



A-barth Onan Hag Oll! Representing One and All

## **REPORTS FOR FEBRUARY 2020 MEETING**

### **AGENDA ITEM 9.1**

#### SEG Report for 18-02-20

##### **Booklet**

Interest in the booklet is still growing. One of the CPIR group from Redruth has asked for the electronic copy.

The funding for printing 8,000 copies for the children of Penwith has been raised and the changes to the front cover have been made. Hope to go to print this week.

##### **Tree planting**

No further news from Woodland Trust regarding a delivery date for the next 420 trees other than they will arrive Feb/March.

##### **Funding**

SEG has applied for Community Chest Funding. Spoke to Cllr John Thomas. If we miss this round of funding then we would be entered in the next round. We could be eligible for other funding. He is going to speak to Charlotte Caldwell.

##### **SEG committee meeting 28th Jan**

Two new members Ashley Wood and Scott Moon have joined SEG with the possibility of another two who sent apologies this time. Ashley's knowledge of farming and Scott's knowledge of insulation and associated grants will be very useful

SEG has accepted an invitation to take part in Stithians Show's Next Generation Project again. This year we will focus on power storage. i.e. interactive model of pumped water storage to engage with children, South West Water promoting water saving devices, battery storage (Naked Solar will help). I have a meeting with Naked Solar 12<sup>th</sup> Feb to discuss.

We discussed what the next SEG action should be. If you remember at the last PC meeting I said we should promote forms of heating other than the burning of fossil fuels, so the proposal was to distribute flyers to the village.

However Government is looking at revising the RHI (Renewable Heat Incentive) in about 6 months and the up-front cost of installation might be taken into account. This is a big stumbling block for some people to take up this technology. Therefore SEG will put the flyers on hold until there is clarification on the new Government scheme.

### **SEG working with Parish Council**

SEG represented the SPC along with Cllr Claire Sylvester at the second CPIR (Camborne, Pool, Illogon, Redruth) Climate Action Group meeting held in Redruth Town Council Offices on 4th Feb. Scott Moon (new member of SEG) also came along to offer his knowledge of insulation and associated grants. His knowledge was well received and has led to him being asked to take part in the workshops on 22nd Feb. If you remember, off the back of SEG's sustainable homes event, Abode Heat offered to run Heat Clinics for local groups. These proposals were brought to the attention of CPIR.

There was also discussion about where groups were with their Neighbourhood Development Plans

#### **Progress with actions from the 23 point PC action plan that SEG has undertaken :-**

- Action C has been started :- The list of businesses is now complete and passed on to Cllr Phil Blease. I have drafted a letter to send to farmers and I'm waiting on Phil's feedback on this. As with the letter to businesses there is a list of 'things to consider'. Once Phil is happy with the letter I will ask Ashley what he thinks about the list of 'things to consider'. I also have contact with a farmer in Ladock who I'm sure would have a look at the proposed list of 'things to consider'. I have started on the list of farms and Cllr Joy Thomas will help with this so we are getting together on Mon17th Feb.
- Action G No news
- Action E (contact services coming into parish) I have started compiling a list of services
- Action J ( home retro fitting insulation etc.) Meeting with Scott 11th Feb regarding insulation and grants.
- Action U (contact local groups) I had a 2hr meeting with Cllr Darren Willcocks (Vice Chairman St Gluvias PC) He is setting up a climate group and was interested in what SEG had done. He is also working with Penryn and Falmouth groups. I guess similar to CPIR.

#### **Baseline Energy Report**

As much as it would have been nice to have had a Baseline Energy Report, I wonder if it's worth the time pursuing this. We know we have to get homes in the parish better insulated and heated by other than fossil fuels.

#### **Emergency Plan**

Should we move the Emergency Plan further up the PC's wish list? Lanner has one in place.

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### **AGENDA ITEM 9.3**

**This report may be seen upon application to the Clerk**

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### **AGENDA ITEMS 12.1 – 12.7**

## **Clerk's Reports for Meeting on 18<sup>th</sup> February 2020**

#### **Summary of Decisions Required:**

- 1. To note the Council's current financial position.**
- 2. To agree a suitable response to St Gluvias PC following consideration of the report.**
- 3. To note that the Playing Field Equipment Appeal currently stands at £3,827.43.**
- 4. To note that the Community Fund currently stands at £424.42.**
- 5. To note and agree the content of the report relating to the Glebe Committee.**

- 6. To note and agree the content of the report relating to the forthcoming VE 75<sup>th</sup> Anniversary celebrations.**
- 7. To consider the request from the Stithians Centre for assistance in providing free wi-fi for patrons of the Stithians Centre.**

**Report:**

12.1. Council's Current Financial Position:

Appendices 1, 2 and 3 to this Report show the Council's financial position as at 11<sup>th</sup> February 2020.

Members will observe some relatively small overspends upon which I can enlarge if any Member so requires. Most, however, are due to increased costs, which have been accommodated in the 2020/21 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. Community Governance Review:

As Members are aware, Cornwall Council is recommending no change as far as the boundaries of Stithians Parish are concerned. The process is, however, now entering its third and final stage whereby these proposals are being consulted upon. There is, therefore, scope for further proposals to be submitted and all indications are that St Gluvias have not given up in their quest to acquire Kennall Vale.

Members will recall that it was agreed under Minute 24/01/20(6) that the Chairman, Vice-Chair and myself would meet representatives of St Gluvias Parish Council, at their request, to discuss possible improvements to the access to Kennall Woods. We met the Clerk and Cllrs Darren Willcocks and Chris Daly on 11<sup>th</sup> February and, whilst the matter of access, both from Ponsanooth and Stithians, was discussed, it soon became apparent that the main reason for their requesting a meeting was to table a revised boundary change whereby they would still acquire the Woods, but not as much as had previously been requested.

Appendix 1 to this report shows the area previously requested and the revised area (shown by the red line), which leaves Little Plymouth and Kennall Farm in Stithians.

The Chairman informed the meeting that he thought that Members would still not find favour with the revised proposal but agreed that, if the status quo remained, SPC would work closely with St Gluvias PC, the Cornwall Wild Life Trust, the Friends of Kennall Vale and relevant land owners with a view to improving access to Kennall Woods.

Members are requested to consider the revised proposal from St Gluvias PC and to make a suitable response.

