

A-barth Onan Hag Oll! Representing One and All

REPORTS FOR JUNE 2015 MEETING

AGENDA ITEM 7.2

STITHIANS PARISH COUNCIL MEETING POLICE REPORT TUESDAY 16th JUNE 2015.

Police and the OPCC create new innovative approach to victim care

Devon and Cornwall police has launched its new Victim Care Unit, which provides victims with immediate support and referral to a wide range of support organisations with key specialisms such as mental health.

Police and Crime Commissioner, Tony Hogg, has worked closely with Chief Constable, Shaun Sawyer, to oversee an innovative approach which gives victims a more personalised service to fit their needs.

The Victim Care Unit helps victims of crime reach a number of accredited support organisations and national agencies, allowing the police to tailor the service provided to the needs of the victim.

Shaun Sawyer said: "After experiencing crime, people are affected in many different ways and for many being a victim of crime is very distressing and upsetting. I believe it is extremely important to provide the most appropriate aftercare support, tailored to the individual. We are committed to giving victims the best possible advice and support; working with the PCC our new fully trained Victim Care Unit, along with service providers from the voluntary and community sectors will be at the heart of this."

Tony Hogg said the new service is all about putting victims first: "This innovative new system will make sure victims get exactly the help and support they need. Devon

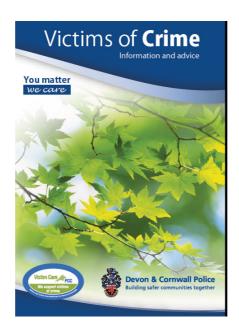
and Cornwall is leading the way in creating a system that effectively connects those in need with organisations that can help them at a time when they need it most."

Rosie, a sexual abuse survivor, who lives in Cornwall, said: "To be able to put the power back into the victims lives, taken away from them through whatever's happened, is such a magnificent step into recovery. This is about giving the victims more of a choice, and letting them choose what their priority is."

Maggie Parks from the Women's Rape and Sexual Abuse Centre, Cornwall said: "It's been the first time that victim centred organisations have been closely consulted over quite a long period. Victims themselves have been involved in the consultation on how the Victim Care Unit is actually going to work. We've been really pleased that the office of the Police and Crime Commissioner has actually moved this initiative forward."

The network of victim care providers is supported by, and accessed through, a dedicated website - www.victimcaredevonandcornwall.org.uk/

This gives victims a comprehensive guide to 60 accredited support organisations, links to more than 100 national agencies and significant extra information. Users will be able to navigate the site by need, crime type or geography. Victims who don't wish to report crimes to police can also access the website and use a separate helpline - 0300 3039 5473.



Devon, Cornwall and the Isles of Scilly are amongst the safest places to visit in the country, but to help make holidaymakers' stay more enjoyable police recommend the following advice on how to keep themselves and their property safe.

Top safety tips while on your holiday:

• Don't leave valuables in your vehicle. Secure your vehicle when unattended.

- Keep your mobile gadgets in a safe place.
- Don't leave bags unattended.

Other holiday safety tips include: stick to well-lit paths and avoid walking alone at night; secure your vehicle/caravan/room/tent and do not leave any valuables on display; keep your vehicle keys in a safe place; use personal safes where provided; never drink and drive; and finally be aware of speed limits and restrictions.

PCSO Andy Huddlestone of Falmouth Police Station said: "It only takes a few minutes to think about the safety advice offered. By taking these few simple steps visitors will reduce the opportunity of crime occurring and allow them to fully enjoy their holiday."



On the subject of our own crime figures for the period since the last meeting, there has been a Common Assault with a named Suspect but prosecution was not supported by the Victim; A theft of building materials from a smallholding at Carnmenellis and a vehicle had the Driver's door scratched, in South Road. All enquiries are finalised.

Other items of interest included a loose dog at Herniss, parking issues and neighbour altercation at Foundry, and a number of dead rabbits found by the road at Longdowns.

PCSO 30143 Andy Huddlestone.

Falmouth Police Station.

