



A-barth Onan Hag Oll! Representing One and All

REPORTS FOR JULY 2019 MEETING

AGENDA ITEM 9.1

SEG Report for 16-07-19

Booklet

By the next parish council meeting (16-07-19) everyone in the Stithians parish should have had a copy of the booklet (about 950 copies). This will include 122 outlying farms and homes that will have their copies posted to them. The cost of postage has been met by Kensa Heat Pumps as a way of saying thanks to SEG for promoting heat pumps at Stithians show as a possible fossil fuel free way of heating our homes. About another 3,000 copies have been dispatched to other groups and there is another shipment of 560 ready to go to BEG in Bristol. We also have about 2,500 booklets to hand out at the show.

Tree planting

The first batch of 420 trees will be delivered to me in November and if I haven't got room Cllr Will Thomas has offered possible storage of these at his father's farm.

Baseline Energy Report

James Standley is still sorting this out.

Stithians Show

At the time of writing (10-07-19) preparations for the "Next Generation Project" at Stithians show are well underway.

We had a dummy run last evening to see how the marquee would be laid out. There will be the same activities as last year plus a couple of extras. One will be the handing out of tree seed kits for children to bring on at home and then if they have nowhere to plant the saplings the show committee say they will be delighted to provide a place for them at the showground. We are also hoping to have a type of water wheel ready but time is running out to get it finished.

Last year we promoted the geothermal energy technology but this year Kensa heat pumps will be providing a display and promoting heat pump technology. We will also be handing out the booklet.

Stithians School

James Standley (SEG) put on a great event at the school for the children in Hannah Trinder's class (8-9 year olds).

This included a talk about fossil fuels / renewable energy and a session where the children designed something to help the environment. Whilst this was going on I was in another

room demonstrating the difference between the energy use of LED V incandescent light bulbs with the aid of SEG's bike generators.

Community information access: SEG facebook page is up and running and the website is being developed.

Other

On Sat 15th June I attended Friends of the Earth's Groundswell in Bristol. This is an event to bring people together across the country to step up the mission to stop climate change. It was well attended and gave me the opportunity to promote the booklet. Had some good leads but have not had time to follow them up yet.

SEG has interest from two other groups (Chacewater Community Energy Group and Centre of Pendeen) who would like to borrow some of our show demonstration equipment.

AGENDA ITEMS 12.1 – 12.4

Clerk's Reports for Meeting on 16th July 2019

Summary of Decisions Required:

- 1. To note the Council's current financial position.**
- 2. To note that the Playing Field Equipment Appeal currently stands at £1,760.43.**
- 3. To note that the Community Fund currently stands at £424.42.**
- 4. To note and approve the content of the report in respect of the Glebe Committee.**
- 5. To agree a suitable response to the e-mail from Michael Greet dated 28th June 2019.**

Report:

12.1 Council's Current Financial Position:

Appendices 1, 2 and 3 to this Report show the Council's financial position as at 9th July 2019. Members will note a deficit of expenditure over income. As previously explained, this is because of expenditure on the Toddler Play Area which has, of course, been met from reserves rather than the revenue budget.

I do not propose to elaborate further on these Appendices but will be pleased to address any matters that Members may wish to raise at the meeting.

12.2 Playing Field Equipment Appeal:

The Fund currently stands at £1,760.43, which is unchanged since last month.

12.3 Statement of Monies in Community Fund:

As Members are aware, this is not strictly Parish Council money; it is held by the Parish Council on behalf of the Community for use on community projects agreed by the Community and currently stands at £424.42, again, unchanged from last month. Cllr Mrs Sylvester is currently trying to ascertain the views of the Group as to how the remainder of the money should be spent.

12.6 Letter to the Glebe Committee:

Members are aware of comments made by Michael Greet, the Agent for the Glebe Committee regarding the possible sale of the new playing field and the construction of a car park adjacent to their proposed new housing in Hendra Road.

As reported to the June meeting, the attachment in Appendix 1 to this report was sent to him on 4th June. It was also copied to the Chairman and Secretary of the Glebe Committee and Ben Wood of Savills, who is also involved with the planning application for the houses in Hendra Road.

I also took the opportunity, in the covering e-mail, to repeat my previous request for a map showing the land in the Parish owned by the Glebe.

Mr Greet's response, received on 28th June, is attached as Appendix 2 to this report. Members will note that he is not willing to release details of land in Stithians held by the Glebe Committee.

Members are requested to consider his response and reply accordingly, particularly with respect to organising a meeting with members of the Glebe Committee.

**JV Calvert,
Clerk and RFO**

10th July 2019

The Appendices to Item 12.1 may be seen upon application to the Clerk

Appendix 1 to AGENDA ITEM 12.4



A-barth Onan Hag Oll Representing One and All

Response to E-mail from Michael Greet dated 27th November 2018

Michael's e-mail was in response to one from the Clerk. His response to the Clerk's e-mail is below in black interspersed in red with comments from Stithians Parish Council.

I note your final paragraph which confirms that some of these issues are not directly linked and I have been asked to clarify (for the benefit of doubt) that the lease of the playing field and associated car park is not a matter which is directly related to the proposed development which was presented to the public and Parish Council on 18th September.

This proposed development has now been submitted to Cornwall Council and will be considered by Stithians Parish Council (SPC) on 18th June 2019. SPC understood that the car park proposed as part of the development was necessary to form a buffer between the historic Church and the development. Whilst a car park could be useful, it is not an asset that SPC, the church, or the school are in any position to fund. SPC is prepared to manage and maintain it if it established by the Glebe and donated to the community. SPC is not prepared to pay a lease for the car park. The new development car park (NDCP) has been linked to the New Playing Field by your offer of a new lease on the playing field which will include the lease of NDCP.

For background purposes, in case anyone is reading this without knowing the recent correspondence, the Glebe Committee would like to progress a planning application for housing on the glebe adjoining the church, including a new Vicarage. Philip Blease on behalf of the Parish Council previously highlighted the benefits of using part of this land for a car park (~~see attached email~~) so the architects have included this in the proposed planning application. SPC asked that the temporary car park established whilst the Hendra development was being built was left until the Glebe decided what they wanted to do with the land. Our request was declined, and the temporary car park was removed and re-established as a green meadow. The Glebe Committee have therefore foregone a potential housing plot in order to safeguard land for the community to use as car parking. SPC do not accept that the Glebe Committee have foregone a potential housing plot as there is little chance that a dwelling would be given approval so close to an historic listed building i.e. the church. The school and church have also confirmed they would make use of a car park in this location, although no party has been willing to manage the car park or rent it, unless it is constructed first.