12.3. Playing Field Equipment Appeal:

The Fund currently stands at £3,827.43, unchanged from last month.

12.4. 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. It is likely to be used in connection with events to celebrate the 75<sup>th</sup> Anniversary of VE Day in May 2020.

12.5. Glebe Committee:

Members agreed, under Minute 09/01/20, not to pursue the matter of the purchase of either the new playing field or that part of it lying within the Bowling Green because of the cost involved and to seek a further lease from the Glebe for the new playing field commencing in 2027 for a period of 30 years.

I relayed this decision to Michael Greet on 27<sup>th</sup> January and he has informed that, subject to contract, the Glebe Committee would be willing to offer a new lease on these terms. I have sought clarification of the likely rent. Obviously, any figure quoted would be at today's prices

and he has previously quoted a figure of £750. If I receive a response by the date of your meeting, I shall report verbally.

#### 12.6. 75<sup>th</sup> Anniversary of VE Day:

Members agreed, under Minute 10/01/20, that the PC should take the lead, through Cllrs Mrs Sylvester and W Thomas, in organising VE Day 75<sup>th</sup> Celebrations on Sunday 10<sup>th</sup> May with the help of Jane Le Page and the RBL. Others are also assisting.

It was also agreed to purchase a wreath for laying by the Chairman at the war memorial on Friday 8<sup>th</sup> May and I am informed that this has been ordered.

The inaugural meeting took place on 6<sup>th</sup> February, although Cllr W Thomas was unable to attend. Cllr Bunclark, however, was there as Treasurer of the RBL.

Various ideas were "floated" and I trust Cllr Mrs Sylvester will provide a separate report for the meeting.

#### 12.7. Wi-Fi/Broadband for the Stithians Centre:

At present, the Stithians Centre "piggy backs" off the Pre-school. They have concerns, however, regarding possible access to their system and have asked them to stop using it so they are looking at the most economical way of providing free Wi-fi for their users.

They have established that they can purchase a business connection for between £25 and £40 per month – but the main ISPs do not seem to be offering any discounts for charities or civic purpose organisations.

Research has shown that several Councils help charities & village halls to provide it.

In rural areas of Devon, Airband has a special deal which they set up as a part of a collaborative grant with Devon County Council that enables them to offer it free for Village Halls. Likewise, in Norfolk and Suffolk, the local councils have joined with ISPs to offer hotspot access points free to churches, libraries and village halls. Cumbria also do it.

They have asked Cornwall Council if they had a similar scheme, perhaps with "superfastcornwall", or have plans to do so but have met with deafening silence.

They are now asking if this is something they might work with the Parish Council to achieve.

I shall be pleased to receive Members' further instructions on the matter.

**JV Calvert,  
Clerk and RFO  
12<sup>th</sup> February 2020**

**The Appendices to Items 12.1 & 12.2 may be seen upon application to the Clerk**

### **E-MAIL REFERRED TO:**

E-MAIL REFERRED TO. Received by the Chairman on 12<sup>th</sup> February 2020

Hi Phil

My apologies, I meant to get in touch sooner following my meeting with St Gluvias PC last week and I've just heard from Chris Daly that they met you yesterday – I hadn't realised they were meeting you so soon.

I'm sure they'll have said that they met the Wildlife Trust and me last week to talk about the boundary issue and that we agreed to support their proposal to shift the parish boundary to include all the reserve. I didn't go into the meeting expecting to do that, but they made a convincing case and were strongly supported by the Wildlife Trust which was what swayed me at the end of the day. The entrance is already in St Gluvias (the boundary is about 100 yards up the track) and the CWT and SGPC feel that they would be in a much stronger position to deal with the traffic issues they get if the whole reserve was in the parish.

They'd really like to raise the funds to create a car park at their end – on-road parking is a bit of a nightmare for them which I do understand. Having the entrance but not the rest of the reserve is a bit of an anomaly and a barrier to getting financial help.

I said that I'd support this on the understanding that the western boundary of the reserve (i.e. where it adjoins the Arthurs' property and also the showground on the NW) becomes the new parish boundary so that Stithians PC then has an interest in helping to create a way in from that end either down the track opposite Little Plymouth which you and I discussed or across the showground on the route that I know James Biscoe and others have discussed in the past (not popular with some at the Stithians end, I know).

Either of those options involves what may be a difficult argument with the Arthurs, but CWT and SGPC would support the case for making a circular route which might ease the problems at the lower end. Of course that might bring parking challenges at the Stithians end as well....

Happy to talk whenever you like

Best wishes

Ross

Ross Williams

Director

For Krowji Ltd

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## **AGENDA ITEM 12.6**

### **Cllr Mrs Sylvester's Report for Meeting to be held on 18th February 2020**

VE Day Celebration Friday 8<sup>th</sup> May – 10<sup>th</sup> May 2020

#### **Decision Required:**

To note and accept the content of the report.

#### **Report:**

A meeting was held on Wednesday 5<sup>th</sup> February to discuss how best to celebrate the 75<sup>th</sup> Anniversary since VE Day. Cllr Adam Bunclark and Cllr Claire Sylvester attended along with John Colgate Ann and Roger Nicholls, and Jane Lepage.

Ann and Roger discussed that they would like to start the celebrations on Friday the 8<sup>th</sup> May with a small service around the War Memorial. I mentioned that we hoped the War memorial might be refurbished by then, to which they suggested re-dedicating the refurbished memorial at the same time. Followed by Tea and cake in the Village Hall.

On Sunday the 10<sup>th</sup> May it was discussed that a family orientated fun day, much like the previous 'Thank You' event should be organised with food and music etc.

Roger Nicholls suggested the event kick off at 1pm with a small parade from the Surgery up to the playing field and a small Drum Headed Service held in the playing field to mark the event.

Jane Lepage said she would organise a BBQ, and ask around to see if she could get some scones made for cream teas and strawberries.

John Colgate kindly offered two 45 minute sets of music for free in the form of a Saxophone soloist called Saxotonic and a quartet group called Fourthought. He suggested that this music is more fitting

as background music. John also mentioned his son is in a band called the Roustabouts, who would play at our event for a discounted rate of £250.

I have my concerns about organising out door events because of the weather, so I spoke with a local company called Absolute Canvas and asked if they would be kind enough to help with some shelter. They kindly donated the hire of a 15m x 6m marquee. Their sister company SouthWest Electrical Hire also offered us a generator in order to power the event, providing we cover any costs of fuel used. They did stipulate that they would like there company names to be used in any advertising, which I thought was more than fair.

