



A-barth Onan Hag Oll! Representing One and All

## **REPORTS FOR OCTOBER 2017 MEETING**

### **AGENDA ITEMS 12.1 – 12.3**

## **Clerk's Reports for Meeting on 17<sup>th</sup> October 2017**

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

1. To note the Council's current financial position.
2. To discuss the Draft Budget for 2018/19 presented to the meeting and make the necessary decisions to enable the Clerk to present a final draft to the November meeting.
3. To decide upon Members who will attend the War Memorial Service on 11<sup>th</sup> November and the Remembrance Day Parade and Service on 12<sup>th</sup> November 2017.
4. To decide whether to negotiate with Western Power as to the possibility of replacing their annual Wayleave payments with a one-off lump sum payment.
5. To agree to a donation of £50 to the Royal British Legion.
6. To agree to recruit at least three marshals for the parade on 12<sup>th</sup> November 2017.

### **Report:**

#### **12.1 Council's Current Financial Position:**

Appendices 1, 2 and 3 to this Report show the Council's financial position as at 10<sup>th</sup> October 2017.

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

#### **12.2 2018/19 Draft Budget:**

I have not as yet had confirmation from Cornwall Council of the likely level of Council Tax Support Grant for 2018/19 but, as last year, I have assumed that it is likely to be in the order of 10% less than 2017/18, for budgeting purposes.

It has not been confirmed whether or not Precept increases in excess of 2% will be subject to a referendum in 2018/19 but it is certainly under consideration by Central Government. I feel it would be wise to limit any increase for 2018/19 to something less than 2%.

To this end I have prepared a Draft Budget with an increase of 1.96% from 2017/18. It is attached as Appendix 1 to this report and contains comments explaining the various changes therein. In accordance with established practice I would have based contract increases on the September CPI which was due to be announced on 17<sup>th</sup> October and so for now, I have assumed an increase of 3%, the August figure being 2.7%. Accurate figures will be included in the draft presented to the November meeting.

Members are requested firstly to consider what increase in the precept they consider appropriate and, having done that, then consider the proposed budget and agree any amendments so that a final draft can be prepared and presented to the November meeting for approval.

Members will note that the Budget includes an income from Wayleaves which is currently £27 per annum. This is for two electricity poles and an underground cable in the playing field. It has been suggested that it may be possible to negotiate with Western Power whereby they pay a lump sum one-off payment and cease to make annual payments. This sum could be in the region of £1,000 to £1,500 but that would need to be negotiated. I therefore seek Members' instructions on this suggestion.

### 12.3 Remembrance Day 2017:

This year's Service at the War Memorial, when wreaths will be laid, will be at 10.45 on Saturday 11<sup>th</sup> November. The Parade will be on Sunday 12<sup>th</sup> November commencing at 10.00 for a service in the Church at 10.30.

Members are aware that as long as the events are organised by the Parish Council or someone acting on their behalf with the Council having the final say on all decisions, they will be covered by the Employers' and Public Liability sections of the Aviva Policy arranged on behalf of the Council.

Members are also aware that Roger Nicholls is willing to organise the Parade and I have sent him confirmation that he will be acting on behalf of the Parish Council again this year.

Members also know that our Insurers require signs to be erected in Crelow Lane, New Road and Church Road and that at least three marshals will be needed to be stationed at each of the signs. These signs have been ordered and will be available for the Parade. I also have hi vis vests for the marshals as required by the Insurers.

I need to inform the RBL of the number of Members who will be attending. As it is organised by the Parish Council, this is one of the few events which the Chairman is expected to attend.

Unfortunately, this year he is on holiday and I hope the Vice Chairman will be able to take his place

I assume Members will agree to the usual donation of £50 to cover the cost of a wreath to be laid by the Vice Chairman with the remainder being a donation to RBL funds.

I have also received (Appendix 1) the "official" invitation to the service on 12<sup>th</sup> November and also the service at the War Memorial on Saturday 11<sup>th</sup> November which is when the wreath will be laid.

JV Calvert

Clerk and RFO

11<sup>th</sup> October 2017

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

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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:** PA17/08948

**Proposal:** Proposed internal and external alterations, including proposed new roof with dormers and repositioned front entrance.

**Location:** Sunrise, Penhalvean, TR16 6TQ

**Applicant:** Mr D Smith

#### **Decision Required:**

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

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

13/10/2017

#### **Councillors who undertook the site inspection:**

Cllrs H Jones, V Kavanagh and R Wood

#### **REPORT:**

##### **Background:**

This property is currently a bungalow situated between houses, the proposal is to add a second floor by an increase in ridge height and adding dormers to create the headroom for 2 new bedrooms and an upstairs bathroom. The proposed dormers to the front elevation will be slate hung and the protruding window will be traditional local stone face.

The rear kitchen roof will change from a hipped roof to a gable which will be more suited to the current pitched gables of the surrounding local area.

There is no change to the footprint of the property and there is no change to pedestrian or vehicular access to the property.

Planned internal changes to layout and room use are aimed to best use space and optimize energy efficiency.

**Matters of Concern:**

None.

**Cllr H Jones 13<sup>th</sup> October 2017**

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**AGENDA ITEM 13.3(b)**

**Application Ref:** PA17/08761

**Proposal:** Construction of single storey extension and conservatory

**Location:** Land West Of The Paddocks Penhalvean Cornwall TR16 6TQ Grid Ref 171195 / 37833

**Applicant:** Mr John Holland

**Decision Required:**

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

**Date of Site Inspection:**

13/9/2017

**Councillors who undertook the site inspection:**

Cllr H Jones R Woods and V Kavanagh

**REPORT:**

**Background:**

Despite its previous history of numerous applications and enforcement this property is now owned by the applicant and what had been a stable block is now a two bedroomed bungalow, complete with the required planning consents. The other two block built workshop buildings are being used as workshops and storage. The enforcement proceedings on the residential caravan have been closed as it is no longer residential but storage and is in the process of being removed once the ground around becomes firm enough to move it.