As no tenant for the new car park was forthcoming I made a counter proposal to the Parish Council that it be included in a new long term (25 years) lease together with the current car park and playing field for a rent of £750 per annum in total. I do not believe I have ever received formal confirmation as to whether the Parish Council would accept this proposal, but we have received other proposals from you, which I will respond to in turn:

Bowling Green, Playing Field and Current Car Park Lease

The Parish Council have offered to purchase this land for market value. The Glebe Committee have agreed to consider a sale. Having taken advice on market value, we are advised that this land equating to just shy of 5 acres has a market value of £35,000 per acre. This figure seems very excessive. Recently, land has exchanged hands in the area for as low as £4,000 per acre and as high as £10,000 per acre. We have sought clarification from you on how you have arrived at your valuation but have yet to receive an explanation that makes sense to us. The land cannot have any “hope value” for building and in any event your proposed covenants would preclude that. All the development on the field including establishment of the car park, the rugby pitch, the skateboard park, and the BMX track has been funded by SPC for the benefit of the community. Thus, all these improvements have inflated the land value from what was simply agricultural land when SPC took out the original lease. All these assets produce little or no income for SPC. SPC pay an annual lease of £600. A market value is a realistic figure that a seller could expect if the field were to be sold on the open market. Realistically there would only likely be a single party interested in purchasing the field i.e. SPC. We really do not want to go to the expense of getting a formal valuation commissioned. We remain of the view that a fair market value for this land would be £10,000 per acre. Indeed, the lease states (para 3.28) that at the end of the lease, the land must be returned to the state it was in at the date of the lease, which was an agricultural field. Multiplied by the acreage (4.94), this produces a total value of £172,900. Any sale would need to include covenants which restricted the use to that existing today together with the usual Diocese of Truro covenants which applied with the burial ground sale together with the Parish Council meeting all the Diocese’s reasonable costs.

If this is not acceptable, the Glebe Committee did agree to a transfer of the bowling green land separately at whatever the minimum value a Charity Act surveyor would value it at. The Diocese’s legal and professional fees would have to be met by the Parish Council. This would be unnecessary cost & effort if SPC could purchase the field.

The lease currently runs until 2027. You explain below that the main driver for owning the freehold is to access grant funding. I have attached Rugby England’s guidance on grant funding, which explains that a lease over 21 years is equivalent in their minds to a freehold and allows access to exactly the same level of funding as if the Parish Council owned the freehold. I am aware other grant bodies take a similar approach. Therefore the Committee’s offer of a 25 year lease would allow 4 years to prepare and apply for any funding that is necessary at a rent of £750 per annum which equates to 0.04% of the freehold value. The costs of the new lease would need to be borne by the Parish Council. Grant funding is only part of our thinking. We have expended significant sums in establishing the facilities on the field for the benefit of the community. We desperately need to consider a new building for changing rooms and a pavilion. Funding for this will probably be in the form of grant funding and commercial borrowing. Commercial borrowing would necessitate a charge on freehold property which will only work if SPC own the freehold.

There are therefore three options:

1. Purchase the freehold of all - £172,900 SPC proposal £49,400
2. Purchase the bowling green land – minimum value Fiddly and disproportionate cost versus minimum benefit.
3. Rent on a long lease at £750 per annum (subject to rent reviews)

New Car Park

The Committee have agreed to include a new car park in the planning application but understanding that there is not necessarily a party out there who will build it out. The planning permission should stay alive in perpetuity as long as the houses are constructed and therefore if any entity wishes to build it out in the future, then it will already have the planning permission in place. It may be that during construction the land has materials placed on it that could be used longer term. Any use would need to be formalised through a lease of course.

SPC has a strong preference to purchase the playing field for £49,400 plus legal costs. The Glebe have benefited significantly from uplift in land values in recent years in the Parish, notably the development of 26 new dwellings at Hendra. If the proposed development goes ahead there will be again be a further uplift in land value. SPC feel that the Glebe Committee should consider the above offer which we consider to be fair and a reflection of true market value.

I hope that is helpful and look forward to hearing the Parish Council's views.

Kind regards, Michael Greet MRICS

**JV Calvert
Clerk
4th June 2019**

Appendix 2 to AGENDA ITEM 12.4

E-mail Received from Michael Greet on 28th June 2019

Dear Mr Calvert

Thank you for your email below. The Freedom of Information applies to public sector organisations, so does not apply to the Diocese. The reason for the Board not wishing to pass over general details of property ownership is that it can lead to misunderstanding in the wrong context. Glebe is property that is owned by the Diocese for the purposes of generating income for clergy stipends. As such glebe property ownership changes through disposals, acquisitions and lettings and general information on ownership can become outdated and incorrect assumptions can be made about it. If the Parish Council have a specific question regarding what potential uses the Board may be willing to consider the current glebe being used for during the Neighbourhood Plan period, then that is something I am sure they would be happy to assist with.

With regards to the document attached to your email below, I have been asked to respond as follows:

Car Park included as part of the Planning Application Ref PA19/04362:

The proposed car park would offer a buffer between the church and residential development, but the application also seeks to obtain permission for a use on that land which village stakeholders have identified as a benefit for the school/church. The Diocese have put commercial discussions on how the car park may be delivered/maintained on hold whilst the principle of the use is determined by the local authority. Thank you for confirming that the Parish Council would be willing to maintain if constructed.

Philip Blease's request:

As the land is within a farm tenancy, the Diocese did not have the right to maintain the temporary car park/compound once the Coastline development had completed. The tenant had a right to immediately resume his agricultural use – currently pasture.

Bowling Green, Playing Field and Current Car Park Lease

The value of land depends on a number of factors and I can confirm that land in Stithians has sold for a much higher land value per acre than you have identified in your email. Land restricted to agricultural use only is often valued at around £10,000 per acre. Land capable of other uses or with other uses often commands a significant premium. My valuation of the land is based on the current use (which admittedly the Diocese did not obtain permission for directly) and on comparable land values for such uses – also having regard to the potential uses and any covenants likely to be agreed. The valuation methodology adopted would need to comply with the Charity Act and a surveyor would need to consider all elements contained in The Charities (Qualified Surveyors Reports) Regulations 1992. This specifically requires the surveyor to take in to account the presence of a special purchaser along with hope value.

