**MINUTES OF THE MEETING OF STITHIANS PARISH COUNCIL**

**HELD IN THE STITHIANS CENTRE ON**

**TUESDAY 19th JULY 2016 COMMENCING AT 7.20pm**

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|  | ATTENDANCE:  Councillors present were:  Cllr P Blease (Chair), Cllr R Nicholls, Cllr P Tisdale, Cllr Mrs V Kavanagh and Cllr Mrs J Thomas.  The Clerk was also present.  Members of the public present were Mrs M Biscoe and Mr & Mrs J Bell to the points mentioned and Ms A Jennings & Ms M Firminger between the points mentioned.  Cornwall Councillor John Thomas was also present to the point mentioned. |
| 1. | APOLOGIES  Apologies were received from Cllr H Jones who was recovering from an operation. |
| 2. | URGENT ITEMS  The Clerk advised that he had received no notification of any urgent items. |
| 3.  3.1  3.2 | DECLARATIONS OF INTEREST ETC.  No declarations of interest in agenda items were made.  There were no written requests for dispensation to speak at the meeting. |
| 4.1  4.1.1  4.1.2 | MINUTES OF THE JUNE 2016 COUNCIL MEETING  The Clerk advised that he was not aware of any suggested amendments to the Draft Minutes circulated prior to the meeting.  **RESOLVED to accept the minutes of the Council Meeting held on 9th June 2016 as a true record of the proceedings.**  ***Proposed by Cllr Mrs Kavanagh, seconded by the Chairman, they being the only Members present who had been at the June meeting.***  **MINUTE 01/07/16**  The Chairman duly signed the minutes as a true record of the proceedings. |
| 5  5.1  5.1.1  5.1.2  5.1.3  5.1.4  5.1.5  5.2 | MATTERS ARISING FROM THE MINUTES OF THE JUNE 2016 COUNCIL MEETING NOT COVERED ELSEWHERE ON THE AGENDA  *Conversion of Toilets:*  Cllr Nicholls pointed out that, despite a pledge made at a public meeting to keep costs to a minimum and use the services of volunteers, decisions had been made both at the June meeting and by the Chairman which went against this pledge. He cited various examples including:   * Unnecessary expenditure of £171 on light fittings. * Payment for labour. * Changing plasterboard to fire-resistant when Building Regs do not require it. * New PVC Door to rear. * New guttering when the old had been carefully removed and was perfectly serviceable.   He was concerned that a Parish Council could not be seen to be favouring one particular business and repeated the previously-stated intention of the PC to provide a basic shell for leasing to and fitting out by the post mistress.  The Chairman advised that the project had never been scoped and he had set about trying to find the best way forward.  There was considerable debate with all Members expressing their views and bemoaning the fact that the project had not progressed because of a clash of personalities.  All were agreed that it was imperative to find a way forward and that the matter would be discussed at the appropriate point on the agenda.  *Minute 10/06/16:* Cllr Tisdale pointed out that it should be borne in mind that replacement dwellings should not exceed the size of the existing.  Ms A Jennings and Ms M Firminger entered the meeting during the above debate at 19.20. |
| 6  6.1 | CORNWALL COUNCILLOR JOHN THOMAS  Cllr Thomas advised of matters with which he was dealing:   * The matter of the high fence adjacent to FP2 near Foundry was being investigated by a Countryside Access Officer. * New signs had been ordered for Foundry Road & Trewithen Moor and a hedge obscuring a sign at Foundry was to be cut back. * Some progress had been made with Speedwatch in that it was now being taken forward PCSO Andrew Taylor who would be arranging training prior to vetting of volunteers. * He was in discussion with regard to a local couple who were in danger of being removed from the Affordable Housing List. * Several potholes at Penhalvean and Seaureaugh were to be repaired. * He was looking into several reports from residents about speeding, something which was endorsed by Clrr Mrs Thomas. |
| 7.  7.1  7.1.1  7.1.2  7.1.3 | POLICE & NHW  *Police & NHW Liaison Officer:*  The Chairman presented his report, a copy of which is appended to these minutes.  He pointed out that it was self-explanatory as to why the “thin blue line” is as thin as it is and advised that future meetings of the Police Liaison Group were to be held quarterly and that he and Vyv Toms would be attending future meetings.  **RESOLVED to note and accept the content of the report.**  ***Proposed by Cllr Jones, seconded by Cllr Mrs Thomas and carried unanimously.* MINUTE 02/07/16** |