The group agreed that whilst we do not need to raise money at this event, there is still a potential to make money. Ann would like some money to go to the poppy appeal, and both Adam and myself would like some money to go towards the playing field equipment fund. It was suggested that we should perhaps look for donations for a raffle to raise some money.

Going forward the aim is to look for more forms of entertainments, especially for the children of the village and we plan to meet again to discuss our individual progress on the 27<sup>th</sup> February.

**Cllr Mrs C Sylvester,**

**17/02/2020**

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### **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.**

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### **AGENDA ITEM 13.3(a)**

**Application Ref:** PA19/11214

**Proposal:** Extension to provide annexe for dependent relative, conservatory, utility room and extension to lounge

**Location:** Little Menerdue, Rame Common Cross, Penryn

**Applicant:** Ms D Hill

**Decision Required:**

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

**Date of Site Inspection:**

15.2.20

**Councillors who undertook the site inspection:**

Cllrs J Thomas and V Kavanagh

**REPORT:**

**Background**

We visited the site and met the applicants. This is a small cottage with different levels inside and a small conservatory on the front. The applicants propose extending the conservatory to make a reasonable sized lounge area.

The second and main part of the application is to remove the garage at the side and extend out at the back to make a self-contained living area for the applicants' brother who suffers from Parkinsons and needs carers. The inside of the cottage is totally unsuitable as the living area is broken up into 3 levels each accessed by 2 steep steps.

There was some concern expressed by Councillors about wheelchair access to this addition. The external access is at the side and the pathway to it will be levelled. Internally the applicants have looked at several designs and have chosen the one that gives the best flow whilst having all the necessary facilities. The plans show 2 bedrooms one of which is designated for the carer but as this is the largest and the easiest access this will be the main bedroom and the other will obviously be assigned to the carer(s)

**Matters of Concern:**

None

**Cllr Mrs V Kavanagh**

**Cllr Mrs J Thomas**

**15<sup>th</sup> February 2020**

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**AGENDA ITEM 13.3(b)**

**Application Ref:** PA20/00648

**Proposal:** Erection of agricultural workers dwelling (decision 2/24/88/01108/0) with removal of conditions 5 and 6

W2/88/01108/O Erection of agricultural workers dwelling

**Location:** Higher Trebarveth Farm Ponsanoth Truro Grid Ref 173947 / 36783

**Applicant:** Mr Ian Kendall

**Decision Required:**

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

**Date of Site Inspection:**

15/2/20

**Councillors who undertook the site inspection:**

Cllrs J Thomas and V Kavanagh

## **REPORT:**

### **Background:**

The first request is the removal of Condition 5 which states that the approval is solely for the occupancy of C Burley who died tragically in 1991 when the property was sold as part of his estate. The condition is now irrelevant but causes problems with potential purchasers.

The second request is the removal of Condition 6 which is the standard agricultural workers condition.

The present owner has been farming the land for the past 22 years but with 20 acres of grade 4 grazing land and will only support a limited number of cattle. The present owner has now retired and has health issues and does not have the extra income needed to support the farm. He has been trying to sell for the past 5 years through local agents at a price that takes into account the agricultural condition. The 2 offers have not come to fruition mainly because the prospective owners have found it impossible to raise the finance (difficult to get mortgage with agricultural condition).

The applicant is not asking for the 106 which ensures the land is tied to the property to be removed.

### **Matters of Concern:**

None

**Cllr Mrs V Kavanagh**

**Cllr Mrs J Thomas**

**15/2/20**

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## **AGENDA ITEM 13.3(c)**

**Application Ref:** PA19/11250

**Proposal:** Single storey extension to existing dwelling to create toilet/utility area

**Location:** Iona, Crelow Hill, Stithians TR3 7AQ

**Applicant:** Mr James Bell

### **Decision Required:**

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

### **Date of Site Inspection:**

15/2/20

**Councillors who undertook the site inspection:**

Cllrs J Thomas and V Kavanagh

**REPORT:**

**Background:**

The property is a 3 bed bungalow on Crelow Hill. The proposed extension is a substantial porch added to the front of the property which will contain a utility room and second toilet. The applicant is in the process of altering the internal configuration of the present bungalow to make a better internal flow and the house more appropriate for family living.

The new porch is set back from the existing front door which will become a window for a larger 3<sup>rd</sup> bedroom and therefore there is ample room in front of this for parking for two large cars.

**Matters of Concern:**

None

**Cllr Mrs V Kavanagh**

**Cllr Mrs J Thomas**

**15<sup>th</sup> February 2020**

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**AGENDA ITEM 13.3(d)**

**Application Ref:** PA19/06325

**Proposal:** Non material amendment for addition of side entrance doors to both dwellings in respect of PA18/08487 - erection of 2 dwellings with total 4 car parking spaces

**Location:** Land NW Of Meadow Court 2 Meadow Court Hendra Stithians TR3 7AX

**Applicant:** Mr Simon Bray

**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:**

The dwellings in the above application came before the PC and after some amendments were supported. This was subsequently approved by CC and work has started.

This new application is to add side entrances to both dwellings with doors like those shown in the photo attached to the application form. The internal configuration of the ground floor, whilst still on the same footprint, has been altered slightly so the side doors will give external access to the utility room. The garage access will remain the same but will now access the kitchen/diner.

## **Matters of Concern:**

None

**Cllr V Kavanagh**

12/2/20

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## **AGENDA ITEM 14**

### **Clerk's Report for Meeting to be held on 18<sup>th</sup> February 2020**

#### **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 10<sup>th</sup> February 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](http://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/sex-establishments-current-licence-applications/](http://www.cornwall.gov.uk/advice-and-benefits/licences-and-street-trading/sex-shops-licence/sex-establishments-current-licence-applications/), on 12<sup>th</sup> February where the application dated 8<sup>th</sup> January 2020 in respect of The New Cherry in Newquay was still listed. There were no other applications and certainly none affecting Stithians, the list having last been updated on 8<sup>th</sup> January 2020, as reported to the January meeting.