When permission was given to convert the stable block to residential, permitted development rights were restricted. In this application the owner proposes to add a small

extension to the back of the building to provide a third bedroom and WC. He also proposes to add a conservatory to the side of the house for extra living space. The new existing extensions would make the property into a reasonable three bedroomed house. The external wall of the bedroom extension would be timber clad to match the rest of the building whilst the conservatory would be white uPVC. The house is not overlooked or overlooking and cannot be seen from the road.

**Matters of Concern:**

None

**Cllr V Kavanagh**

**14 Oct 2017**

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**AGENDA ITEM 13.3(c)**

**Application Ref:** PA17/09254

**Proposal:** Erection of a dwelling, detached domestic Garage and associated works.

**Location:** Lanefield Carn Stithians TR3 7AW

**Applicant:** Mr P Condry Condry and Hooper

**Decision Required:**

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

**Date of Site Inspection:**

10/102017

**Councillors who undertook the site inspection:**

Cllrs H Jones and R Wood

**REPORT:**

**Background:**

This site has significant planning history, and has recently (Feb '17) been approved for *'construction of detached dwelling and garage to replace the existing dwelling, and associated works'*.

This new application has been sought to add an additional ground floor dining room and upstairs bedroom. This is being achieved by a marginal increase in the building size, but does retain the position within the curtilage and rectangular profile that has been approved.

All other works remain as already approved.

**Matters of Concern:**

None.

**Cllr H Jones 10<sup>th</sup> October 2017**

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**AGENDA ITEM 13.3(d)**

**Application Ref:** PA17/09266

**Proposal** - Conversion of two dwellings to form Farmhouse with attached self-contained annex. Extension(s) to create secure garage parking, rear single-story conservatory and alterations to front elevation.

**Location** - Carnsiddia Farm, Carn, Stithians TR3 7AW

**Applicant** - Mr A Proud, Proud properties Cornwall Ltd

**Decision Required:**

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

**Date of Site Inspection:**

None

**Councillors who undertook the site inspection:**

None

**REPORT:**

**Background:**

This site was previously visited by SPC P Blease and H Jones on 6<sup>th</sup> April 2017 and by H Jones and V Kavanagh on 10 June 2017. It was felt that there was no need for a visit for this application as it is part of the original June application but pertaining only to the farmhouse conversion.

Full Planning permission is still sought for the conversion of two semi-detached dwellings to form a farm house and self-contained annex accommodation. The application includes a single-story extension to link the property with 2 new garages which will afford some protection from the prevailing winds. A single-story conservatory with balcony is also included to the rear of the property. The self-contained annexe will be for the applicant's daughter and family.

The self-contained annex would be a 2-bedroomed property with a car port whilst the main building will be a 4-bedroomed property with 2 garages and a car port and a conservatory.

The application includes defining the curtilage of the house and gardens and includes a blockwork drive. The application was not supported by the PC in June but at that time it was linked with an application for an access road to storage tanks which the PC did not feel able to support for various reasons.

**Matters of Concern:**

None

**Cllr V Kavanagh**

**13 Oct 2017**

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**AGENDA ITEM 13.3(e)**

**Application Ref:** PA17/09624

**Proposal:** Mixed use B1 and B8 - used for storage, distribution and a workshop/light industrial.

**Location:** Trelan Barn, Menerdue Lane, Carnmenellis

**Applicant:** Mr T Raffield

**Decision Required:**

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

**Date of Site Inspection:**

13/10/2017

**Councillors who undertook the site inspection:**

Cllrs H Jones, V Kavanagh and R Wood

**REPORT:**

**Background:**

The site (barn) is surrounded by open farmland that is currently up for sale, to the south east approx. 300 metres away is Trelan Farmhouse.

This is a recently acquired barn and parcel of land by the applicant. Both the barn and surrounding land area are up for sale.

The applicant is seeking a retrospective certificate of lawfulness 'Mixed use B1 and B8', citing that the barn has been used for this activity continuously since June 2007.

On the application it clearly states that the site is busy with employees and delivery vehicles coming and going. Upon our visit there was no sign of any activity, and it appeared that no activity has taken place for some time.

The quoted list for 'onsite' inventory would appear to be out of date, we did not see the 20ft container/pallets of product....

**Matters of Concern:**

The barn is for sale, it is not being used by the applicant, it is quite dilapidated and does require internal and external investment.

What business would want to move to this challenging access location and then invest making the building secure and sound?

It feels as though other plans are in play that we are not aware of.

**CLlr H Jones 13<sup>th</sup> October 2017**

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**AGENDA ITEM 13.4**

**Application Ref:** PA17/09433

**Proposal:** Retention of Existing Natural Fertiliser Tanks (Environment Agency Approval for Land Fertilising)

**Location:** Carnsiddia Farm Carn Stithians TR3 7AW Applicant Grid Ref 172568 / 36673

**Applicant:** Mr A Proud

**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:**

**Background:**

The application is for the retention of Existing Natural Fertiliser Tanks – at present three. The application is supported by documents showing the shape of the tanks and several to support the system of storing and reusing the waste.

There is no mention in the application of the access road – subject to lack of support for previous application although it is shown to exist on the location and site plan. The site plan also encloses an area which could house a further three tanks. The lack of permission for the access road on the plan is a serious omission as the tanks are basically redundant without vehicular access.

**Matters of Concern:**

The size of the plot in the application. The lack of permitted access to the site

**Cllr V Kavanagh**

**16 Oct 2017**

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**AGENDA ITEM 14**

**Clerk's Report for Meeting to be held on 17<sup>th</sup> October 2017**

**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 11<sup>th</sup> October there had been no applications affecting Stithians.