|  | The Chairman closed the meeting at this point at 19.40 to allow Public Participation. |
| 8.  8.1  8.2  8.3 | PUBLIC PARTICIPATION  Every member of the public present was concerned at the lack of progress and there was considerable, often heated, debate as to the best way forward between all, including Cllr John Tomas.  Several Members and the Clerk pointed out that the PC was limited in what it could commit to financially without favouring one particular business.  Michelle Firminger expressed her frustration and was concerned that there was now a real possibility that the handover of the building would not take place on 15th August as stated at the June PC meeting. She pointed out that she had already committed considerable expenditure to the project. She offered to take over the building in its existing state and to complete the internal works at he own expense. |
|  | There being no other matters raised under Public Participation, the Chairman thanked those present for their input to an extremely lively debate and reopened the meeting at 20.20. |
|  | At the Chairman’s suggestion, it was agreed by consensus to consider agenda item 15 at this point in the agenda. |
| 15  15.1  15.1.1  15.1.2 | FOOTPATHS, HIGHWAYS & ENVIRONMENT PORTFOLIO  *Environment Portfolio Holder’s Report:*  Cllr Mrs Thomas, the Portfolio Holder, presented her report, a copy of which is appended to these minutes  **RESOLVED to note and accept the content of the report**  ***Proposed by Cllr Mrs Thomas, seconded by Cllr Mrs Kavanagh and carried unanimously.***  **MINUTE 03/07/16** |
| 15.2  15.2.1  15.2.2  15.2.3  15.2.4  15.2.5 | *Meeting with Cormac Area Manager – 5th July 2016:*  The Clerk presented his report, a copy of which is appended to these minutes.  He drew Members’ attention to the fact that, if the PC wanted a blanket removal of illegal advertising signs, Ben Dickinson required a letter of authorisation from the PC.  Members debated the fact that they did not wish to alienate businesses.  **The content of the report was noted.**  Cllr Mrs Thomas proposed an amendment to the proposal to write a letter to the Cormac Area Manager authorising a blanket removal of all unauthorised advertising signs throughout the Parish.  **RESOLVED to accept the following amendment:**  **To publicise by word of mouth, on the Council’s website and in the Stithians Times before the September Council meeting that Cormac will be asked to remove all unauthorised advertising signs throughout the Parish and to take the decision to issue a letter of authorisation to Cormac at the September Council meeting.**  ***Proposed by Cllr Mrs Thomas, seconded by Cllr Mrs Kavanagh and carried on the Chairman’s casting vote.* MINUTE 04/07/16**  **This then became the substantive motion and was agreed by three votes to two.**  **MINUTE 05/07/16** |
| 15.3  15.3.1  15.3.2 | *Conversion of Toilets for Stithians Post Office:*  The Clerk drew Members’ attention to his and Chairman’s report, copies of which are appended to these minutes but, in view of the considerable debate that had taken place earlier in the meeting, they were not referred to.  **RESOLVED:**   1. **To lease the part of the toilets to be used as a post office and shop to Michelle Firminger in its present unfinished state for her to complete all the remaining internal works at her expense to the satisfaction of the Parish Council and in compliance with Building Regulations.** 2. **That the Clerk draw up a lease reflecting the above for signature by Michelle Firminger.** 3. **That Cllr John Thomas, assisted by Cllrs Tisdale and Nicholls in consultation with the Clerk complete the external works including the disabled access ramp, the toilet cleaner’s store and the refurbishment of the disabled toilet.** 4. **That the Parish Council pay for the consumer unit purchased by Bruce Gilbert.**   ***Proposed by Cllr Mrs Thomas, seconded by Cllr Mrs Kavanagh and carried on unanimously.***  **MINUTE 06/07/16** |
|  | Mrs Biscoe, Ms Firminger and Ms Jennings left the meeting at this point at 21.00. |