As stated above, the glebe is a ring-fenced investment that is required by law to generate income. If land is sold, then the proceeds must be reinvested and the Board are required to obtain the best returns available.

Whilst the lease contains the standard wording of a 1954 Act business lease for the tenant to reinstate the premises at the end of the tenancy, this would not un-do its status in planning terms as recreation land.

I would not be able to recommend the Diocese accepts an offer of £10,000 per acre or £49,400 and the Board have asked if the Parish Council would reconsider the proposal of £172,900 (subject to contract).

Charging the Land to Borrow Funds

Would the Parish Council be able to consider using other Parish Council property as security for any borrowing? How will the Parish Council propose to pay any interest/capital sums borrowed from the current/proposed use of the fields? Instead of borrowing, would the Parish Council consider paying a higher rent if the Landlord were to invest in facilities?

I hope this is helpful but would suggest a meeting is held between members of the Glebe Management Committee and Parish Council so that the issues can be discussed on a round-table basis. Is that something that could be arranged?

With kind regards

Michael

Michael Greet MRICS
Director
Rural

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Before printing, think about the environment

AGENDA ITEM 13.1

This is merely a list of current Planning Applications prepared for the convenience of Councillors and is not included here. Anyone wishing to see it may do so upon application to the Clerk.

AGENDA ITEM 13.3(a)

Application Ref: PA19/05176

Proposal: Replacement of an existing pigsty and garages with a new 2 Bedroom dwelling

Location: Land at Trevears, Longdowns, Penryn. Grid Ref 174421 / 34202

Applicant: Mr Francis Lavers

Decision Required:

Members are requested to consider the following report to reach an informed decision regarding the above planning application.

Date of Site Inspection:

n/a

Councillors who undertook the site inspection:

n/a

REPORT:

This application is a repeat of the previous one to build a house on the site of a redundant pigsty and garage. The applicant has taken on board the comments of the planning department and reduced the size of the house from 3 bedroom to 2 bedroom so that there will be more free space around the building for some amenity area. The septic tank remains in the same position but is no longer identified within the site area. The area in front of the house will remain shared as it is also the access the houses to the rear of the proposed new build.

Besides reducing the size of the house, the ridge height has been lowered and dormer windows and skylights will provide light to the second floor thus reducing the impact on the cottages facing the site.

Matters of Concern:

None

V Kavanagh

22/6/19

AGENDA ITEM 13.3(b)

Application Ref: PA19/05483

Proposal: Proposed New Dwelling in rear garden

Location: Capensis, Tresevern Croft Goonlaze Grid Ref 171753 / 37053

Applicant: Mr M Warden

Decision Required:

Members are requested to consider the following report to reach an informed decision regarding the above planning application.

Date of Site Inspection:

3/7/19

Councillors who undertook the site inspection:

Cllr P Blease & V Kavanagh

REPORT:

The proposal is to build a dormer bungalow in the garden of Capensis. This will entail knocking down the existing garage to allow access to the back garden. There would be a shared access and the 2 car parking spaces for Capensis would be in front of the house.

The new building would have 2 parking spaces to the side. The design of the house is partly upside down with kitchen/diner and 2 of the bedrooms downstairs and the living area and 3rd bedroom upstairs. Windows are to the front and rear and so would have minimal impact on the houses either side.

Matters of Concern:

Effect of another house on the inadequate sewerage system causing flooding and sewage overflow in the Hendra area of the village.

Limited amenity space for both houses

V Kavanagh

3/07/19

AGENDA ITEM 13.3(c)

Application Ref: PA19/05110

Proposal: Proposed increase in residential curtilage

Location: Tory Farm Ponsanooth TR3 7HN

Applicant: Mr J Pinkney

Decision Required:

Members are requested to consider the following report to reach an informed decision regarding the above planning application.

Date of Site Inspection:

n/a

Councillors who undertook the site inspection:

n/a – the area of the garden is clearly visible on Google Maps.

REPORT:

I spoke to both the agent and the applicant. Prior to a planning application for a residential unit, the applicant has been told that the residential curtilage must be defined and registered. This application is to regularise the existing garden area and include it in the residential curtilage of Tory Farm.

Matters of Concern:

None

V Kavanagh

8/07/19

AGENDA ITEM 13.3(d)

Application Ref: PA19/05349

Proposal: Erection of Annexe

Location: Old Forge Cottage, Hendra Road Hendra Grid Ref 172477 / 37082

Applicant: Mr & Mrs William Narey

Decision Required:

Members are requested to consider the following report to reach an informed decision regarding the above planning application.

Date of Site Inspection:

11/7/19

Councillors who undertook the site inspection:

Cllr V Kavanagh

REPORT:

Background:

The Old Forge is a grade 2 Listed Building on Hendra Road. A previous application to construct a conservatory against the east wall of the garage was refused due to reservations by the Conservation Officer that the scale and position of the proposed conservatory negatively impacted upon the setting and character of the listed building. This application is for a bedroom and playroom, linked to the south of and perpendicular to the existing garage, thus forming a leg of an L shape with the garage with the leg of the L running along the southern boundary and thus would not impinge on the visual aspect of the listed building.

I spoke to the applicant who explained that the proposed extension to the garage was to provide an office space and quiet area where he could work and rest when his daughter and her children visited. The applicant does not live here permanently but comes about every 6 weeks when he is working in Truro and, when in residence, at times needs to be able to work from home.

Matters of Concern:

The ongoing problem of adding more water to the overloaded sewerage system.

Cllr V Kavanagh

12/7/19

AGENDA ITEM 13.3(e)

Application Ref: PA19/ 05736

Proposal: Proposed sun lounge, subterranean plant room, garden landscaping, ramped access, patio area and replacement windows.

Location: Lower Vellandrucia Tregonning Road Stithians Grid Ref 173707 / 36650

Applicant: Mr & Mrs Jones

Decision Required:

Members are requested to consider the following report to reach an informed decision regarding the above planning application.