**JV Calvert, Clerk**

**12<sup>th</sup> February 2020**

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## **AGENDA ITEM 15.1**

### **Clerk's Report for Meeting to be held on 18<sup>th</sup> February 2020**

#### **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 10<sup>th</sup> February 2020 and the actions contained therein with particular reference to any financial implications.**
- 2. To decide upon a course of action as regards the provision of seats in Crelow Fields Amenity Area.**

##### **15.1 Progress Meeting – 10<sup>th</sup> February:**

Notes of the progress meeting held on 10<sup>th</sup> February are attached as Appendix 1 to this report. Please note that by agreeing the content of the notes of the meeting, Members are agreeing to the financial implications appertaining to them, even if they are not quantified, so if Members do not agree with any of the content, now is the time to raise the matter.

There are, however, two matters in the notes which need Members' further consideration:

- 1. Storage for Tyrone – This is included under Agenda Item 18.2.**
- 2. Seats in Crelow Fields Amenity Area – It was suggested that possibly two seats should be provided, preferably granite for longevity. Something similar to that provided by the WI in the cemetery was suggested. I wonder if the Institute Trustees might fund them, particularly if they were acknowledged with a plaque saying that they had provided them. I therefore seek Members' instructions on the matter.**

JV Calvert

Clerk

12<sup>th</sup> February 2020

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## **Appendix 1 to AGENDA ITEM 15.1**

### **NOTES OF ENVIRONMENTAL MANAGEMENT CONTRACT PROGRESS MEETING HELD ON MONDAY 10<sup>th</sup> FEBRUARY 2020**

#### **Present:**

- (VK)** Councillor Mrs V Kavanagh – Playing Field Portfolio Holder
- (JT)** Councillor Mrs J Thomas – Environment Portfolio Holder
- (TM)** Tyrone Martin – EMC Contractor
- (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, 13<sup>th</sup> January 2020) 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 3<sup>rd</sup> November 2019:*
- Roundabout:  
TM monitoring bearings. Repair of safety mats not urgent as there is no requirement for them to be there.
  - Sky Saw:  
Now replaced by Climbing Frame.
  - Climbing Wall:  
Graffiti is on back of wall – Leave it.
  - Litter Bins:  
TM's quotation of £254.95 for five oil drum bins was accepted at the October PC meeting. Agreed at January PC Meeting that TM should purchase, paint and erect them, after which the scouts etc. could be invited to paint them using their own materials under the supervision of appropriate Leaders. TM to do ASAP.
  - Sputnik:  
Shaft is worn but not to such an extent that it is causing a problem. TM monitoring.
- (ii) *Matters raised on Check List dated 12<sup>th</sup> January 2020:*
- Chain Link Fence adjacent to Ennis & Carbis:  
TM had removed the projections which could cause harm but some damage still being caused. TM to monitor to ensure safety.
- There were no matters arising from the current Check List*
- (iii) *Zip Wire:*  
Mr Zip Wire had visited on 10<sup>th</sup> January and had carried out all the agreed remedial works.
- (iv) *Annual Inspection – 5<sup>th</sup> April 2019:*  
Nothing of immediate concern.  
TM monitoring the nuts on the underside of the seats on the large swings which will need replacing before the next inspection. Chains also showing signs of wear and most cost-effective solution may be to purchase complete seat units. TM to investigate at the time.  
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 commitments permit.
- (v) *Other Matters:*
- TM previously suggested a picnic table with a facility for a wheelchair and has given JVC a brochure.
  - TM contacts Leighton Moyle re recurrence of moles as and when necessary.
  - TM to check whether he has sufficient paint for any more applications to the roof of the Youth Shelter.
  - TM to place new safety surfacing at the entrance to the Youth Shelter
- (vi) *Pavilion:*

- A further report on the future of the pavilion will be presented to the February PC meeting.
- TM to monitor rather than place prop under beam as agreed at site meeting.
- TM needs more storage ASAP as the pavilion seating area is neither suitable nor secure enough without incurring expense. It was always intended to provide a storage container when the new pavilion is developed but it is now becoming more urgent. It was agreed that JVC would bring the matter to the attention of the PC at the February meeting with a view to obtaining a 20ft x 10ft container to be placed on the site previously occupied by the basketball area.

## 2. Crelow Fields Amenity Area:

- (i) *Matters Raised on Check List dated 9<sup>th</sup> February 2020:*

None.

It was suggested that a couple of seats should be provided, preferably granite as it was felt others might get damaged. JVC Agreed to raise the matter with the PC.

## 3. Toilet:

- (i) *Matters Raised on Check List dated 9<sup>th</sup> February 2020:*

None.

- (ii) *Other Matters:*

- Standard of cleanliness still OK.
- TM advised that, although he had given M White the mesh to place in the gutter to prevent leaves from lying in it, he still hadn't done it.
- JVC previously advised that Kerry Goddard had reported a blocked gulley. TM had tried rodding it but it is blocked by a tree root. It will be necessary to dig up a short length of pipe between the gulley and the manhole and will necessitate the hire of a breaker. TM was unable to quote accurately for his time so will invoice when completed. He will hire the breaker and purchase the necessary materials using the Council's debit card. Work currently in progress

## 4. Meadowside Cemetery:

- (i) *Matters Raised on Check List dated 9<sup>th</sup> February 2020:*

None.

- (ii) *Other Matters:*

JT previously advised that the replacement trees (Windbreak) had been agreed with the Gardening Club but they were yet to be planted.

## 5. Longdowns:

- (i) *Matters Raised on Check List dated 9<sup>th</sup> February 2020:*

- South Bus Shelter – in need of attention:

The offer from Truro Portable Buildings to replace both shelters free of charge as long as they can advertise on them had been accepted at the September PC Meeting. JVC previously advised that TPB hoped to install by the end of January. They are still awaited.

- (ii) *Other Matters:*

None at present.

## 6. Public Rights of Way:

- The lack of certain signposts was mentioned previously along with the fact that several missing ones of which CC were aware had not been replaced despite

being reported several months ago. Agreed that TM would, when he starts his maintenance, prepare a list of missing signs for JVC to discuss with CC.

- TM to place mesh on stile at Tregolls ASAP.

**7. Verge Maintenance:**

TM to stake the tree near the bus shelter in Crelow Lane..

**8. Closed Churchyard:**

Nothing to report.

**9. Lower Churchyard:**

Nothing to report.

**10. Haverigg Cemetery:**

PCC Have now agreed to deal with the matter of problems with trees. No damage as a result of Storm Ciara.

**11. Weed Treatment:**

Nothing to report.