| 15.4  15.4.1  15.4.2  15.4.3 | *Crellow Fields Amenity Area:*  The Clerk presented his report, a copy of which is appended to these minutes.  He drew Members’ attention to the Transfer Document prepared by Cornwall Council.  **RESOLVED to approve the Transfer Document relating to Crellow Fields Amenity Area as presented to the meeting and to agree to it being signed by the Chairman and the Portfolio Holder.**  ***Proposed by Cllr Mrs Thomas, seconded by Cllr Tisdale and carried on unanimously.***  **MINUTE 07/07/16** |
| 15.5  15.5.1 | *Institute Notice Board:*  The Clerk presented his report, a copy of which is appended to these minutes. Cllr Tisdale advised that the situation remained the same but he hoped to be able to erect the notice board in the not too far distant future.  **This information was duly noted.** |
| 9.  9.1  9.1.1 | TRANSPORT *Transport Representative’s Report:*  Rod Davis, the Transport Representative, was not present at the meeting. |
| 10.  10.1 | PARISH DEVELOPMENT WORKING GROUP  No meeting had been held. |
| 11.  11.1  11.1.1  11.1.2 | CLERK’S REPORTS  *The Council’s Current Financial Position:*  The Clerk presented his report, a copy of which is appended to these minutes.  **RESOLVED to note the Council’s current financial position.**  ***Proposed by Cllr Nicholls, seconded by Cllr Mrs Thomas and carried unanimously.***  **MINUTE 08/07/16** |
| 12  12.1  12.1.1 | PLANNING  *Notification of Planning Decisions Received:*  The Clerk drew the meeting’s attention to the table of planning decisions, a copy of which is appended to these minutes and advised of the decisions made in respect of the three applications highlighted therein.  **This information was duly noted.** |
| 12.2  12.2.1 | *Notification of Planning Decisions received after publication of the agenda:*  The Clerk advised that since the publication of the agenda he had not been informed of any further planning decisions.  **This information was duly noted.** |
| 12.3 | *Planning Applications Received:* |
| 12.3(a)  12.3(a).1  12.3(a).3 | *PA16/05128 – Geza Toth-Feher, Lord of Kennal – LBC for brickwork repairs in walled garden and chimney stack and reopening bricked up window – Tretheague House*:  The Chairman spoke to his report, a copy of which is appended to these minutes.  **RESOLVED support the application with the proviso that the works must be completed to the satisfaction of English Heritage.**  ***Proposed by Cllr the Chairman, seconded by Cllr Nicholls and carried unanimously.*** **MINUTE 09/07/16** |
| 12.3(b)  12.3(b).1  12.3(b).3 | *PA16/05577 – Mr I Moyle - Proposed Conservatory - Ferndale, 5 Rose Meadow:*  The Chairman spoke to his report, a copy of which is appended to these minutes.  **RESOLVED to support the application.**  ***Proposed by Cllr the Chairman, seconded by Cllr Mrs Thomas and carried unanimously.*** **MINUTE 10/07/16** |
| 12.3(c)  12.3(c).1  12.3(c).3 | *PA16/05446 – Mrs E Bagley - Installation of free standing Static Home for use by Elderly Relatives -Trevales Lodge:*  The Chairman spoke to his report, a copy of which is appended to these minutes.  **RESOLVED to support the application with the condition that the static home be removed when it is either no longer occupied by the elderly relatives or if the property is sold*.***  ***Proposed by Cllr Mrs Thomas, seconded by Cllr Mrs Kavanagh and carried unanimously by those who voted. Cllr Tisdale did not vote.*** **MINUTE 11/07/16** |
|  | Mr and Mrs Bell left the meeting at this point at 21.20. |
| 12.4 | *Planning Applications Received after Publication of the Agenda:*  The Clerk advised that four applications had been received on the day of the meeting which would have to be dealt with by whatever procedure was agreed under the next item on the agenda.  **This information was duly noted.** |
| 12.5  12.5.1  12.5.2 | *Dealing with Planning Applications Received in August:*  The Clerk presented his report, a copy of which is appended to these minutes.  **RESOLVED**   1. **That the Planning Portfolio Holder and one or other of the Assistant Portfolio Holders prepare a report on any planning applications received between 20th July and 31st August 2016 for which an extension of time cannot be granted and that a suitable response to Cornwall Council be voted upon and agreed by way of an e-mail vote.** 2. **That any decisions made in accordance with the above be reported to the September meeting for ratification.**   ***Proposed by Cllr Nicholls, seconded by Cllr Mrs Thomas and carried unanimously.***  **MINUTE 12/07/16** |