Date of Site Inspection:

10/7/19

Councillors who undertook the site inspection:

Cllr J Thomas & V Kavanagh

REPORT:

The house is situated off Tregonning Road facing the stream. The proposed extension does not overlook nor is overlooked by neighbouring properties. The proposal is to remove earth from the bank in front of the house and create a semi subterranean room. A sun lounge and patio will be built on top of the above structure which will be accessed from the house by new glass doors.

The applicant intends removing the present oil heating system and tank and installing a ground heat source heating system. The pump etc for the system will be housed in the new subterranean room.

Matters of Concern:

None

V Kavanagh

10/07/19

AGENDA ITEM 13.3(f)

Application Ref: PA19/ 05736

Proposal: Demolition of vacant cafe and construction of 3-bedroom bungalow with garden amenity area, off-road parking and turning area

Location: Struthal Farm, Access to Herniss Farm Herniss TR10 9DU

Applicant: Mr & Mrs Ferris

Decision Required:

Members are requested to consider the following report to reach an informed decision regarding the above planning application.

Date of Site Inspection:

10/7/19

Councillors who undertook the site inspection:

Cllr J Thomas & V Kavanagh

REPORT:

The application is for a former, redundant cafe. The site is along a lane off the main road.

The proposal is to demolish the existing wooden building which is beginning to deteriorate and build a 3 bedroom bungalow on the site. The building would have a small garden surrounding it and parking spaces for 2 cars. There would be a buffer garden area (not defined as part of the curtilage) between the bungalow and the next door neighbour.

I spoke to the neighbour and once he saw the proposed plans he did not seem to have any objections.

The proposal would definitely improve the look of the site as at present it is in a run down state with a partially rotting building to the rear.

Matters of Concern:

None

V Kavanagh

10/07/19

AGENDA ITEM 13.3(g)

Application Ref: PA19/ 05772

Proposal: fell: T1-10 (Cupressus leylandii) & T11-13 (Chamaecyparis Lawsoniana)

Location: Crellow House, Crellow Gardens Stithians TR3 7RN

Applicant: Mr Enys

Decision Required:

Members are requested to consider the following report to reach an informed decision regarding the above planning application.

Date of Site Inspection:

10/7/19

Councillors who undertook the site inspection:

Cllr J Thomas & V Kavanagh

REPORT:

The trees in question are subject to TPOs but are non-native conifers, planted around a small garden space. The trees, some of which are higher than the houses, are inappropriately planted too near a boundary wall which they are in danger of knocking down.

We spoke to a neighbour who informed us that recently part of one of the trees in question damaged the wall and chimney of the house next door.

Matters of Concern:

None

V Kavanagh

10/07/19

AGENDA ITEM 13.5

Clerk's Report for Meeting to be held on 16th July 2019

ARRANGEMENTS FOR DEALING WITH PLANNING APPLICATIONS THAT WOULD HAVE BEEN DEALT WITH AT THE AUGUST MEETING

Decisions Required:

1. That powers be delegated to the Planning Portfolio Holder and one or other of the Assistant Portfolio Holders to prepare a suitable response to Cornwall Council to any non-contentious planning applications received between 16th July and 31st August 2019 for which an extension of time until immediately after the Parish Council meeting to be held on 17th September 2019 cannot be granted.
2. That, if an application is considered contentious, Cornwall Council be requested to accept a response immediately after the Parish Council meeting to be held on 17th September 2019.

3. That, if Cornwall Council are unable to accept a response immediately after the Parish Council meeting to be held on 17th September 2019 in respect of a contentious application, a response be agreed by an e-mail vote.
4. That any decisions made in accordance with the above be reported to the September 2019 meeting for ratification.

Report:

As Members are aware, there will be no meeting in August. Financial matters will be dealt with later in the agenda and hopefully the only other matter that is likely to cause problems is the return to Cornwall Council of responses to planning consultations within the allocated timescale. We do, of course, now have an agreed procedure of voting by e-mail should the need arise due to exceptional circumstances.

I therefore suggest that, as long as any applications received are not contentious and the timing is such that Cornwall Council cannot grant an extension of time until after the September PC meeting, powers be delegated to the Planning Portfolio Holder and one or other of the assistants, depending upon availability, to prepare a response to Cornwall Council on behalf of the Parish Council, with their recommendations being reported to the September meeting of the Parish Council for ratification.

If any applications are received that are likely to be contentious, then it is my recommendation that Cornwall Council be requested to accept a response after the September meeting. If this is not possible, then I suggest that a suitable response be agreed by means of an e-mail vote

JV Calvert,

Clerk

9th July 2019

AGENDA ITEM 14

Clerk's Report for Meeting to be held on 16th July 2019

LICENSING APPLICATIONS

Decision Required:

To note and accept the content of the report on Licensing Applications.

Report:

As Members are aware, I receive an e-mail every week detailing all licensing applications. Up to 8th July there had been no new applications affecting Stithians.

For Members' information, who wish to check applications for themselves, the link to the relevant page on Cornwall Council's website is www.cornwall.gov.uk/default.aspx?page=21173

I receive no such assistance with details of applications received in relation to sex establishments and so still have to do that myself. I last checked the link to their website, which is www.cornwall.gov.uk/advice-and-benefits/licences-and-street-trading/sex-shops-licence , on 8th July and found no new applications in respect of the licensing of sex establishments affecting Stithians but, as I have reported to the January and subsequent meetings, there is an application dated 27th December 2018 for the renewal of a licence for the Wild Cherry in Beach Road, Newquay, the list having last been updated on 27th December 2018.

JV Calvert,

Clerk

9th July 2019

AGENDA ITEM 15.1

Clerk's Reports for Meeting to be held on 16th July 2019

ENVIRONMENTAL MANAGEMENT CONTRACT

Decisions Required:

- 1. To note and agree the content of both the report and the notes of the Environmental Management Contract Progress Meeting held on 8th July 2019 and the actions contained therein with particular reference to any financial implications.**
- 2. To accept the quotation from Tyrone Martin in the sum of £310 for removing rubbish from the pavilion seating area and to the rear of the building.**

15.1 Progress Meeting – 8th July:

Notes of the progress meeting held on 8th July are attached as Appendix 1 to this report.