For Members' information, who wish to check applications for themselves, the link to the 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/default.aspx?page=28415](http://www.cornwall.gov.uk/default.aspx?page=28415) , on 11<sup>th</sup> October and found no new applications in respect of the licensing of sex establishments affecting Stithians or anywhere else in Cornwall for that matter, although the application to renew the licence for an establishment in Newquay was still showing, the closing date for objections, 3<sup>rd</sup> March, having now long passed. I note, however, that the page is still showing that it was last updated on 6<sup>th</sup> February 2017.

**JV Calvert,**

**Clerk**

**11<sup>th</sup> October 2017**

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**AGENDA ITEM 15.1**

**Clerk's Report for Meeting to be held on 17<sup>th</sup> October 2017**

# **New Cemetery Provision**

## **Decisions Required:**

1. To note and approve the content of the report.
2. To arrange a meeting with Roger Hocking to further discuss his offer of assistance and, subject a satisfactory outcome of that meeting, to accept his offer.

## **Report:**

**At the time of sending out the agenda, I had nothing to report. Since then, however, the Chairman has been in contact with Roger Hocking to clarify matters as regards the CDM Regulations prior to approaching three local contractors.**

## **Roger has replied as follows:**

*As far as the CDM regulations are concerned, construction is construction and the Regulations apply. However, for small scale works (not lasting longer than 30 days with more than 20 workers working at the same time, or involving 500 person days of work), there is no need to notify HSE of the project before construction work starts.*

*The Regulations also impose an obligation on Designers ie myself & my Company, to advise Clients of their duties. Obviously, therefore, I cannot close my eyes to any suggestion that the Regulations be ignored and I would have to decline to offer my assistance in that eventuality. I don't want the Health & Safety Executive coming down on me & I'm sure neither do the Parish Council.*

*The remedy to your dilemma I believe is to follow the advice in my previous email ie to approach prospective Contractors and invite them to submit proposals for carrying out the works, placing the responsibility for carrying out the role of Principal Designer on the Contractor as well as the role of Principal Contractor. Even small local Contractors must comply with the Regulations. However, to make things simpler, I am prepared for CAD Architects Ltd to provide the role of Principal Designer free of charge. In addition, in the role of "designer", I attach a Designer's Risk Assessment free of charge. This should accompany any invitation to tender, should my offer be accepted.*

*I would be happy to help draft a letter of invitation to prospective tenderers and to sit down with any local contractor to advise them of their duties under the Regulations. In practice, I do not think those duties are very onerous and relate to recording potential hazards, the means by which they are mediated and their eventual implementation.*

*In essence, therefore, I do not think that you should be overawed or overwhelmed by the Regulations. I accept it is an additional task to be undertaken, but I am sure that I can help you through it. I will be pleased to discuss all of the above with you further.*

*I note that the planning consent refers to the public Right of Way traversing the site. Has this been diverted yet? I will add dimensions to the plan already provided.*

The Designer's Risk Assessment he mentions is attached as Appendix 1 to this report. It isn't quite correct in that the water supply has already been connected!!

The Chairman and I have discussed the matter and feel that, subject to a satisfactory outcome of further discussion with Roger, his offer should be accepted.

JV Calvert,

Clerk

14<sup>th</sup> October 2017

**The Appendix to this report may be seen upon application to the Clerk**

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## **AGENDA ITEM 16.1**

### **Rights of Way, Highways and Environment**

#### **Report for Meeting to be held on**

17<sup>th</sup> October 2017

Rights of Way:

(all in Stithians Parish are prefixed by Cornwall Council as 231)

#### **Generally:**

Following my e-mail to Glenn Humphries requesting that he provide information as to the RoW which remain to be trimmed, he has e-mailed the numbers of the paths and bridleways that his workmen have completed during the past week. These are:

Rosemanowes (skirting the quarry), Tretheague to Menerdue, Trewince to Tregolls.

Paths which need to be done again are 25 (Kennall Farm to th Showground

Tresevern to Treweege Barton and Treskewes to Treweege Barton (through the withy moor.

Apparently Glenn and Nigel are scheduling further works to all silver paths throughout the winter to raise heights and width where they feel it is needed, this in order to diminish the work needed next spring. I have pointed out via e-mail to Glenn (which I hope our Clerk has read) that if there is any more work planned that will incur extra expenditure to our Council, this must be agreed with our Clerk.

I look forward to walking the Tretheague to Menerdue path with hope that it is much improved! Likewise, Tregolls to Trewince Farm.

Beside the very wet/muddy state of path 2 from Tregolls to Seureah, past the wooden fence, I have no further information on faults. Please get in touch with me if there are any problems in order that I am able to get directly in touch with Nigel.

Following my mention, during the **confidential session** of our last meeting, of problems which involve owners repelling walkers/riders: may I return to the subject at that session of this meeting.

#### **Decision Required:**

Undecided, as yet.

### **Anomalies in Definitive Rights of Way throughout our Parish.**

The portfolio holder and assistant have yet to go through this list to prioritise. It will be done!! I hope that when Cllr Will Thomas is available to look at our maps with me we will make headway on this.

*Would you let me know if you have any free time please, Will, in order that we can discuss these. We need to address these problems with Countryside Access soon as there will be a by which, if anomalies aren't remedied on the Definitive RoW Map, some lengths of path will, without doubt, be lost to our Parish.*

## **Environment**

### **Churchyard Gateway:**

There have been concerns relating to the muddy puddle which runs along the entrance bay to the new churchyard (opposite the Bowling Club).