AGENDA ITEM 8.2

Clerk's Report for Meeting on 16th June 2015

CO-OPTION OF NEW MEMBER

Summary of Decision Required (Details in report):

To co-opt Howard Jones as a Member of Stithians Parish Council.

Report:

In a departure from normal practice, I have included this item at this point on the agenda because the person applying for co-option was previously a Member until he had to resign due to family circumstances and I am making the assumption that Members will be only too willing to agree to his return to the Council.

I am pleased to be able to say that the difficulties which led to his resignation in March 2014 have been resolved most satisfactorily and he is now able to return.

I therefore trust that Members will agree to his immediate co-option so that he can participate in the remainder of the meeting.

JV Calvert,

Clerk

9th June 2015

AGENDA ITEM 11

Clerk's Report for Meeting on 16th June 2015

PARISH PLAN

Summary of Decisions Required (Details in report):

- 1. To note the report.
- 2. To decide upon the next step in producing the final Parish Plan.

Report:

It was agreed under minute 04/05/15 that Members would, within 7 days of the date of the May meeting, communicate their suggestions for amendments to the Draft Parish Plan to Cllr Biscoe to enable a draft of the Parish Plan for consideration at this meeting. Following Cllr biscoe's resignation, that has fallen to me. Comments have been received from most Members and the revised draft is included as Appendix 1 to this report. Members will note that this is now referred to as a Summary document.

JV Calvert,

Clerk

9th June 2015

Appendix 1 to AGENDA ITEM 11

STITHIANS PARISH PLAN Summary 2015

Stithi

ans Parish Council (SPC) has worked with and through residents of the Parish, guided by Cornwall Council and Her Majesty's Government to produce this plan.

A comprehensive survey was undertaken which yielded a 66% response when delivered to every dwelling and business in the parish. The data analysed from the survey produced an in depth summary which can be viewed on line or in Stithians library. The results have been used to produce the Plan which will assist the Parish Council in its primary purpose, the representation of the parishioners now and in the future.

The Parish Council thanks those who gave of their time and effort to do this important work.

WHY HAVE A PARISH PLAN?

As part of its fundamental function of representation of the people, the Parish Council has a duty to look at the wider and longer term potential impacts on the natural resources, economy, society and community of the Parish.

OBJECTIVE

The Stithians Parish Plan deliberately sets out not to be prescriptive but rather to provide informed guidance to the Parish Council and those individuals, businesses, agencies and institutions with which it engages in managing the current and future development of the Parish. As a consequence of the parish plan development work undertaken in Stithians the following (not listed in rank order) will be pursued by Stithians Parish Council in order that the available resources are put to the best, most sustainable use for the long and short terms while retaining the essential Cornish rural nature of the Parish:

1 HIGHWAYS

Although out of the direct control of the PC, the maintenance and improvement of highways is essential to the livelihood and lifestyles of the majority of the parishioners. As with the resurfacing rather than patching of Church Road, the PC will continue to lobby the Highways department at Cornwall Council so that parish highways infrastructure enables traffic to pass freely, legally and safely on all roads.



2 PUBLIC RIGHTS OF WAY

Maintenance and improvement of the Public Rights of Way and their



associated services, systems and furniture in the Parish to enable people, bicycles and horses to pass freely, legally and safely on all the PRoWs and to work with the above services to rectify infringements reported by the public e.g. blockage or neglect of the said rights of way.



PUBLIC TRANSPORT

Provision and improvement of public transport services sufficient to meet all the demands of the residents within their economic reach.



4 LOCAL NEEDS AFFORDABLE HOUSING



Although needs change with time, the survey identified the need for twelve affordable rental units ranging from 1-3 bedrooms over the next fifteen years. There was also a desire for some affordable houses — either to buy or shared ownership with an identified price range of £120K to £150k. The PC will continue to work towards meeting the effective demand through its interaction with the planning process.

5 DEVELOPMENT LAND

The preference for the use of brownfield sites for development over greenfield sites where creation of vacant brownfield sites does not damage the economic or social service fabric of the parish will also inform the planning process.

6 BUSINESS DEVELOPMENT



Support the development of existing and new businesses in the Parish, particularly

where these generate additional employment

opportunities and use available natural resources in sustainable and renewable ways.