**12. Any other Business:**

- (i) *Gap Between Playing Fields:*

NFA at present

- (ii) *Speed Monitoring Sign:*

TM is moving sign every two weeks. It has been demonstrated that the batteries will not last for three weeks.

He confirmed that £50 per month was sufficient to cover his costs associated with the

- (iii) MSAS. JVC advised that payments would start in April

*Tennis Court Key:*

JVC advised that there had been problems with access as the lock had been changed and the key from the shop didn't fit. TM to investigate as he had not changed the lock.

- (iv) *Crelow Lane Bus Shelter:*

It had been agreed previously that the PC would provide paint for TM to repaint the shelter. To be done soon.

- (v) *Playing Field Car Park:*

Potholes currently bad, making parts of it unusable. JVC advised that an alternative type of surface had been discussed at the January PC meeting and was to be discussed again at the February Meeting.

**13. Date of next meeting:**

**Tuesday** 10<sup>th</sup> March 2020 at 9am at Nutshell Cottage.

JV Calvert  
Clerk  
10<sup>th</sup> February 2020

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**AGENDA ITEMS 17.1 – 17.6**

**Footpaths, Highways & Environment Portfolio**

# Reports for Meeting on 18<sup>th</sup> February 2020

## **Summary of Decisions Required (Details in report):**

1. To note and agree the content of the notes of the meeting with the Cormac Area Manager held on 12<sup>th</sup> February 2020.
2. To note the information provided on the refurbishment of the War Memorial.
3. To note the information provided on the possible provision of a central refuge at Longdowns.
4. To note the information provided on Speed Monitoring.
5. To note and agree the content of the report on the replacement bus shelters at Longdowns.

## Report:

### 17.1 Portfolio Holder's Report:

The Portfolio Holder will report separately as necessary.

### 17.2 Meeting with Cormac Area Manager, 12<sup>th</sup> February 2010:

The notes of this meeting are attached as Appendix 1 to this report.

### 17.3 Refurbishment of War Memorial:

Application has been made to the Heritage Lottery Fund but the outcome is not yet known.

### 17.4 Longdowns Central Refuge:

As Members are aware, Councillor John Thomas updated the Council on this matter at the January meeting.

I hope he will be able to attend this meeting to give a further update and this and the speed camera at Longdowns.

### 17.5 Speed Monitoring:

As far as I am aware, all is satisfactory, and Tyrone is moving the MSAS on a regular basis.

The camera is currently with the Chairman awaiting adjustments to the software.

### 17.6 Longdowns Bus Shelters:

I informed the January meeting that Truro Portable Buildings hoped to erect the bus shelters that month. As Members will no doubt appreciate, they are fitting the work in with other (profitable!) commitments and it would appear that they have yet to find a quiet period. I asked on 12<sup>th</sup> February for an update.

JV Calvert,

Clerk

13<sup>th</sup> February 2020

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## Appendix 1 to AGENDA ITEM 17.2

### **NOTES OF MEETING WITH THE CORMAC AREA MANAGER, 09.00hrs 12<sup>th</sup> FEBRUARY 2020**

#### **Present:**

Adrian Drake (AD), Highways & Environment Manager, Cormac Ltd.

John Calvert (JVC), Clerk, SPC

Cllr Joy Thomas (JT), Portfolio Holder for Environment, SPC

*Colours indicate action required by that person.*

#### **Apologies:**

Cllr Phil Blease (PB), Chairman, SPC

JVC gave apologies for the Chairman's absence, which was due to a hospital appointment and presented an e-mail from him raising various matters for discussion as follows:

1. **Stithians Sign at Penmennor:** A lot of the black had come off. AD advised that, as long as it was legible, he was not able to replace it and suggested that the PC might like to consider a "Welcome to Stithians" sign at their own expense. It may be possible for the PC to obtain the necessary plastic to replace the black.
2. **Stithians Sign near Bowling Club:** This sign has disappeared. AD agreed to replace it.
3. **Direction Sign at Gribbas Corner:** This sign is damaged. AD agreed to replace it.
4. **Pelean Cross to Stithians:** Work has recently been carried out to clear drains, for which thanks was expressed, but they very quickly silt up again. The frequency of this work was questioned and AD advised that Cormac were in the process of introducing area-based gangs, who would become familiar with the area and its problems to carry out cyclic maintenance such as this. This would be twice a year and it was the intention to advise the PC prior to the visit so that any matters of particular concern could be addressed. JT advised of constant flooding at Pelean Cross, which AD noted.
5. **Removal of Weeds etc:** A team had visited the village recently and removed growth in gutters and the backs of footpaths. Again, thanks was expressed. They could not access some places because of parked vehicles and PB had suggested that, in future, with prior notice, the PC could appeal through Facebook etc. for vehicles to be moved. AD was unaware of the activity and didn't know why it was being done as treatment of weeds in Stithians is done by the PC. He advised that Cornwall Council had banned the use of glycosides on areas in their control and requested details of what was being used by the PC. JVC agreed to provide details.
6. **Road Planings:** PB wondered if road planings could be provided for use in the playing field car park when resurfacing was taking place in the area. AD advised that most of their road planings were recycled and the remainder, which was carcinogenic, was unusable and therefore disposed of as waste. He did agree, if it were cost-effective, that planings could be dumped in the car park for spreading by the PC.