| 13  13.1  13.1.1 | LICENSING  *Licensing Applications:*  Members considered the Clerk’s report, a copy of which is appended to these minutes.  **This was duly noted.** |
| 14  14.1.1  14.1.2  14.1.3 | NEW CEMETERY  The Clerk presented his report, a copy of which is appended to these minutes.  He was, however, pleased to be able to report that he had, on the day of the meeting, collected the Transfer Document from the Council’s Solicitor. He confirmed that it contained all the amendments requested by the Council and recommended that it be signed.  **RESOLVED:**   1. **To note and accept the content of the report.** 2. **To approve the Transfer Document relating to the purchase of land for a cemetery as presented to the meeting and to agree to it being signed by the Chairman and the Portfolio Holder.** 3. **To authorise the Clerk to seek suitable tenders for the erection of fencing and creation of the gateway from the Cricket Club Access Track to enable work to start before planning consent expires.** 4. **That a suitable tender be accepted by an e-mail vote in order to enable work to start before planning consent expires.**   ***Proposed by Cllr Mrs Thomas, seconded by Cllr Mrs Kavanagh and carried unanimously.***  **MINUTE 13/07/16** |
| 16  16.1  16.1.1  16.1.2  16.1.3 | PLAYING FIELD PORTFOLIO *Playing Field Progress Meeting – 12th July 2016:*  The Clerk presented his report, a copy of which is appended to these minutes.  He explained that he had been unable to attend and that the report was prepared from information obtained from Cllr H Jones, the Portfolio Holder.  **RESOLVED:**   1. **To note and agree the content of the report.** 2. **To ask Tyrone Martin to carry out the staining of play equipment in accordance with his estimate no. 1040 dated 9th November 2015 in the sum of £273 for labour with materials being obtained from LA Phillips.**   ***Proposed by* *Cllr Mrs Thomas, seconded by the Chairman and carried unanimously.***  **MINUTE 14/07/16** |
| 17  17.1  17.1.1  17.1.2 | CONSULTATIONS *Cornwall Council – Post Hearing Changes to the Cornwall Local Plan:*  The Clerk presented his report, a copy of which is appended to these minutes.  **RESOLVED not to submit a response to Cornwall** **Council’s Consultation on Post Hearing Changes to the Cornwall Local Plan.**  ***Proposed by* *the Chairman, seconded by Cllr Mrs Kavanagh and carried unanimously.***  **MINUTE 15/07/16** |
| 18  18.1  18.1.1 | PUBLIC RELATIONS  *Website Hits:*  The Clerk presented his report, a copy of which is appended to these minutes.  **The information contained in the report was duly noted.** |
| 18.2  18.2.1  18.2.2 | *Parish Council Website:*  The Chairman presented his report, a copy of which is appended to these minutes.  **RESOLVED that the Chairman undertake a review of the SPC website and research options with Vision ICT Ltd to see what improvements and updates can be achieved and report back to a future meeting with examples of what can be achieved.**  ***Proposed by* *the Chairman, seconded by Cllr Nicholls and carried unanimously.***  **MINUTE 16/07/16** |
| 19  19.1 | REPORTS OF COUNCIL REPRESENTATIVES ON OUTSIDE BODIES  *MVRG/CNA:*  No Meeting had taken place. |
| 19.2  19.2.1  19.2.2 | *Stithians Centre Management Committee:*  Members considered Cllr Jones’s report, a copy of which is appended to these minutes.  **RESOLVED to note and approve the content of the report.**  ***Proposed by* *the Chairman, seconded by Cllr Mrs Thomas and carried unanimously.***  **MINUTE 17/07/16** |
| 20  20.1  20.2  20.3 | CORRESPONDENCE  The Clerk presented his report, a copy of which is appended to these minutes.  He also presented his report on correspondence received since publication of the agenda, a copy of which is appended to these minutes.  **RESOLVED:**   1. **To note receipt of a Special Communities and devolution Bulletin containing information on Blue Badge Holder parking in Cornwall Council Car Parks dated 27th June. 2016** 2. **To note receipt from Cornwall Council of their Communities and Devolution Newsletter containing a message from the new Chief Executive dated 30th June 2016.** 3. **To note receipt from Cornwall Council of an invitation for Members to attend a GREG Inquiry in connection with their Governance Review but not to attend.**   ***Proposed by Cllr the Chairman, seconded by Cllr Mrs Kavanagh and carried unanimously.***  **MINUTE 18/07/16** |