7 SPORT AND LEISURE



The playing field and its facilities are greatly valued by parishioners, particularly those who have brought



up or are bringing up children in the vicinity of Stithians village. The PC will therefore strive to maintain and, in collaboration with the young people of the village, improve the field, its facilities and equipment.



A desire to participate in exercise and sport has been identified and so the PC will aim to add to the sport and leisure facilities in the Parish in collaboration with existing and new Stithians-based organisations progressively to meet identified effective demand to the extent of the available resources. Particular efforts will be made to ensure provision of play facilities in Longdowns as an d when resources permit.

8 BURIAL FACILITIES

Continue the development and management of the new cemetery and work in collaboration with the Churches and Cornwall Council to ensure that the existing cemeteries continue to be well maintained.



9 WASTE MANAGEMENT

Work with local contractors, Cornwall Council and recycling



organisations to ensure that the Parish is kept clean and tidy at all times and that all types of waste are processed to the best economic and environmental advantage.



10 UTILITIES AND SERVICES



Work with neighbouring Parish and Town Councils, Cornwall Council, service providers and parishioners to improve the range of utilities and services available to Stithians residents to widen the range of choice to enhance economic and environmental options

available.

11 COMMUNICATIONS

Produce and distribute to all dwellings and businesses in the Parish, regular editions of the Parish Council newsletter "Spotlight on Stithians". Maintain and improve the Stithians Parish Council website. Ensure that the notice boards and other media are maintained and used to best advantage for dissemination of information pertinent to the Parish Council and its functions including support for the Neighbourhood Watch scheme. Pursue

the best value communications services for the Parish and its residents

12 PARISH COUNCIL MANAGEMENT



Ensure that the Parish Council operates effectively, efficiently and economically in

undertaking its primary function of representation of the people of the Parish and its statutory and customary functions and duties.

13 ENVIRONMENT

AGENDA ITEMS 12.1 -12.5



The ethos and facilities of the villages and hamlets were highly regarded by residents and so it is incumbent on the PC to promote the conservation and enhancement of all aspects of the environment including the agriculture, landscape, flora and fauna, rivers,

woodlands, trees, air quality, noise and smell at every opportunity.

Clerk's Reports for Meeting on 16th June 2015

Summary of Decisions Required (Details in report):

- 3. To note the Council's current financial position.
- 4. To note the information provided concerning the completion of the 2014/15 Audit.
- 5. To agree the various appointments detailed in the report following the resignation of Councillor Biscoe.
- 6. To note the information provided concerning the redemption of the Council's 2.5% Consolidated Stock.
- 7. To note the information provided concerning the future of Stithians Post Office.

Reports:

12.1 Council's Current Financial Position:

Appendices 1, 2 and 3 to this Report show the Council's financial position as at 9th June.

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.

The Expenditure, Income and Reconciliation Appendices can be found on the website under "Financial Reports".

12.2 Completion of the 2014/15 Audit:

I am pleased to be able to report that the 2014/15 Audit was "signed off" on 26th May with no adverse comments. The appropriate notice to enable the public to inspect the completed audit was posted on the website and on notice boards on 3rd June giving 14 days for any member of the public to make appropriate arrangements for inspection.

12.3 Appointment of Various Portfolio Holders etc:

Following the resignation of Councillor Biscoe, the following vacancies now arise, the filling of which will need to be considered and voted upon separately:

- Assistant for Planning Portfolio
- Footpaths, Highways & Environment Portfolio Holder
- Playing Field Portfolio Holder
- Public Relations Officer
- Mining Villages Regeneration Group Representative
- Deputy on the MVRG Community Network Panel
- Member of the Parish Plan Working Group
- World Heritage Site Cornish Mining Consultative Forum Representative
- A Member to check the monthly Payment Schedule against the bank account

12.4 Redemption of 2.5% Consolidated Stock:

Members are aware that the Government will be redeeming the Council's Consolidated Stock on 5th July. The value of the stock is, as Members are aware, £413.22. I shall report after that date as to how best to invest both the Council's legacies – monies for the War Stock and Consolidated Stock having been bequeathed by Albert Collins.