I looked at this, and at first thought that it could be simply remedied, but returned with a shovel to clear the fallen, rotting leaves and mud and found that the remedy will require more thought. It could be the responsibility of both the Church and Cormac. *The Clerk and I looked at this on Friday 13<sup>th</sup> October in the company of Liz Evans and Jim Ramsey, representing the PCC. Cllr Paul Sims also attended and cleared away the detritus. The opinion of those present was that trying to do anything to remedy the situation was probably more trouble than it was worth as, when cleared, a puddle formed in the dip to the left of the entrance but there was dry access to the right.*

*It was therefore agreed that Tyrone Martin, who attended late in the proceedings, would periodically clear the area and also remove the piles of detritus that had resulted from the afore-mentioned clearances. The on-going situation would then be monitored.*

*The Clerk pointed out that various stones were becoming dislodged from the wall at the entrance, some caused by a tree in the cemetery. He suggested that the PCC ought to be considering a course of action before the stones, which are cut to fit the wall, disappeared thus incurring extra expense in the future.*

### **Crellow Fields Amenity Area:**

*The Clerk and I met Tyrone Martin on site on Friday 13<sup>th</sup> October, primarily to discuss what he needed to do in respect of hedge trimming. Apart from one or two brambles and other "strands" which were encroaching onto them, it was considered that there was no need to do anything further to either of the entrances and that there was perfectly adequate room for access in both cases.*

*As far as the boundaries of adjacent properties were concerned, it was considered that there was no need to do any drastic cutting, merely the removal of any growth protruding further*

*than the general growth that could cause a problem for children, the unwary and the ride-on mower used by the grass cutting contractor.*

*The dumped garden rubbish was not considered a problem as long as it gets no worse.*

*The whole area is one that should remain as "natural" and as unspoilt with human intervention as possible so that flora and fauna can flourish unhindered. To this end it was agreed that Tyrone would trim the bushes etc on the river boundary as little as possible and basically only remove any growth that either presents a hazard or affects the ride-on mower getting as close as possible to the bushes and trees.*

### **Decision required:**

*To note the actions agreed in respect of the Churchyard Gateway and Crelow Fields Amenity Area.*

## **Highways**

### **Penhalvean to Menherrion:**

The piece of road between the Penhalvean junction with Tresevern and the entrances to East and West Penhalurick is narrow and winding. It is frequently used by cyclists, and those riding horses/ponies. The pony of a young rider from Carnmenellis has recently been put into a position where a car, approaching at speed from its rear, was nudged and grazed because there was another vehicle fast approaching on the uphill toward Penhalvean resulting in there being nowhere to pull in or brake in time. This situation may have been so much worse!

I have been approached to see whether there is anything Stithians Parish Council can do about getting some sort of warning to traffic to use care on this piece of road, i.e. S Bend/Slow/Ponies and Cyclists signs. As I now more frequently use this road I can see the need for such; these bends approaching Penhalvean from Carnmenellis is at the end of a long, practically straight stretch and give the impression to motorists that it is an opportunity to drive at speed. I have advised the parent of the child to contact the BHS representative to approach this matter from the equestrian angle, and that I shall put this to Stithians Parish Council.

### **Decision Required:**

That our Cornwall Councillor be made aware of this and our Clerk write to the appropriate contact within County asking for warning signs to be placed at each end of these bends.

**Tubbin Hill:** The branches which grow over the road and caused concern last year have still not been dealt with. These branches force large/high vehicles such as double-decked busses to the centre of the road to avoid damage in a road which is pretty narrow and winding, so vehicles are then placed into the paths of oncoming traffic, a particular worry on blind bends.

**THIS WAS PART OF JULY'S REPORT AND REMAINS BECAUSE NOTHING HAS YET BEEN DONE TO IMPROVE THE SITUATION. I shall keep this in reports until the matter has been remedied. THANKS to our Chairman for a helpful report in Stithians Times. Unfortunately this is not always read by those who should take action.**

**Decision required:**

That the matter of this ongoing problem be brought to the attention of Cormac/County Highways as a matter of urgency.

**Joy Thomas,**

**Portfolio Holder RoW Highways and Environment**

**11<sup>th</sup> October 2017**

**With the italicised paragraphs in the Environment Section added by the Clerk on 13<sup>th</sup> October 2017.**

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**AGENDA ITEMS 16.2 – 16.4**

**Footpaths, Highways & Environment Portfolio -  
Clerk's Reports for Meeting on 17<sup>th</sup> October 2017**

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

- 1. To note and approve the content of the Clerk's report on the Wellness Hut.**
- 2. To note and approve the content of the Clerk's report on the new notice board.**
- 3. To note and approve the content of the Clerk's report on traffic and parking issues and to confirm that a meeting with the Cornwall Council Road Safety Officer will be arranged by Cornwall Councillor John Thomas as soon as possible.**
- 4. To confirm whether or not to arrange a meeting to explore the possibility of creating car parking in the field in Hendra Road adjacent to the Church.**

**16.1 Environment Portfolio Holder's Report:**

The report from the Portfolio Holder is presented separately.

**16.2 Wellness Hut:**

The Wellness Hut continues to prosper.

I reported to the September meeting that one matter was outstanding following the refurbishment works and that was the fact that insulation was never installed at the "toilet" end of the building and an area 12ft x 12ft needs to be covered to a depth of 12". Tyrone Martin quoted £25 for doing this with the materials being obtained from LA Phillips for approximately £80. I advised that the toilet maintenance budget would cover this cost and Members approved the expenditure under Minute 17/09/17(2). It is hoped that, by the date of your meeting, the work will have been done.

### 16.3 New Notice Board:

The notice Board was delivered to West Trevales Farm on Friday 6<sup>th</sup> October. I hope that, at the meeting, Cllr W Thomas will be able to say when it is likely to be erected. I have furnished him with the manufacturer's installation instructions and plans showing the location of BT and electricity cables in the area.

### 16.4 Traffic and Parking Issues:

I am unaware of any further progress as regards a meeting with Cornwall Council's Road Safety Officer.

Members will recall that, under Minute 13/07/17(1), it was agreed to arrange a meeting in September of interested parties to further explore the possibility of creating car parking in the field in Hendra Road adjacent to the Church.

