development of the Community Emergency Plan; this was seconded by PA and carried

10 **Petanque (Motion Previously circulated)**
The following motion was proposed by SxH Seconded by DW and Carried

- To endorse the RAMS
- To agree the £50 requested (potentially treated as a S137 grant)
- To agree the cost of the roller hire should local means not be identified

11 **NDP Progress**
DW Outlined the inspector’s report is now in hand and some responses ought to be sent off later in the week. All being well this will be ‘signed off’ and weighted in planning decisions until the referendum in May 21 at the earliest.
DW received a vote of thanks for her hard work and efforts in this matter.

12

To note the internal Auditor Report

To agree the revised AGAR figures; as Box 7 and 8 had been aligned following an adjustment by Rialtas

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	113,383	92,346	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	52,585	52,881	Total amount of Precept income received in the year
3	Total other receipts	18,745	19,740	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	24,022	24,749	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5	Loan interest/Capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on borrowings
6	Total other payments	68,346	53,484	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7	Balances carried forwrd	92,346	86,734	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	92,346	89,734	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	531,630	478,299	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10	Total Borrowings	0	0	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

These figures (Box 7&8) now agree

This was proposed by SH Seconded by TT and Carried

13

Planning Applications since the last meeting (additional applications received prior to the meeting will be added to this list). The St Cleer NDP is to be found here: <https://plansupport.services/wp-content/uploads/2019/11/st-cleer-parish-ndp-mark-2-Deposit-Draft-Corrected2-compressed.pdf>

Non Material Amendment for internal changes and repositioning of windows and doors and other general amendments to fenestration. Application no. PA19/03968 dated 03/07/19 relates.

Planning Application

Ash Park Higher Tremar Liskeard Cornwall PL14 5HP

Ref. No: PA20/04232 | Received: Fri 22 May 2020 | Validated: Wed 27 May 2020 | Status: Pending Consideration

It was proposed by SH and Seconded by TT that the application be supported; Carried

DW Absented for this item

Construction of implement and fodder store

Planning Application

Land West Of West End Higher Tremar Liskeard Cornwall PL14 5HS

Ref. No: PA20/04231 | Received: Mon 18 May 2020 | Validated: Wed 03 Jun 2020 | Status: Pending Consideration

It was proposed by PA and Seconded by BSm that the application be supported with a restriction that agricultural use be made a restriction; 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: PA20/04114 | Received: Tue 19 May 2020 | Validated: Wed 03 Jun 2020 | Status: Pending Consideration

It was proposed by JP and Seconded by TT that the application be supported; Carried

Retention of existing porch, lounge and link corridor and continued use of annexe with a new build extension to the annexe

Planning Application

Downhill Gates Darite Liskeard Cornwall PL14 5LG

Ref. No: PA20/04349 | Received: Thu 28 May 2020 | Validated: Thu 11 Jun 2020 | Status: Pending Consideration

It was proposed by SxH and Seconded by JP that the application be supported; Carried

Outline application for the redevelopment of former builders yard and owners residence to provide up to 2 dwellings.

Planning Application

Beechwood View Redgate Liskeard Cornwall PL14 6RU

Ref. No: PA20/04445 | Received: Mon 01 Jun 2020 | Validated: Mon 15 Jun 2020 | Status: Pending Consideration

It was proposed by DW and Seconded by JP that the application be supported; Carried

Construction of dwelling on site of former builders yard.

Planning Application

Beechwood View Redgate Liskeard Cornwall PL14 6RU

Ref. No: PA20/04451 | Received: Mon 01 Jun 2020 | Validated: Mon 15 Jun 2020 | Status: Pending Consideration

It was proposed by DW and Seconded by JP that the application be supported; Carried

BS Left the meeting

PA20/03486 - Homefield, Tremar. 5 Day Protocol

1. Agree with the recommendation
2. Agree to disagree
3. Request that the application is determined by the Planning Committee

A proposal for (3) above was made by DW and seconded by SxH but failed. A further motion to Agree to Disagree was made by SH and proposed by PA and Carried

BS returned to the meeting / DW and ME left the meeting

14

**HR Meeting update
(Motion Previously circulated)**

Motion to restrict the meeting

It was proposed by SH and Seconded by BSm that the meeting be restricted; Carried

Following the NALC update JP proposed the following motions, seconded by BSm; Motion Carried (1 abstention noted)

1. To adopt unchanged the NALC policies:
 - I. Grievance
 - II. Discipline
 - III. Anti Bullying and Harassment
2. To adopt the HR Protocol which acts as a decision tree for the HR Group
3. To note and endorse the fact that there is a risk assessment and action plan in place to mitigate any situation of bullying and harassment in St Cleer (More detail is prohibited by GDPR)
4. To note and endorse the fact that given the risk assessment action has been taken by/with the HR committee under the Code of Conduct (2) (More detail is prohibited by GDPR)
5. To note and endorse the fact that the HR committee has advised an individual (More detail is prohibited by GDPR) that they will only respond to allegations from them from this date that are:
 - I. Properly researched
 - II. Evidenced
 - III. Accurate and devoid of subjective opinion
 - IV. Co-signed by at least one other Councillor

Following the Health and Safety Assessment conducted it was noted that £264 of equipment should be funded by Parish to meet the standards. These items would become Parish property henceforth. Proposed by JP and Seconded by TT; Carried

After the meeting was closed, Councillors were reminded that the July meeting would be the Annual Parish Council Meeting