12.5 Stithians Post Office:

I have now received formal notification from the Post Office of the <u>temporary</u> closure of Stithians Post Office. The letter is included as Appendix 1 to this report. I didn't include the details of alternatives referred to therein – the ones detailed are Rame and Ponsanooth. It should be noted that this temporary closure does not imply that a post office will necessarily re-open in the shop, although this is an option presently being pursued.

Members will note that the letter is from Colin Pound, the person who the PC has been dealing with. Both Cornwall Councillor John Thomas and myself have been in contact with him and he is to meet the resigning Postmistress on Thursday 11th June to discuss the possibility of establishing an outreach facility in her shop to be run by others. I hope to be able to advise Members verbally at your meeting of the outcome of this meeting.

A copy of the Appendix to this report may be seen upon application to the Clerk.

JV Calvert,

Clerk and RFO

9th June 2015

AGENDA ITEM 13.1

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

AGENDA ITEM 13.4(a)

Pre-Application – Tory Farm – Mr D Worlledge.

A copy of the document due to be presented to the meeting by Mr Worlledge may be seen upon application to the Clerk.

AGENDA ITEM 13.4(b)

PA15/04149- Mr R Anderson - Lansenwith Farm, Tretheague. Demolition of existing utility extension & adjoining dilapidated lean-to store and replace with new kitchen extension with pitched roof. Replacement single skin porch with new wider porch. Replacement roof coverings and windows/ doors. Demolition of existing dilapidated barn (adjacent dwelling house) and erection of garage and car-port.

Decision Required:

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

Date of Site Inspection:

June 15th 2015

Councillors who undertook the site inspection:

Councillors PC Blease and P Tisdale

REPORT:

Background:

The application comprises of demolition of a lean-to utility extension and store to be replaced with a pitched roof single story kitchen. Replacement porch with slightly large porch. Replacement roof, windows and doors. Demolition of existing dilapidated barn and erection of garage and car port and creation of a walled garden.

Matters of Concern:

The following matters are brought to the attention of Members:

There are no comments on the Website either supporting or opposing the application.

The proposal will tidy up the dwelling and surrounding area and will have no adverse visual impact on neighbours. There will be no significant change in size of the dwelling.

The applicant was not clear if a previous change of use has been obtained for agricultural to residential use. If not that will need addressing.

It is intended that the remaining farm buildings and land will be sold to the neighbouring farmer.

AGENDA ITEM 14

Clerk's Reports for Meeting to be held on 16th June 2015

Decision Required:

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

Reports:

14.1 LICENSING APPLICATIONS:

As Members are aware, I receive an e-mail every week detailing all applications. Up to 9th June 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

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 on 9th June and found no new applications in respect of the licensing of sex establishments affecting Stithians or anywhere in Cornwall for that matter!

JV Calvert,

Clerk

9th June 2015

AGENDA ITEM 15.1

Clerk's Report for Meeting to be held on 16th June 2015

New Cemetery Provision

Decision Required:

To note and accept the content of the report.

Report:

As Members are aware, the delay in proceedings rested with SWW, who had no record of my letter.

Immediately following the May meeting, I contacted them again and, after various phone calls and e-mails, I managed to elicit the following e-mail response on 26th May:

Thank you for your email and apologies for not coming back to you sooner.

I have now had confirmation from our distribution department that there should be no issues in making 3×25 mm connections onto the existing water main that you detailed in your plan.

I hope this satisfies your query. Please contact me on 0800 083 1821 if need anything further.

Hopefully, this information will be sufficient for the solicitors representing the Glebe and the Cricket Club to agree terms.

I sent a copy of the e-mail to Thurstan Hoskin on 26th May who replied saying that he would "look at the dusty file and see who has to do what next".

At time of writing this report, I had heard nothing further from him but will report any further developments verbally to your meeting.