Do Members still wish to pursue this matter?

JV Calvert,

Clerk

12<sup>th</sup> October 2017

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## **AGENDA ITEM 17.1**

# **Playing Field Portfolio Clerk's Report for Meeting on 17<sup>th</sup> October 2017**

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

1. To note and agree the content of both the report and the notes of the Playing Field Progress Meeting held on 9<sup>th</sup> October 2017 and the actions contained therein with particular reference to any financial implications.
2. To decide whether or not to seek quotations for extending the playing field car park.

### Report:

#### 17.1 Playing Field Progress Meeting:

The notes of the Playing Field Progress Meeting held on 9<sup>th</sup> October appear as Appendix 1 to this report. Members are requested to note the content thereof with particular reference to any financial implications arising therefrom. By accepting the report, Members are agreeing to accept any quotations referred to therein.

Referring to the notes of the meeting, I would inform Members as follows:

*Replacement Pay Equipment:*

It is hoped to have the revised proposals from Wicksteed in time for your meeting. At the time of writing this report, I was not aware of the situation as regards Hags.

*Tag for Tennis Court Key:*

I collected this on 12<sup>th</sup> October, reimbursement for which is sought in the Payment Authorisation Report (Agenda Item 23).

*Car Park Maintenance:*

I am having great difficulty in actually speaking to Rupert Spencer – we keep missing each other. However, I am now putting that on hold until after your meeting because, as Members will see from the notes, it was suggested that the car park should be extended. If it were, then the matter of the potholes could be addressed at the same time. For Members' information the Council's credit at Lawer's currently stands at £645.86.

*Moles:*

It was not considered necessary at the present time to pursue this matter but arrangements need to be made to place the pins and barrier mesh in the pavilion.

*Overhanging Trees:* Under Minute 20/09/17(5) Members accepted the quote submitted in the sum of £180 from Truro Trees for trimming the overhanging trees at the Seven Stars. The work was carried out on Wednesday 11<sup>th</sup> October and I await the invoice.

JV Calvert

Clerk

12<sup>th</sup> October 2017

## **Appendix 1 to AGENDA ITEM 17.1**

### **NOTES OF PLAYING FIELD PROGRESS MEETING HELD ON**

**MONDAY 9<sup>th</sup> OCTOBER 2017.**

**Present:**

(HJ) Councillor H Jones – Playing Field Portfolio Holder

(VK) Councillor Mrs V Kavanagh – Assistant Playing Field Portfolio Holder

(TM) Tyrone Martin - Playing Field Caretaker

(JVC) John Calvert - Clerk

*Colours indicate action required by that person.*

**Apologies:**

None

**Notes of Meeting:**

As has become normal practice, the notes of the previous meeting, in this case, 11<sup>th</sup> September 2017, were used as an agenda with any other items included under "Other Matters" or as necessary.

1. *Pavilion:*

*Replacement Pavilion:*

This is on hold pending a meeting of the Parish Development Working Group. JVC has previously advised that if it were decided to replace the existing pavilion with portacabins, planning permission would be required.

2. *Replacement Play Equipment:*

Three proposals were presented to the September 2017 PC meeting when it was resolved not to go with the Sovereign one as it was wood. Sovereign have been informed. Wicksteed and Hags have been requested to make some amendments, particularly an extra cradle swing and resubmit estimates.

*Zip Wire:* It had been agreed at the July PC Meeting that JVC would seek a contribution from Cllr John Thomas's Community Chest towards the estimated £700 cost of a 30m Zip Wire. VK and JVC prepared the necessary form which was submitted on 15<sup>th</sup> September. The actual estimate submitted was £504.95. The PC will need to pay for the supports and installation.

3. *Caretaker's Inspection Reports:*

*Inspection Report Dated 11<sup>th</sup> June 2017:*

TM had replaced missing cement in skateboard park. Invoice paid at September PC meeting.

*Inspection Report Dated 10<sup>th</sup> September 2017:*

TM had erected the Skate Park sign. Invoice paid at September PC meeting.

*Inspection Report Dated 8<sup>th</sup> October 2017:*

No problems identified.

4. *Annual Safety Inspection:*

Outstanding Matters:

- JVC had previously advised that, because of proposals for refurbishment of the toddler play area, he had not obtained quotes for 4 x "Please Close the Gate" signs.
- Repair Toddler fence – leave as likely to be replaced as part of planned work.
- Multi Play – TM had quoted £26 for wrapping bottom bar with safety surfacing which was accepted at the September PC meeting. **To be done ASAP.**
- Sputnik seats – TM had quoted £19.50 for one new seat which was accepted at the September PC meeting. **Work done – to be invoiced.**

- Safety Surface at bottom of big slide steps – TM had done the work. Invoice paid at the September PC meeting.

#### 5. *Other Matters from Previous Meetings:*

- *Climbing Wall Rope Net:*  
Still being monitored – all OK at present. Nothing in this respect identified in Annual Inspection.
- *Tennis Court:*  
Notice to users asking them to loosen the net once they have played had been erected in tennis court by Roger Taylor and seems to be having the desired effect. JVC also had ordered tag with same message for key and was awaiting delivery.

HJ had spoken to owners of shop about instigating record sheets for receipt of payments for the use of the tennis court. This was now in place.

Overall condition of the tennis court is good. TM to ensure it is cleaned more often in the coming weeks because of leaf fall.

- *Old Playing Field Entrances:*  
TM was still “keeping on top of the weeds”. Further moss treatment will be carried out when necessary. TM will spray weeds when he does weed spraying in the village. Currently waiting for two consecutive dry days!!
- *Dogs in Playing Field:*  
JVC advised that Mike Dawes, Chairman of the Rugby Club, had asked to attend a PC meeting and it had been agreed that it would be the October meeting. That will be used as an opportunity to ask the RFC to assist with reminding dog walkers of their responsibilities as regards the rugby pitch. The possibility of providing bigger “No Dogs” signs was discussed as some owners were saying that they were unaware of the ban. No decision was made.