It should be noted that matters relating to the Playing Field are now discussed at this meeting and therefore in future, there will be no Playing Field Progress Meetings reported under the Playing Field Agenda Item.

JV Calvert

Clerk

10th July 2019

Appendix 1 to AGENDA ITEM 15.1

NOTES OF ENVIRONMENTAL MANAGEMENT CONTRACT PROGRESS MEETING HELD ON MONDAY 8th JULY 2019

Present:

- (VK)** Councillor Mrs V Kavanagh – Playing Field Portfolio Holder
- (TM)** Tyrone Martin - Playing Field Caretaker
- (JVC)** John Calvert – Clerk

Colours indicate action required by that person.

Apologies:

None

In accordance with established practice, the notes of the previous meeting (in this case, 10th June 2019) will be used as the agenda for each future meeting with other matters added as appropriate.

1. Playing Field:

(i) *Matters Raised on Check List dated 7th April 2019:*

- Fence adjacent to Ennis & Carbis in need of attention:
As the fence in question was adjacent to the field rather than the farmyard, it was decided to make a temporary repair with a view to possibly introducing some denser planting at a later date. The temporary repair lasted 24hrs – back to the drawing board!! **TM to use netting from damaged temporary fence panel ASAP.**

(ii) *Matters raised on Check List dated 12th May 2019:*

- Grass Cuttings from Bowling Club:
Now resolved – will be reported to PC meeting on 16th July..
- Roundabout:
Small hole in floor. Not causing problem at present. May need to lift roundabout with tractor to repair. **TM monitoring.**
- Sky Saw:
New sleeve now fitted. TM purchased it for £5 and seeks reimbursement.

(iii) *Matters raised on Check List dated 7th July 2019:*

- All covered above except graffiti on Youth Shelter. **TM to clean ASAP.**

(iv) *Toddler Play Area:*

Signs now erected. TM presented invoice for £25 and receipt for sand and cement which he had purchased using the Council's debit card. (£16.92 from B & Q)

(v) *Zip Wire:*

The zip wire is due to be fitted w/c 8th July. **TM is the contact person for the PC.**

(vi) *Annual Inspection – 5th April 2019:*

Report now to hand. Nothing of immediate concern. To be discussed at the next meeting.

In the meantime, TM monitoring the nuts on the underside of the seats on the large swings which will need replacing before the next inspection.

The inspector had also advised that the pedestrian gates into the playing field near the play area should be self-closing. The gates are heavy and any spring strong enough to close them would make them difficult for a child to open. It was thought that a barrier with a lighter gate could be installed inside the gates and that the vehicular access could be permanently locked as there was alternative access opposite the Church. To be considered once all the other work is completed.

(vii) *Other Matters:*

- TM previously suggested a picnic table with a facility for a wheelchair and gave JVC a brochure.
- TM advised that the backing board to the sign on the barrier opposite the church needed replacing. Agreed that he would purchase the necessary plywood using the Council's debit card and not charge for his labour.
- TM had contacted Leighton Moyle re recurrence of moles.
- TM and JT had agreed work necessary to tree near Church Road and work had been done in the sum of £30. Invoice awaited. TM to remove branches from near pavilion ASAP.

(viii) *Pavilion:*

- Site visit had taken place and will be reported separately to July PC meeting.

- TM to tape edges of loft opening as a matter of urgency.
- TM to place prop under beam as agreed at site meeting.
- TM Has fixed leak which was identified at site meeting.

Removal of rubbish etc from pavilion – It was agreed at the June PC Meeting to either order a skip or arrange for TM to remove the rubbish. TM submitted a quote in the sum of £310. Recommend acceptance at July PC meeting. Skip would cost £280 plus TM's labour and we may have needed more than one skip. This is an inclusive cost.

2. Crelow Fields Amenity Area:

- (i) *Matters Raised on Check List dated 7th July 2019:*
No matters of concern from list other than dog mess. TM of the opinion that signs are needed. **JVC to consider.**

3. Toilet:

- (i) *Matters Raised on Check List dated 7th July 2019:*
None.
- (ii) *Other Matters:*
MW had been ill and his daughter had been doing the work. Michael now back

4. Meadowside Cemetery:

- (i) *Matters Raised on Check List dated 7th July 2019:*
None.
- (ii) *Other Matters:*
JVC advised that the planting of the Garden of Remembrance was complete.

5. Longdowns:

- (i) *Matters Raised on Check List dated 2nd June 2019:*
- South Bus Shelter – in need of attention:
TM previously advised that the back was in need of repair but couldn't be accessed because of debris behind. JVC had obtained an estimate of £1200 from Truro Portable Buildings for replacement. A block-built shelter had been suggested but there may be other alternatives. The area to the rear could be cleared at the time the shelter is replaced. NFA until the result of the Community Governance Review is known.
- (ii) *Other Matters:*
TM advised that the inside of Notice Board had been cleaned.

6. Public Rights of Way:

TM advised that this work had started and that he would be contacting Cllr Mrs J Thomas to clarify one or two matters.

7. Verge Maintenance:

No matters of concern.

8. Closed Churchyard:

TM advised that grass cutting had now been carried out.

9. Lower Churchyard:

TM advised that grass cutting had now been carried out.

10. Haverigg Cemetery:

Nothing to report.

11. Weed Treatment:

TM advised previously that, rather than sticking rigidly to spraying twice a year, it was his intention, as he would be in the village more often, to spray on an "as and when" basis whilst ensuring that all weeds within the specified area are kept at bay. He advised that work had now started

12. Any other Business:

(i) *Gap Between Playing Fields:*

JVC referred to the previous decision to investigate the possibility of fitting a wider gate to obviate the need to fill the gap. TM had advised that the price of a new gate of the right size was £64 but there may be an alternative – TM to use mesh from an old temporary fencing panel.

(ii) *Speed Monitoring Sign:*

As previously reported, TM would be willing to move this to different locations and charge it in his pavilion store. He was also willing to undergo training in working adjacent to the highway, something which it was felt he should have in any case. Any charge for carrying out this work would need to be evaluated once the amount of time involved was known.

(iii) JVC advised that the signs were now to hand and awaiting collection from the Lanner PC office. The necessary poles had been ordered from Cormac but not yet erected.