7. **Tree Planting in Verges:** AD advised that he would have no objection to the planting of trees at the back of certain verges such as that near the bus shelter at Foundry. It would be necessary, however, to obtain a licence from Cornwall Council to do so, which would require details of the planting for each proposed area and a condition would be that information as to services in the area would have to be obtained.
8. **Longdowns Central Refuge:** AD advised that, although he was aware that this matter was on the list of schemes for consideration by the Community Network Panel, he was unable to give any further details on progress. He did say, however, that because of the likely cost, it may be difficult to justify it and suggested match funding or section 106 monies.  
JVC agreed to forward a copy of the afore-mentioned e-mail to AD.
9. **Other Matters:**
  - *Yellow Lining:* JVC commented that schemes in Stithians were currently advertised. AD advised that, depending upon objections and weather, it was hoped that the lines would appear sometime in April.
  - *White Lining:* JVC asked if there were any proposals to carry out white lining in the area. AD advised that the Area Steward, Brian Carter, has a "hit list" and work was done as funds become available. JT alluded to the lack of white lines at the junction of the road to the dam. AD said that sometimes, it was better, in the interests of road safety, not to have white lines in certain instances. The possibility of acquiring land to improve matters was discussed but AD thought that it might make matters worse by increasing vehicle speeds. JVC asked about a sign warning of the likelihood of vehicles approaching on the wrong side of the road but AD was unable to help, stating that on roads like that, drivers should "expect the unexpected" and drive accordingly.
  - *Potholes:* JT advised that she would be reporting some potholes via the CC website.
  - *Footpaths/Bridleways:* JT advised that there were several issues that had been outstanding for some time despite reminders. AD advised her keep on reporting them, as the more they were reported, the more likely that were to receive attention. He was unable to assist on PRoW matters.
  - *Road from Penhalvean to Menherion:* JT was concerned at traffic erosion of the edge of the carriageway in some areas. AD agreed to arrange an inspection and advised JT to report them via the website. She also advised of stones projecting from hedges in some places. AD advised that this was the responsibility of the landowner.
10. **Meeting ended:** 10.00.
11. **Next Meeting:** TBA.

**JV Calvert**  
**Clerk**  
**Stithians Parish Council**

**13<sup>th</sup> February 2020**

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## **AGENDA ITEMS 18.1 – 18.6**

### **Playing Field Portfolio**

# Reports for Meeting on 18<sup>th</sup> February 2020

## **Summary of Decision Required (Details in report):**

6. To note and agree the content of the report on Playing Field Management.
7. To note and agree the content of the report on the Pavilion and to decide upon a course of action in respect of storage for the EMC Contractor.
8. To note and agree the content of the report on the erection of a climbing frame to replace the Sky Saw.
9. To decide upon a suitable course of action in respect of Outdoor Gym Equipment.
10. To decide upon a suitable course of action in respect of the resurfacing of the playing field car park.

## 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.

There are no matters arising from that meeting which need specific consideration here.

### 18.2 Pavilion:

**It was agreed under Minute 23/01/20 that Cllr Iles would report to this meeting with possibilities for the use of portable buildings/storage containers and that the Chairman would contact the Rugby Club for their views on a replacement pavilion and Roger Hocking to ascertain what ideas he might have for a replacement pavilion.**

**The Chairman has informed me that he purposely has not contacted either the Rugby Club or Roger Hocking as he thought it better to wait until after Cllr Iles’ report had been considered.**

Cllr Iles has prepared a document for discussion at the meeting, which is attached as Appendix 1 to this report. Appendix 2 shows dimensions of shower cubicles, which, for some reason, did not translate into his pdf document. He makes the following comments:

*I have attached a document which gives some ideas on layouts for the showers and containers for changing rooms for discussion.*

*I believe if we keep the building for the showers as a block building and simple we can add containers for changing rooms and a store. But even if we cant afford the containers we could at least start the initial work on the shower rooms which would at least give the village a good facility to start off with, and the playing fields showers and a disabled toilet.*

*I believe the shower room sizes would allow is to place some benches in there to use this as a starting point.*

*A thought would be to see if we could ask our new Councillor Stuart Watt to tidy up my brief sketch on to his fancy CAD program.*

There is, however, a more pressing need for storage for Tyrone. He did point out at the EMC meeting on 10<sup>th</sup> February that he needs more storage ASAP as the pavilion seating area is neither suitable nor secure enough without incurring expense. It was always intended to provide a storage container for him when the new pavilion is developed but it is now becoming more urgent and I ask Members to consider, as a matter of urgency, the matter of obtaining a 20ft x 10ft container to be placed on the site previously occupied by the basketball area.

### 18.3 Installation of Climbing Frame:

Members agreed at the November meeting to install the climbing frame favoured by the schoolchildren. It is now installed and proving very popular.

Members are already aware that the Institute Trustees have agreed to fund the whole expenditure of £6,695 + VAT. The invoice is presented for payment in Agenda Item 24.

### 18.4 Outdoor Fitness:

Members will recall that, at the January meeting, Jon Goddard commented on proposals from Fresh Air Fitness for outdoor gym equipment in the playing field, saying that he thought other equipment from the same company might be more suitable. It was agreed that he would investigate and make suggestions for this meeting.

The proposals presented to the January meeting are attached as Appendix 1 to this report, which could be installed for £9,000 plus VAT.

Jon has come back to me as follows:

*The two pieces of equipment that seem the most useful are the **Combination Pull Down and Chest Press** and The **Elliptical Cross Trainer**. The Rider, although it seems like a useful piece of equipment I feel that you may be doubling up on the same muscle group as the pulling action is very similar to that of the Pull Down action on the combination equipment. I also feel that the Chin bar would be of use to some people but only those who are relatively light and strong, and it also uses similar muscle groups as the pull down. I would love to be able to tell you that there's plenty more that are worth getting but I don't think there is. If you want to look at other options there's a link I sent to Phil that has totally different equipment that in my opinion are even better and would get used a lot more by a wider variety of people, but I understand you have to think about your budget.*

The Combination he mentions is included in Appendix 1 and the Elliptical Cross Trainer and Chin Up Bars are shown in Appendix 2 to this report.

I mentioned the link he refers to at the January meeting and it is for equipment that is way beyond the present resources of the PC.

As Members are aware, the Trustees of the Institute have indicated that they would look favourably upon providing finance for its installation, subject to them receiving details of the proposal and they

already have a copy of Appendix 1. In view of the decision taken at the January meeting, however, I informed them that there may well be a change in the equipment.

I am, however, at something of a loss to know what to recommend to Members in view of Jon's comments. I do feel that he is possibly taking the matter rather too "seriously" and is thinking of serious use rather than recreational, which is what I think the PC is aiming at. I'm inclined to think, taking account of his comments about the two pieces that he does think are suitable and in view of the relatively low cost, that we ought to install the Combination, Elliptical Cross Trainer, Rider (does it matter if we "double up?") along with the Chin Bar, which he says would be of use to some, and whatever other equipment Fresh Air Fitness can include from Appendix 1 without exceeding £10k. But, obviously, the decision rests with Members

#### 18.5 Resurfacing of Car Park:

It was agreed by consensus at the January meeting that Cllr Iles would investigate other alternatives and present a report to this meeting.