#### 6. *BMX Track:*

Agreed to continue to monitor as it is a waste of time to do anything about the “modifications” made by the users. No further modifications recently.

#### 7. *Car Park Maintenance:*

It was agreed that the surface was once again approaching the time when more stone would be needed. JVC to seek the advice of Rupert Spencer of Cornwall Council as to the availability of more compactable material such as skelpings and also to investigate the feasibility of extending the car park.

#### 8. *Tennis Court Footpath:*

TM monitoring and taking action as and when necessary regarding flooding. No problems with this or dog fouling at present.

#### 9. *Youth Shelter:*

JVC has obtained four spare notices at a cost of £8.95. TM advised that there was sufficient paint left for one more application after which more would be needed. TM to carry out another application before half term. JVC to obtain more paint.

*10. Condition of RFC Training Pitch:*

As previously reported, under the terms of the MOU the RFC are obliged to rectify damage at the end of the playing season. It was previously agreed to monitor and take necessary action at the end of the playing season. No action will be required.

*11. Moles in the Playing Field:*

It was previously suggested that the problem might not be as bad as at first thought. HJ & VK were of the opinion that there was no need for any action at present. Arrangements to be made to store the pins and barriers in the pavilion for easier access.

*12. Other Matters:*

- *Flagpole:*  
TM advised that there were no fittings. Agreed to install whatever was necessary when it was needed to avoid possibility of "meddling".
- TM advised that he had carried out the hedge trimming.

*13. Next Meeting:*

It was agreed that the next meeting would be at 9.15am on Monday 13<sup>th</sup> November 2017 at Dursona.

JV Calvert

Clerk

10<sup>th</sup> October 2017

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## **AGENDA ITEM 20.1**

### **MINUTES OF MINING VILLAGES REGENERATION GROUP MEETING**

**Held at Chacewater Village Hall, 21<sup>st</sup> September 2017**

#### **Present**

Brenda Bailey	Chacewater PC
Chris Bell	St Day PC
Philip Blease	Stithians PC
James Biscoe	Stithians PC

Charlotte Caldwell	Community Link Officer -Cornwall Council
Kevin Furnish	Gwennap PC
Roy Gill	St Day PC
Jim Holford	Chacewater PC
Rob Knill	Chacewater PC (Chairman)
Steve Leech	Chacewater PC
Carl Martin	Carharrack PC
John Newcombe	St Day PC
Ashley Wood	Lanner PC

### **Apologies**

Fiona Barnard	Clerk Gwennap PC
John Calvert	Clerk – Stithians PC
Howard Jones	Stithians PC
Sandy Steward	Lanner PC
Peter Tisdale	Stithians
Elaine Youlton	Clerk – Lanner PC

### **Minutes of last meeting – matters arising**

The Minutes were accepted as a true and accurate record.

RK said that he was willing to act as Chair as a rotational chair would not give continuity, and JB offered his services as Vice Chairman. **Action.** This was voted through unanimously.

**Action.** CC was asked to email Peter Ledingham from the geothermal business encouraging him to contact the Parishes (not already briefed) with regard to attending their meetings.

Planning – the induction training by Dave Edmundson had been well received. BB said that she doesn't receive a response when writing to Planning officers. **Action.** CC asked that she be informed of instances so she can follow up with colleagues at Cornwall Council.

**Action.** Community Chest fund application forms to be circulated with minutes.

CIL - A discussion followed regards CIL (Community Infrastructure Levy) – AW said that Cllr Bob Egerton is taking the issue to Cabinet and that in reality CIL

won't appear for at least a year. KF said only 30% of applications will attract a CIL, he is keen on a local levy.

AW said that they have suggested to Cornwall Council that they have a panel who oversee CIL investment. KF referred to the Exception Committee process. **Action.** AW invited members to send written comments regards CIL to him for collation on behalf of MVRG.

KF said his main concern was what can be done to ensure that infrastructure keeps pace with the number of people who reside in a locality. AW said that nationally, only 16% of CIL has been collected.

### **Treasurers Report**

PT had circulated this prior to the meeting.

RK queried as to why the Local Devolution Funding was not shown as being 'ring fenced' for the trails website project. AW explained that the money received had been spent with Streamline on this area of work.

Signatures have been changed at the bank. **Action.** JN asked that his be removed.

Balance is £3579.00.

**Action(s).** Invoice for £200 to cover last and current MVRG subscription passed to Chacewater PC for payment. Chacewater PC also agreed to join the Trails website and so have been invoiced separately for that.

PB asked what Parishes spend on websites and this was minimal. JH said that £6k seems a lot of money for a website, AW explained the background to the development work on the site and the updating.

CB asked why the Churchyards website which attracts significant hits isn't linked to sponsors and mentioned for example Ancestry. AW said it has been hard to sell adverts as a public body. **Action.** CB offered to investigate options.

### **Community Link Officer Update – Charlotte Caldwell**

CC updated about the recent CN Panel meeting at Pool Innovation Centre and said that the next meeting will take place on Wednesday 22 November 7-9pm at Pool Innovation Centre and Cllr Edwina Hannaford (Portfolio holder) will make a presentation on strengthening community network panels. **Action.** To book a place, please email CC. KF and PB added that they had both attended the CPIR CN Panel meeting on 20<sup>th</sup> September and had found it very informative and useful.

Community Chest – the new forms are available and community groups can apply to their Cornwall Councillor fund which is £2k per Cllr.

She advised that following a series of presentations in St Day, the Parish Council have opted to go forward with a Neighbourhood Plan. There are now 5 NDPs in the Community Network area.