Tennis Court Key:

There had been occasions where users had failed to return the key to the Spar Shop and it had been suggested that they should have a spare. It was not considered necessary for anyone else other than TM to have a key as, if it were needed, it could be obtained from either the shop or TM. TM to arrange for a spare key for the shop ASAP.

(iv) *Overhanging Vegetation – Church Road:*

TM advised that he had cut back the overhanging vegetation from Mr Heaton's land.

(v) *Crellow Lane Bus Shelter:*

- TM asked if the PC would provide paint for him to repaint the shelter in the Autumn. Agreed.
- TM advised that one of the posts of the chain link fence was lying on the ground. TM to remove post and chain as it was not needed.

13. Date of next meeting:

Monday 9th September 2019 at 9am at Nutshell Cottage.

JV Calvert
Clerk
10th July 2019

AGENDA ITEM 16.1

REPORT: Meadowside Cemetery Opening Ceremony

Decision Required:

Members are requested to:-

1. approve the date and proposed format for the opening ceremony
2. agree and make further suggestions as to the invitee list (appendix 1)
3. approve the format of the invitations (appendix 2)

REPORT:

The cemetery is now complete, and we need to make the community and local relevant businesses know that we are open. I have spoken to Kingsley Tresidder a local undertaker, regarding the best day and time to attract undertakers and am informed that late afternoon would be considered good.

I therefore propose that we hold the event on Friday 9th August 2019 with the opening taking place at 5.00 pm followed by refreshments at the Cricket Club (subject to CC club approval – note I have not discussed this with anyone yet until I have received SPC member approval).

The thinking is a 5.00pm opening will give most people the opportunity to attend even if they are working and by using the CC there will be nearby shelter (if we are unlucky with the weather) and refreshments. I suggest we offer to fund tea/coffees and cake and CC can sell alcohol as normal. For some people it may be the first visit to the CC.

It would be great if we can get the cemetery direction sign installed before the event but if not we could use our A frame signs to direct people. *(Clerk's Note: I asked A Drake on 10th July if this would be possible)*

The appendices to this report include a list of people/organisations we should invite and a draft invitation for consideration.

Cllr Phil Blease 10th July 2019

Appendix 1

Invitation List

All members of Eight Saints Cluster of Churches via Fthr Simon Bone

The Eight Saints Cluster of Churches is an informal group of eight congregations; St Piran's, Carharrack; St Paul's, Chacewater; St John and St Petroc, Devoran; St Feock, Feock; St Wenappa, Gwennap; St Piran's, Perran-ar-Worthal; Holy Trinity, St Day; and St Stythians', Stithians.

Stithians Chapel via ?

All members of the staff at Stithians School & their families via **Headteacher**, Mr. Nick Illsley

General public, via website & facebook & poster on noticeboard.

Funeral directors:

Truro

Kingsley Tresidder

LJ Tregunna

WJ Beswetherick & Sons

Paul Bourton

Co-op

Dennis Barnicoat

JHD White & Courtney Johns

John Nicholls

Malcolm Carveth

Falmouth

Keith Penrose

T Cooke

WJ Angove

Penryn & Falmouth Funeral Direct

Redruth

Bernard Williams

F Roy Jeffery

Retallack Bros.

Tony Moyle

Camborne

Colin Mathews

David Hendy

Helston

Pendle FS

FE Strike

JC Williams

MJ Kaye

RE Tonkin

Roskilly & Gilbert

Stonemasons

Francis Memorials

Luke & Chapman

D Tresise & Sons

Dyer Memorials

Rogers & Son

R Pascoe & Sons

People/Businesses/Clubs that have worked on the project or contributed to it.

Rex & Mary Andrew

Tyrone

F Wearne & Son (Chris)

Gardening Club via Denis

WI via Yvonne

Appendix 2

Suggested wording for invitation letters



You are invited to the

Grand Opening
Meadowside Cemetery Stithians

STITHIANS PARISH COUNCIL IS OPENING A NEW MUNICIPAL CEMETERY IN STITHIANS WHICH WILL BE KNOWN AS "**MEADOWSIDE CEMETERY**".

THERE WILL BE AN OPENING CEREMONY ON

FRIDAY 9TH AUGUST AT 5.00PM

FOLLOWED BY A TOUR OF THE FACILITIES & LIGHT REFRESHMENTS AT STITHIANS CRICKET CLUB WHICH IS ADJACENT TO THE CEMETERY.

DIRECTIONS – FROM STITHIANS CHURCH TAKE THE ROAD OPPOSITE, YOU WILL PASS THE BOWLING CLUB ON YOUR RIGHT AND THE CRICKET CLUB ON YOUR LEFT. AS YOU REACH THE FIRST CORNER TURN LEFT AND THE ROAD WILL LEAD YOU UP TO THE CRICKET CLUB AND MEADOWSIDE CEMETERY

IF YOU ARE ATTENDING PLEASE RSVP BY EMAIL TO

STITHIANSPC@AOL.COM

AGENDA ITEMS 17.1 – 17.3

Footpaths, Highways & Environment Portfolio

Reports for Meeting on 16th July 2019

Summary of Decisions Required (Details in report):

1. To note and agree the content of the report on the refurbishment of the war memorial
2. To note and agree the content of the report on speed monitoring.

Report:

17.1 Portfolio Holders Report:

The Portfolio Holder has nothing for inclusion in a written report but will report verbally if necessary.

17.2 Refurbishment of War Memorial:

A response is still awaited from the PCC to the Chairman's request for consideration of a contribution towards funding. As Members are aware, the cost will be £2,500.

As instructed under Minute 16/06/19(2), I submitted an application for Listed Building Consent for the works. This was delivered by hand to Dolcoath Avenue on 4th July and at the time of writing this report, I had had no acknowledgement.

17.3 Speed Monitoring:

The Council's Mobile Speed Activation Sign (MSAS) is awaiting collection from the Lanner PC Office. I am assuming that the Chairman will collect it when he attends the MVRG meeting on 11th July. The necessary poles, however, although they have been ordered through Cormac, have not yet been erected.

JV Calvert,

Clerk

10th July 2019

AGENDA ITEMS 18.1 – 18.4

Playing Field Portfolio

Reports for Meeting on 16th July 2019

Summary of Decision Required (Details in report):

3. To note and agree the content of the report on Playing Field Management.
4. To note and agree the content of the report on the Zip Wire.
5. To note and agree the content of the report on the Pavilion.
6. To note the action taken by the Bowling Club in respect of the disposal of their grass cuttings.