He has reported as follows:

*I am sorry to say I have not much to report on the resurfacing of the car park quotes.*

*I had sent some emails out to some grid parking companies but have had no replies so I will chase them up.*

*I spoke to a few of my colleagues in the trade and they all have suggested if we want to surface the car park in a budget but hard wearing way it may be better to install a good kerb edge around the area scrape back and install a 250 -300mm of compacted 803. This is essentially the type of base that would be installed on a main highway before tarmac is to be applied, then it's a basic maintenance task of filling in pits if they appear.*

*The other option which was a bit more expensive was to do the same as above but use the plastic grid type surface just on the parking bays which get the least wear. This would give the car park a better-looking feel but again not be as expensive as doing the whole thing.*

*I will endeavour to chase up some more ideas, but it seems with the area it is not going to be cheap whatever we do.*

Members will recall that, at the time of the construction of Meadowside Cemetery, we received a quotation from DA Giles, the contractor who surfaced the car park there, in the sum of about £17k. I have asked for an updated quotation which may or may not be available for your meeting.

I shall be pleased to receive Members' further instructions on this matter after due consideration of the report.

#### 18.6 Tennis Court:

It was agreed by consensus at the January meeting to defer this matter to a future meeting.

I know the Chairman has done a certain amount of research into the possibility of creating a multi-use games area (MUGA) but he is not in a position to report fully to this meeting and will report verbally upon progress and invite discussion.

To aid that discussion, four pictures are included in Appendix 1 to this report.

JV Calvert,

Clerk

13<sup>th</sup> February 2020

**The Appendices to these reports may be seen upon application to the Clerk**

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## **AGENDA ITEM 19.1**

### **Cornwall Council Consultation on Draft Design Code & Draft Street Scape Design Guide.**

#### **Decision Required:**

Members are requested to note and agree the content of this report.

#### **REPORT:**

The Draft Design Code runs to 97 pages and basically outlines CC expectations in respect of planning process & applications from simple extensions to multi-million-pound developments. It is a comprehensive document covering issues from the blindingly obvious to detailed design considerations of every aspect of design, context, community and much more.

Even given the comprehensive nature of the document it still says it should be read in the context of:

- National Planning Policy Framework
- Design Process & Tools
- National Design Guide
- Cornwall Local Plan
- Streetscape Design Guide (draft)
- Neighbourhood Plan
- Emerging Climate Change Development Plan Document

It is amazing that anything gets built in this country. My overriding impression is that there are so many rules & regulations being generated by an army of bureaucrats that everyone can find something to support or oppose any given project somewhere. Whilst larger developers can employ people to do this, small developers could be discouraged by the sheer volume of considerations, consultations, reports and fees that are generated at each stage of the process.

In terms of commenting on the consultation document, I can see little to argue with on the detail other than it forms part of a tsunami of documentation which could well overwhelm potentially good smaller schemes with disproportionate amounts of work & associated costs in getting a scheme approved. This therefore favours the big builders which results in sprawling developments often provided without suitable increases in supporting infrastructure.

Cllr Whitbread-Jordan looked at the Street Scape draft and his overall impression of the document is that it is a framework for best policy design principles for Cornwall's future transport infrastructure that takes into account the need to design the future road network making it inclusive to all users (all pedestrian types, cyclists, EV cars etc.), promote sustainability and all with an eye on climate change and the need to encourage the transfer from car to public transport or active transport (bike/electric bike). The document obviously goes into more detail in specific areas on how it intends to address specific agendas and provides aims/outcome criteria for each of these.

We can see little benefit in submitting any detailed comments on either consultation. Both consultations may be seen on Cornwall Council's website at [www.cornwall.gov.uk/designguide](http://www.cornwall.gov.uk/designguide) should Members wish to peruse them.

**Cllr Phil Blease/Cllr Mark Whitbread-Jordan**

**13<sup>th</sup> February 2020**

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## **AGENDA ITEM 22**

### **Clerk's Report for Meeting to be Held on 18<sup>th</sup> February 2020**

#### **Correspondence Received**

##### **SUMMARY OF DECISIONS REQUIRED (Details in Report):**

- 1. To grant permission for the Playing Field to be used for Fayre Day, subject to the usual conditions.**
- 2. To note receipt from the Police & Crime Commissioner of her January 2020 Newsletter.**
- 3. To note receipt from Cornwall Council of their Planning News for Local Councils and Agents dated 30<sup>th</sup> January 2020.**
- 4. To note receipt from Cornwall Council of their Town & Parish Council Newsletter dated January 2020.**
- 5. To note receipt from Cornwall Council of information regarding Stage 3 of the Local Governance Review.**
- 6. To note receipt from Cornwall Council of information regarding the preparation of their Climate Change Development Planning Document.**

##### **REPORT:**

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

| <b><u>Date</u></b> | <b><u>Type</u></b> | <b><u>From</u></b>          | <b><u>Subject</u></b>                        | <b><u>Action Taken/Required</u></b> |
|--------------------|--------------------|-----------------------------|--|-------------------------------------|
| 22/01              | E-mail             | Margaret Ramsey             | Use of PF for Fayre Day                      | See Section 1 of Report             |
| 31/10              | E-mail             | Police & Crime Commissioner | January Newsletter                           | See Section 2 of Report             |
| 30/10              | E-mail             | Cornwall Council            | Planning News for Councils & Agents          | See Section 3 of Report             |
| 30/10              | E-mail             | Cornwall Council            | Town & Parish Council Newsletter             | See Section 4 of Report             |
| 29/01              | E-mail             | Cornwall Council            | Community Governance Review Stage 3          | See Section 5 of Report             |
| 28/01              | E-mail             | Cornwall Council            | Climate Change Development Planning Document | See Section 6 of Report             |

1. Fayre Day is to be held on Saturday 13<sup>th</sup> June and the Church are seeking permission to use the Playing Field.

2. I circulated this to Members for information on 31<sup>st</sup> January.
3. I circulated this to Members for information on 31<sup>st</sup> January.
4. I circulated this to Members for information on 31<sup>st</sup> January.
5. I circulated this to Members for information on 31<sup>st</sup> January.
6. I circulated this to Members for information on 31<sup>st</sup> January.