### **Parish Reports**

**Chacewater PC** – persistent issue with speeding. They have trained 19 people for 4 areas of community speedwatch. Trees work undertaken on the recreation ground to make the area safe and they had seen a surge in flytipping and litter throughout the summer months.

Dog Poo – the PC bought their own bins and will have to empty them, which some other PCs do already.

A390 traffic issues were also discussed in some detail following RK's recent attendance at the T&R CNP.

**Gwennap PC** – KF advised that the PC were writing to the Council to see if the United Downs tip/ recycling centre can be open longer than 4pm – to 6pm as it used to be, to address the persistent early evening fly tipping issues in the area.

He circulated a letter which addressed the Section 215 notice which Gwennap PC had experienced success with in sending to a local offender of fly tipping.

**Action.** He said that other PCs could use it as a template as it had been overseen by a lawyer.

**Lanner PC** – clerk's hours will need to be extended in light of volume of business being passed to PC to address. A business plan for devolution of assets is being written. The NDP summary will be circulated to residents imminently.

**St Day PC** – as read. Re-iterated the lack of Police to attend an incident recently.

**Carharrack PC** – a litter pick had been undertaken but in the dark!

**Stithians PC** – PB reported issues over the bus service, it was generally agreed that rural bus services cannot operate at a profit. **Action.** KF is exploring (with some other areas) a form of 'round robin' transport scheme to meaningful enhance community transport solutions for residents in his rural area and will advise on progress at future meetings.

PB said a community mapping exercise is underway and a new noticeboard is going up in the centre of the village.

### **Round Table Discussion**

Many items listed in the agenda have been covered in discussion.

Public Rights of Way (PRoW) – in relation to the issue over illegal use of some PRoW, RK advised that D&C Police a team will be staging an operation in the

Autumn to target related hotspots for such activity. Inspector Thompson is charging the PCSOs with getting behind the forum and KF has asked D&C Police to give Parishes a list of delegated powers.

Boundary Review – set for 14 October, Cornwall Council should know the final numbers imminently. **PMN**. Appears that the Boundary Commission have settled on a figure of 87 Cornwall Councillors in future.

DPDs and Supplementary Planning documents were reviewed and responses sent in. **Action(s)**. Comments were made on the Biodiversity SDP, Minerals Safeguarding DPD and Terrestrial European Sites Mitigation SPD; but not Site Allocations Development DPD or Community Infrastructure Levy (CIL) as these had either already been passed as part of other works or subject to further review/debate by Cornwall Council/other forums.

Gwennap and Chacewater PCs are planning to work together on a joint Lengthsman scheme, keeping MVRG members posted as things progress.

Paperless Planning – this appears to be working in most areas. RK said that it has moved them forward at Chacewater PC. It is essential in all areas that for it to work, Cllrs need to read their papers before the meetings.

#### **AOB**

**Action.** AW asked for comments to be sent to him on the 'Delivering the Cornwall Local Plan' document.

#### **Date time and venue of next meeting**

To be held at the Stithians Centre on Thursday 23<sup>rd</sup> November at 2-4pm.

A guest speaker was suggested from Community Land Trusts (Andrew George).

**Action.** CC to invite.

**Action.** CC to update MVRG email circulation list.

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## **AGENDA ITEM 20.2**

### **Clerk's Report for Meeting to be held on 17<sup>th</sup> October 2017**

#### **PARISH COUNCIL REPRESENTATION ON**

#### **THE STITHIANS CENTRE MANAGEMENT COMMITTEE**

##### **Decision Required:**

To decide on the Parish Council's Representative on the Stithians Centre Management Committee for the coming year.

Report:

Attached as Appendix 1 to this report is a letter from the Secretary of the Stithians Centre Management Committee seeking notification of Stithians Parish Council's representative on that Committee for the coming year following their AGM on 1<sup>st</sup> November.

Members are therefore requested to nominate a representative. As Members are aware, the representative for the last year was Cllr Jones and it will be noted from the letter that he can be re-appointed.

**JV Calvert,**

**Clerk**

**12<sup>th</sup> October 2017**

## **Appendix 1 to AGENDA ITEM 20.2**

Thursday 5<sup>th</sup> October 2017

Dear Secretary,

### **AGM of the Stithians Centre Management Committee (SVHMC) Wednesday 1 November at 7pm**

**The Annual General Meeting of SVHMC will be held in The Stithians Centre on Wednesday 1 November at 7pm** and is open to all members of Stithians Parish. All those over 18 are entitled to vote for 4 members of the Committee or stand for one of those positions.

The Centre is a registered charity provided for the benefit of local people. Please invite your members to come along to hear what the Committee have been doing on their behalf and to discuss ideas and plans for the future. The AGM will be followed by the first ordinary meeting of the management committee to appoint the officers.

**Appointed representative-** In addition to any individual voting rights, your organisation is entitled **to appoint** a representative on the management committee in accordance with the constitution of The Stithians Centre, and I would be grateful if you would notify me before the AGM who the representative will be. You may reappoint your current representative.

**Please be advised that the Committee is responsible for the day to day management, upkeep and finances of the Centre. Representatives of organisations are full members of the management committee, along with elected members of the residents of Stithians parish and some co-opted members.**

**All persons serving on the Committee are the Charity Trustees.**

For convenience, a form is given below for you to complete and return signed by the chair or authorising officer of your organisation. I am also attaching a document which is a general summary of the responsibilities of being a Charity Trustee.