Report:

18.1 Playing Field Management:

“Playing Field Progress” is now reported as part of the Environmental Management Contract but any relevant issues will be reported here as well if formal agreement is needed.

Members will have previously approved the notes of the EMC meeting earlier in the meeting and the financial implications thereof. There is no need to duplicate the matter here.

18.2 Zip Wire:

Workmen arrived to start erection of the zip wire on Tuesday 9th July. If all goes to plan, it should be installed by the date of your meeting. Tyrone martin is liaising with them on site.

18.3 Condition and Use of Pavilion:

As agreed under Minute 19/06/19(1), a meeting of the group set up to consider the future of the pavilion took place on 3rd July. It was attended by the Chairman, Vice-chair, Playing Field Portfolio Holder, Cllr Burley and the Clerk. Cllrs Iles and W Thomas were unable to attend.

Firstly, matters relating to the existing pavilion were discussed:

- Tyrone had fixed the leak identified at the site meeting.
- He had also been instructed to place the prop under the beam, again identified at the site meeting.
- The matter of taping the edges of the access into the roof space was discussed and Tyrone has been instructed to do this as a matter of urgency.
- Removal of rubbish – Tyrone’s quote for £310 is reported elsewhere.
- Bowling Club grass cuttings – at the time of the meeting, the final response from the Bowling Club had not been received, but see below.

Future of the Building:

All are agreed that it needs replacing and that it is not feasible to refurbish it.

Initial thoughts are to replace it on the site of the existing building with a modular building containing a changing room at each end with a smaller toilet area in the centre which could be used by the referee and also by the public using the playing field instead of having to cross Church Road.

This is considered preferable to constructing a new building as it could be achieved outside the rugby playing season. A new building would take considerably longer.

The doors of the new building would face the old playing field and two containers could be sited between it and the hedge for use as storage by the Rugby Club and Tyrone Martin.

The building would, however, need a 3 phase electricity supply.

It was agreed that the Clerk and Chairman would further investigate costings for the building, demolition and 3 phase supply when other commitments permitted, the main priority at present being organising the opening of the cemetery.

A further report will be presented to a future meeting.

18.4 Bowling Club:

Members discussed the matter of the disposal by the Bowling Club of their grass cuttings and also the removal of their "tiles" at the June meeting and I was instructed under Minute 19/06/19(2) to write to them accordingly. This I did and was initially informed that they would consider the matter at their next committee meeting in August.

Subsequently, however, I was informed on 2nd July that they had removed the tiles and had constructed a composting receptacle behind their wooden shed, thus eliminating the need for any tipping of grass cuttings outside their area.

I have thanked them for the prompt attention to the matter.

JV Calvert,

Clerk

10th July 2019

AGENDA ITEM 22

Clerk's Report for Meeting to be Held on 16th July 2019

Correspondence Received

SUMMARY OF DECISIONS REQUIRED (Details in Report):

- 1. To note receipt from Cormac of their Surface Dressing Programme for 2019/20.**
- 2. To note receipt from CALC of their June 2019 Newsletter.**
- 3. To note attendees at a training session on tackling littering, fly tipping and dog fouling on 23rd July 2019.**

REPORT:

Since the last meeting, the following correspondence has been received:

Date	Type	From	Subject	Action Taken/Required
20/06	E-mail	Cormac	Surface dressing Programme 2019/20	See Section 1 of Report
25/06	E-mail	CALC	June Newsletter	See Section 2 of Report
04/07	E-mail	Cornwall Council	Enforcement Training	See Section 3 of Report

1. I circulated this to Members for information on 20th June.
2. I circulated this to Members for information on 25th June.
3. I circulated this on 5th July asking Members if they wished to attend. It relates to training in the use of a "tool for tackling **littering, fly tipping and dog fouling**". **This new enforcement toll "enables City, Town and Parish Councils to take action and bring offenders to account". Those attending the training at Dolcoath Avenue at 2pm on Wednesday 23rd July will be the Clerk, Chairman, Cllr Mrs Kavanagh and Cllr Mrs Wood.**

JV Calvert,
Clerk
10th July 2019

AGENDA ITEM 22(A)

Clerk's Additional Report for July 2019

Correspondence Received between Report & Meeting

SUMMARY OF DECISIONS REQUIRED:

1. **To note receipt from Cornwall Council of British Telecom's proposals to remove phone boxes including those at Crelow Lane and Longdowns.**

REPORT:

The following correspondence has been received since the agenda for the meeting was circulated:

<i>Date</i>	<i>Type</i>	<i>From</i>	<i>Subject</i>	<i>Action Taken/Required</i>
12/07	<i>E-mail</i>	<i>Cornwall Council</i>	<i>Removal of Phone Boxes</i>	<i>See Note 1 below</i>

1. I circulated this to Members for information on 12th July. It is a consultation by British Telecom on proposals to remove 104 phone boxes from various locations throughout Cornwall. There are two in Stithians – Crelow Lane which has been used 6 times in the last 12 months and Longdowns which hasn't been used at all. I see little point in objecting but Members may have other ideas.....

JV Calvert

Clerk

16th July 2019

AGENDA ITEM 24

Authorisation of Payments – July 2019

Decisions Required:

1. To approve payment of the sums shown in the report totalling **£6,744.58** along with sums in any additional report which may be tabled at the meeting.
2. To approve payment of any additional expenditure agreed by resolution during the meeting.

Report:

1. The table below shows, as usual, invoices received since the last meeting as well as the usual monthly and other payments to be made. Figures in the last column relate to the explanatory notes below the table.
2. Invoices received between the date of the circulation of this report and the date of the meeting will be reported at the meeting as appropriate in a report tabled at the meeting.