| 21 | URGENT ITEMS The Clerk advised that there were no urgent item for consideration at this point in the meeting. |
| 22  22.1  22.2  22.3 | AUTHORISING OF PAYMENTS The Clerk presented his report, a copy of which is appended to these minutes.  He also presented his report on payments resulting from invoices received since the publication of the agenda, a copy of which is appended to these minutes.  **RESOLVED to approve payment of the sums shown in the reports totalling £9,393.34.**  ***Proposed by the Chairman, seconded by Cllr Nicholls and carried unanimously.***  **MINUTE 19/07/16** |
| 23 | ITEMS FOR NEXT MEETING  The following items were identified for discussion at the September meeting:   * Stithians Show One Way System – Chairman to report. * Post Boxes – Chairman to report. * Stithians Parish Council Website – Chairman to report |
| 24 | PRESS RELEASE  The following items were agreed for inclusion in a Press release to be prepared by the Chairman:   * Crellow Fields Amenity Area. * Cemetery. * Post Office. * Illegal Signs. |
| 25 | DATE OF NEXT MEETING  It was agreed that the next Council Meeting would take place on Tuesday 20th September at 7pm in the Stithians Centre. |
| 26 | CONFIDENTIAL ITEMS  The Chairman proposed, seconded by Cllr Nicholls, that the Press and Public be excluded from the meeting at this point (22.05) on the grounds that there was likely to be a disclosure to the public of exempt information of at least one of the following descriptions:   * Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings. * Information which reveals that either Cornwall Council or Stithians Parish Council proposes to give under any enactment a notice under or by virtue of which requirements are imposed on a person or to make an order or direction under any enactment. * Personal matters relating to a member of staff. * Confidential matters relating to a local business.   **This was unanimously agreed without a vote.** |
| 26.1  26.1.1  26.1.2 | *Planning Compliance:*  The Clerk presented his report, which remains confidential.  **RESOLVED to note the report and the updates given to the meeting.**  ***Proposed by Cllr Nicholls, seconded by Cllr Tisdale and carried unanimously.***  **MINUTE 20/07/16** |
| 26.2 | CO-OPTION OF NEW MEMBERS: |
| 26.2.1.1  26.2.1.2 | *Application from Tracy Lucioni for Co-option to the Parish Council:*  Members considered the report which remains confidential.  **RESOLVED to accept the application from Tracy Lucioni for co-option to the Parish Council to take effect at the next meeting on 20th September.**  ***Proposed by the Chairman, seconded by Cllr Mrs Kavanagh and carried unanimously.***  **MINUTE 21/07/16** |
| 26.2.2.1  26.2.2.2 | *Application from Georgina Scott for Co-option to the Parish Council:*  Members considered the report which remains confidential.  **RESOLVED to accept the application from Georgina Scott for co-option to the Parish Council to take effect at the next meeting on 20th September.**  ***Proposed by Cllr Mrs Thomas, seconded by Cllr Mrs Kavanagh and carried unanimously.***  **MINUTE 22/07/16** |
| 26.2.3.1  26.2.3.2  26.2.3.3 | *Application from Bruce Gilbert for Co-option to the Parish Council:*  Members considered the report, which remains confidential.  Members were impressed by his application and felt that under different circumstances he would be extremely useful to the Parish Council and hoped that there would be a time in the future when he would reapply.  **RESOLVED, on the basis of information provided and the advice given by CALC regretfully NOT to accept the application from Bruce Gilbert for co-option to the Parish Council at the present time.**  ***Proposed by Cllr Mrs Thomas, seconded by Cllr Tisdale and carried unanimously by those who voted. Cllr Nicholls did not vote.***  **MINUTE 23/07/16** |
| 26.2.4.1  26.2.4.2 | *Application from Stephanie Todd for Co-option to the Parish Council:*  Members considered the report which remains confidential.  **RESOLVED to accept the application from Stephanie Todd for co-option to the Parish Council to take effect at the next meeting on 20th September.**  ***Proposed by the Chairman, seconded by Cllr Mrs Kavanagh and carried unanimously.***  **MINUTE 24/07/16** |
|  | The meeting closed at 22.45. |

Signed as a true and accurate record of the proceedings.

…………………………………………………. Chairman

Date:…………………………………………