**JV Calvert,  
Clerk  
11<sup>th</sup> February 2020**

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## **AGENDA ITEM 22(A)**

### **Clerk's Additional Report for February 2020**

Correspondence Received between Report & Meeting

#### **SUMMARY OF DECISION REQUIRED:**

1. **To note receipt from Cornwall Council of notice of a briefing event for the Tour of Britain on 3<sup>rd</sup> March.**

#### **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> |
|-------------|---------------|-------------------------|---------------------------------|------------------------------|
| 12/01       | <i>E-mail</i> | <i>Cornwall Council</i> | <i>Tour of Britain Briefing</i> | <i>See Note 1 below</i>      |
|             |               |                         |                                 |                              |

1. I circulated this to Members on 14<sup>th</sup> February.  
Interested parties are invited to attend the Tour of Britain briefing event by the organisers, on **Tuesday 3<sup>rd</sup> March at 2:00-3:30pm** at the offices of Camborne Town Council. You are asked to share this with colleagues who would be keen to be involved or specific sporting organisations you are aware of.

The address is: Passmore Edwards Library, The Cross, Cross Street, Camborne TR14 8HA.

The council chamber is upstairs on the first floor.

If any Member wishes to attend, please let me know and I will respond accordingly.

18<sup>th</sup> February 2020**AGENDA ITEM 24****Authorisation of Payments – February 2020****Decisions Required:**

1. To approve payment of the sums shown in the report totalling **£12,738.97** 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.

| <b>Type</b> | <b>Date Due</b> | <b>Payee</b>  | <b>For</b>                                   | <b>VAT</b> | <b>Total Amount</b> | <b>See Note</b> |
|-------------|-----------------|---------------|--|------------|---------------------|-----------------|
| DD          | 27/01           | Everflow      | Water – Playing Field, Toilets, Cemetery     |            | 41.59               | 1               |
| Visa        | 10/02           | Toolstation   | Materials for Repairs to Toilet Drain        | 11.49      | 68.94               | 2               |
| Visa        | 12/02           | DR Building   | Materials for Repairs to Toilet Drain        | 9.08       | 54.48               |                 |
| E           | 14/02           | Clerk         | February Salary                              |            | 1,362.54            | 3               |
| E           | 15/02           | Clerk         | January Expenses (Appendix 1)                |            | 6.30                |                 |
| E           | 18/02           | HMRC          | Clerk's Tax under PAYE - February            |            | 340.60              |                 |
| E           | 18/02           | M White       | Toilet Cleaning - February                   |            | 86.17               |                 |
| E           | 18/02           | M White       | Litter Picking - February                    |            | 140.50              |                 |
| E           | 18/02           | Tyrone Martin | Environmental Management Contract - February |            | 1,683.35            | 4               |
| E           | 18/02           | Bowling Club  | Footpath Lighting Electricity                | 6.11       | 128.14              |                 |
| E           | 18/02           | Cllr P Blease | Reimbursement for Notice Board Magnets       |            | 8.99                | 5               |
| E           | 18/02           | Pentagon Play | New Climbing Frame                           | 1,339.00   | 8,034.00            | 6               |
| DD          | 04/03           | PWLB          | Stithians Centre - Loan 4                    |            | 783.37              |                 |
| TOTALS      |                 |               |  | £1,365.68  | <b>£12,738.97</b>   |                 |

**Notes:**

1. As Members are aware, water is now paid for monthly by direct debit for the Playing Field, Toilet and Cemetery. Invoices are paid in advance, which is why two appear for approval at this meeting. Obviously, there will be one per month in future which will then be approved before it is paid. This has not been the case previously.
2. Although the cost could not be quantified until the work was carried out, Members agreed under Minute 16/01/20(2) to authorise any expenditure incurred by Tyrone Martin in removing a blockage in a drain to the rear of the toilet. Unfortunately, the whole length of pipe has had to be replaced because of root growth. Fortunately, it is only a short length, and these are the costs of new pipework, backfilling etc. There will be further payment for Tyrone's labour in due course.
3. This payment is the Clerk's gross salary (£1,703.14) less income tax due from the Clerk under PAYE for the month of February.
4. As Members are aware, the Environmental Management Contractor is paid in twelve equal monthly instalments for the various elements of the contract as follows:

| <u>Element of EMC</u> | <u>Annual Payment</u> | <u>Monthly Payment</u> |
|-----------------------|-----------------------|------------------------|
| Footpath Maintenance  | 2,300                 | 191.67                 |
| Verge Maintenance     | 1,400                 | 116.67                 |

|                                   |               |        |                 |        |
|-----------------------------------|---------------|--------|-----------------|--------|
| 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   | <u>300</u>    |        | <u>25.00</u>    |        |
| Total for Environment Portfolio   |               | 10,000 |                 | 833.34 |
| Playing Field Caretaker           | 7,400         |        | 616.67          |        |
| PF Grass Cutting                  | 2,300         |        | 191.67          |        |
| PF Hedge Trimming                 | <u>500</u>    |        | <u>41.67</u>    |        |
| Total for Playing Field Portfolio |               | 10,200 |                 | 850.01 |
| Grand Total                       | <u>20,200</u> |        | <u>1,683.35</u> |        |

- These were purchased in order to make it easier to place notices on the Stithians Centre Notice Board, particularly when it is windy and have been very well received by the Centre.
- Installation of the new climbing frame is now complete and has been signed off by the Chairman. As Members are aware, this is being funded from the proceeds of the sale of the Institute.

**JV Calvert**  
**Clerk & RFO**  
**12<sup>th</sup> February 2020**

**Appendix 1 may be seen upon application to the Clerk.**

## **AGENDA ITEM 24(A)**

### **Additional Authorisation of Payments – February 2020**

#### **Decision Required:**

**Members are requested to approve the additional payment shown in the table below in the sum of £212.00.**

#### **Report:**

Since the Agenda was circulated, the following invoice has 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             | 19/02           | <i>Tyrone Martin</i> | Labour for Toilet Drain repairs |            | 212.00              | 1               |
| <b>Totals</b> |                 |                      |                                 | £          | <b>£212.00</b>      |                 |

#### **Notes:**

- Members agreed, under Minute 16/01/20(2), to pay any costs incurred by Tyrone Martin in removing a blockage in a drain at the toilet. This work is now complete and this is his invoice for labour. The invoices for materials were paid for using the Council's debit card and are reported in Agenda Item 24. I informed Members in my report to the January meeting that I anticipated that the total cost would be approximately £400. In the event, it was £314.85.

**JV Calvert, Clerk & RFO**

**18<sup>th</sup> February 2020.**