<u>Type</u>	<u>Date Due</u>	<u>Payee</u>	<u>For</u>	<u>VAT</u>	<u>Total Amount</u>	<u>See Note</u>
Visa	18/06	Bookers	Toilet Consumables	5.99	35.95	1
Visa	20/06	Chris Bateman	Plants etc. for Garden of Remembrance	98.47	784.42	2
Visa	21/06	B & Q	Postcrete for Toddler Play Area Signs	2.82	16.92	3
Visa	02/07	Radmore Tucker	Strimmer for Tyrone Martin	41.42	248.50	4
E	03/07	Lanner PC	Mobile Speed Activation Sign		1866.95	5
E	15/07	Clerk	July Salary		1,362.54	6
E	16/07	Clerk	June Expenses (Appendix 1)		28.32	
E	16/07	HMRC	Clerk's Tax under PAYE - July		340.60	
E	16/07	M White	Toilet Cleaning - July		86.17	
E	16/07	M White	Litter Picking - July		140.50	
E	16/07	Tyrone Martin	Environmental Management Contract - July		1,415.04	7
E	16/07	Tyrone Martin	Reimbursement for Sleeve for Sky Saw	0.83	5.00	8
E	16/07	SWW	Water & Sewerage Charges - Toilet		184.02	9
E	16/07	SWW	Water Charges – Meadowside Cemetery		13.75	
E	16/07	Cllr P Blease	Reimbursement for Posters	6.09	36.54	10
E	16/07	EDF Energy	Electricity Supply - Toilets	3.91	82.11	11
E	16/07	Bowling Club	Footpath Electricity	3.13	65.72	
DD	01/08	SWW	Water Charges – Bowling Club & Pavilion		31.53	
TOTALS for July				£162.66	£6,744.58	

E	15/08	Clerk	August Salary		1,362.54	12,13
E	15/08	HMRC	Clerk's Tax under PAYE - August		340.60	12
E	15/08	M White	Toilet Cleaning - August		86.17	12
E	15/08	M White	Litter Picking – August		140.50	12
E	15/08	Tyrone Martin	Environmental Management Contract - July		1,415.04	12
DD	14/08	PWLB	Playing Field Loan 1		1,145.32	12
DD	04/09	PWLB	Stithians Centre Loan 4		783.37	12
TOTALS for August					£5,273.54	

Notes:

1. This was ordered by Tyrone Martin, with my approval.
2. Members agreed under Minute 10/03/19(4) to allocate a sum of up to £1,000 for this purpose. I therefore reimbursed Mr Bateman as soon as I received all the invoices.
3. This was ordered by Tyrone Martin, with my approval.
4. Tyrone Martin needed an extra strimmer and asked if he could purchase one with the Council's bank card in order to save the VAT. As it will be primarily used for the EMC, I agreed and he has reimbursed the Council to the tune of £208 which in fact gives the Council an extra 92p!

5. Members have already agreed to the purchase of this sign and I therefore saw no need to delay payment to Lanner who now need to pay for all three. Lanner will be paying and reclaiming the whole of the VAT. The payment has been made from the General Reserve.
6. This payment is the Clerk's gross salary (£1,703.14) less income tax due from the Clerk under PAYE for the month of July.
7. As Members are aware, the Environmental Management Contractor is paid in twelve equal monthly instalments for the various elements of the contract as follows:

Element of EMC	Annual Payment	Monthly Payment
Footpath Maintenance	2,300	191.67
Verge Maintenance	1,400	116.67
Playing Field Caretaker	7,400	616.67
PF Grass Cutting	2,300	191.67
PF Hedge Trimming	500	41.67
Closed Churchyard Maintenance	1,100	91.67
Lower Churchyard Maintenance	900	75.00
Haverigg Cemetery Maintenance	600	50.00
Meadowside Cemetery Maintenance	1,500	125.00
Crellow Fields AA Grass Cutting	550	45.83
Crellow Fields AA Hedge Trimming	350	29.17
Crellow Fields AA Caretaking	550	45.83
Weed Treatment	450	37.50
Cleaning Longdowns Bus Shelters	300	25.00
Totals	20,200	1683.35

It was, however, agreed under Minute 12/04/19(3), that the cost of purchasing a weed sprayer and strimmer would be deducted from these payments in four equal monthly instalments. The total cost of the two was £1,073.22 (excluding VAT) and I have agreed with Tyrone to deduct four equal instalments of £268.31. This payment therefore reflects that deduction. The VAT is, of course, recoverable. The final deduction will be in August.

8. This expenditure is mentioned in the report of the EMC meeting.
9. Invoices have been using estimated readings for some time. As part of the Environmental Management Contract, Tyrone now takes weekly readings and these can be checked against any estimated readings, which is why this invoice seems excessive – I corrected the estimated reading.
10. Members agreed under Minute 08/06/19(3) to purchase posters for the retiring collection for the Playing Field Appeal at Stithians Show. These were ordered by the Chairman and this is reimbursement therefor.
11. As Members are aware, the electricity (exclusive of VAT) is paid for by the tenant of the Wellness Hut.
12. As there is no meeting in August, there are several regular payments which need to be approved at this meeting. The electronic payments will be made on Thursday 15th August and the direct debits on the date shown.
13. This payment is the Clerk's gross salary (£1,703.14) less the Income Tax due from the Clerk under PAYE for the month of August.

JV Calvert,
Clerk & RFO
 9th July 2019

Appendix 1 may be seen upon application to the Clerk.

AGENDA ITEM 24(A)

Additional Authorisation of Payments – July 2019

Decision Required:

Members are requested to approve the additional payments shown in the table below in the sum of £83.00.

Report:

Since the Agenda was circulated, the following invoices have been received:

<i>Type</i>	<i>Date Due</i>	<i>Payee</i>	<i>For</i>	<i>VAT</i>	<i>Total Amount</i>	<i>See Note</i>
E	17/07	<i>Tyrone Martin</i>	Cut Back Vegetation in Church Road		<i>15.00</i>	<i>1</i>
E	17/07	<i>Tyrone Martin</i>	Installation of Toddler Signs		<i>25.00</i>	<i>2</i>
E	17/07	<i>Tyrone Martin</i>	Safety Work to Tree in Playing Field		<i>30.00</i>	<i>2</i>
E	17/07	<i>Tyrone Martin</i>	Repair Leak in Pavilion		<i>13.00</i>	<i>3</i>
Totals				<i>£</i>	£83.00	

Notes:

1. This was requested at the June EMC meeting. By approving the notes of the meeting, members approved the expenditure.
2. These invoices were reported to the July EMC Meeting and, by approving the notes of the meeting, Members have approved the expenditure.
3. This is one of the items agreed under Minute 19/06/19(3).

JV Calvert,

Clerk & RFO

16th July 2019