Please email your reply to [rosscathetc@hotmail.com](mailto:rosscathetc@hotmail.com) or return to me at Pendriggy, West Trewirgie Rd, Redruth, TR15 2TJ

Yours sincerely  
Cath Cullen, Secretary The Stithians Centre Committee

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## **AGENDA ITEM 21**

### **Clerk's Report for Meeting to be Held on 17<sup>th</sup> October 2017**

#### **Correspondence Received**

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

- **To note receipt from CALC of their September 2017 Newsletter.**
- **To note receipt from Cornwall Council of a Briefing Note detailing the availability of Sea Gull proof refuse and the introduction of another trial.**

##### **REPORT:**

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

<i>Date</i>	<b><u>Type</u></b>	<b><u>From</u></b>	<i>Subject</i>	<b><u>Action Taken/Requested</u></b>
29/09	E-mail	CALC	Newsletter - September	See Section 1 of Report
05/10	E-mail	Cornwall Council	Briefing Note re Seagull Sacks	See Section 2 of Report

1. I circulated this to Members for information on 12<sup>th</sup> October.
2. I circulated this to Members for information on 12<sup>th</sup> October.

Rather surprisingly, there is no further correspondence of note that is not reported elsewhere. Members are aware, however, that during the period from 21<sup>st</sup> to 26<sup>th</sup> September I received no e-mails whatsoever and I have no way of knowing what I should have received during that period.

**JV Calvert,**

**Clerk**

**12<sup>th</sup> October 2017**

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## **AGENDA ITEM 23**

## Authorisation of Payments – October 2017

### Decisions Required:

1. To approve payment of the sums shown in the report totalling **£7,752.63** 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 parentheses 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.

<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	18/10	Clerk	October Salary		1,275.92	(1)
E	18/10	Clerk	September Expenses (Appendix 1)		6.30	
E	18/10	Clerk	Reimbursement for Hi Vis Jackets	1.92	11.52	(2)
E	18/10	Clerk	Reimbursement for Tennis Court Key Fob	2.50	15.00	(3)
E	18/10	HMRC	Clerk's Tax under PAYE - October		318.80	
E	18/10	M White	Toilet Cleaning - October		81.97	
E	18/10	M White	Litter Picking - October		133.69	
E	18/10	Tyrone Martin	Playing Field Caretaker - October		598.33	
E	18/10	Tyrone Martin	Lower Churchyard - October		70.50	
E	18/10	Tyrone Martin	Cemetery Maintenance - October		50.42	
E	18/10	Tyrone Martin	Cleaning Longdowns Bus Shelters - Oct		28.45	
E	18/10	Glenn Humphries	Footpath Maintenance - September	60.58	363.48	
E	18/10	On Line Playgrounds	Cradle Swing Seat	15.00	90.00	(4)
E	18/10	M Rashleigh	PF Grass Cutting – 2 <sup>nd</sup> Quarter	131.56	789.36	
E	18/10	The Stithians Centre	Hire of Meeting Room - 2017		420.00	
E	18/10	Office Smart	Copier Paper	2.85	17.10	

E	18/10	Stithians Bowling Club	Footpath Lighting - Electricity	1.71	35.88	
E	18/10	SWW	Water Supply - Toilet		69.06	
DD	01/11	SWW	Water Supply – Playing Field		40.48	
E	18/10	Rex Andrew	Grass Cutting – New Cemetery – 4 Cuts	40.00	240.00	
E	18/10	EDF Energy	Electricity Supply – Toilet & Wellness Hut	3.14	65.89	(5)
E	18/10	Cllr P Blease	Reimbursement for Signs from Hello Print	34.88	209.28	(6)
E	18/10	Malcolm Lane & Son	New Notice Board	470.20	2821.20	(7)
TOTALS				£764.34	£7,752.63	

Notes:

1. This payment is the Clerk's gross salary (£1,594.72) less Income Tax due from the Clerk under PAYE for the month of October.
2. This purchase was approved under Minute 25/09/17(2).
3. This purchase was approved under Minute 20/09/17(4).
4. Members approved payment to Tyrone Martin for the fitting of this seat at the September meeting. This is the purchase of the seat.
5. Under the terms of the lease, this is reimbursed in full (exc. VAT) by the tenants.
6. This is reimbursement for the purchase of 3No. A Boards and posters for the Remembrance Day Parade as agreed under Minute 25/09/17(1). The cost slightly exceeds the approved amount (£167.75 ex. VAT) because the quote received was for two and clearly I didn't correctly work out the cost of three!!
7. The purchase of the new notice board was approved under Minute 10/05/17(1). £1,500 has been ear-marked for a new Notice Board and the remaining £851 will come from the General Reserve. Members are aware that Cllr W Thomas has kindly offered to erect it free of charge and I have furnished him with the Supplier's installation instructions as well as plans showing the location of electricity and telephone services in the vicinity.

JV Calvert,

Clerk & RFO

12<sup>th</sup> October 2017

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

## **AGENDA ITEM 23(A)**

### **Additional Authorisation of Payments – October 2017**

**Decision Required:**

**Members are requested to approve the additional payments shown in the table below in the sum of £252.70.**

**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	18/10	<i>Truro Tree Services</i>	Trimming of trees adjacent to Seven Stars.		180.00	1
E	18/10	<i>LA Phillips</i>	Black Bags – Litter Clearance.	1.20	7.20	
E	18/10	<i>Tyrone Martin</i>	Fit new seat to Sputnik		19.50	2
E	18/10	<i>Tyrone Martin</i>	Wrap safety surfacing round bottom bar of Multiplay		26.00	3
E	18/10	<i>Tyrone Martin</i>	Apply Anti-Climb paint to Youth Shelter		20.00	4
<b>Totals</b>				<i>£1.02</i>	<b>£252.70</b>	

**Notes:**

1. This expenditure was approved under Minute 20/09/17(5).
2. The quotation for this was accepted under Minute 20/09/17(6).
3. The quotation for this was accepted under Minute 20/09/17(6).
4. By accepting the notes of the Playing Field Progress meeting under Agenda Item 17.1 in which it was stated that Tyrone Martin would apply another coat of paint before half term, Members have effectively agreed to this work which has been charged at exactly the same rate as the last time it was done.

JV Calvert,

Clerk & RFO

17<sup>th</sup> October 2017

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