JV Calvert,

Clerk

9th June 2015

AGENDA ITEMS 16.1 – 16.3

Footpaths, Highways & Environment Portfolio - Clerk's Reports for Meeting on 16th June 2015

Summary of Decisions Required (Details in report):

- 1. To note the information provided concerning Crellow Fields Amenity Area.
- 2. To note the information provided concerning a bungalow erected on the plot of land adjacent to Tyrol on Crellow Hill.
- 3. To note the information provided concerning the refurbishment of the notice board at the Institute.

Reports:

16.1 Crellow Fields Amenity Area:

Thurstan Hoskin is presently awaiting my approval of the Draft documents to enable the transfer to proceed but, partly because of other work and partly because I do not want to return them until I am satisfied that Cornwall Council have carried out all the agreed work, I have not dealt with the matter as yet. Members also need to agree contract documents for the grass cutting and caretaking of the area so that tenders can be invited prior to the transfer of the land. I hope to be able to deal with both matters in early July and to report accordingly to the July meeting.

16.2 Bungalow Adjacent to Tyrol on Crellow Hill:

Further to Minute 12/05/15(4), I have ascertained that the new bungalow located on this plot has not yet been signed off under the Building Regulations. The Officer concerned is unfortunately unable to comment further on this application without the express written permission from the owner. He can't even say why it hasn't or when it will be - I've asked!

16.3 Institute Notice Board:

Refurbishment of this will be done as soon as possible but not necessarily before the next meeting!

JV Calvert,

Clerk

10th June 2015

AGENDA ITEMS 17.1 -17.3

Playing Field Portfolio

Clerk's Reports for Meeting on 16th June 2015

Summary of Decisions Required (Details in report):

- 1. To note and agree the content of the notes of the Playing Field Progress Meeting held on 8th June and the actions contained therein with particular reference to the financial implications.
- 2. To agree to the erection of a memorial bench in the New Playing Field as detailed in the report.
- 3. To agree to the planting of a tree to the memory of Craig Pledger in a location to be determined.
- 4. To note the information provided in the report on damage by the Rugby Club to the training area of the Old Playing Field and to inform the Rugby Club that no further action was necessary and that training could resume on the area at the appropriate time.
- 5. To agree to the request from the Churches in Stithians to hold a Messy Church Event on the playing Field on Sunday 28th June subject to the usual conditions.

Reports:

17.1 Playing Field Progress Meeting:

The notes of the Playing Field Progress Meeting held on 8th June appear as Appendix 1 to this report. Members are requested to note the content thereof with particular reference to any financial implications arising therefrom.

17.2 Rugby Club:

Memorial Seat:

The RFC have now decided that the seat to be erected in memory of Craig Pledger should be a Streetmaster Victoria 1800 bench, which is similar to the one placed in New Road opposite 1 & 2 Vine Cottages. As Members are aware, it is to be placed in the New Playing Field near the car park fence looking down the pitch.

Memorial Tree:

Completely separate to the memorial bench, I have received a request from Robert Webber, Founder & Trustee of Call4backup to plant a tree in Craig Pledger's memory. His e-mail is as follows:

I am the trustee of a non profit organisation created following the untimely death of a colleague and a member of your parish. We have been looking to make a gesture to memorialise that Colleague, Craig Pledger, and wanted to plant a tree in Stithians in his honour.

We wanted to hear your views on this and get any permissions needed from you. We were hoping to plant the tree near to where Stithians RFC play as a fitting location near to the team Craig played for. We were looking at a Copper Beech tree which will show a lovely red colour in winter, which would also suit Stithians RFC colours.

We were hoping that the planting would take place between 24th and 26th July when Essex Police Rugby Team and Stithians RFC play in Craig's memorial match to raise funds for our organisation.

It would be nice for it to be on the field in which the team play their games but if the PC believe that it would come to better use somewhere within their jurisdiction, for instance a park or public space we are happy for it to be located wherever the PC would like it.

Members will note that they are willing to plant it at the PC's discretion but as their first choice is in the New Playing Field and it will hopefully be somewhat more of a un-moveable fixture than a seat, I thought it wise to seek the consent of the Glebe Committee and therefore sought their approval via Michael Greet, the Agent. At the time of writing this report, I was still in communication with him, he having asked an exact location and whether or not the PC would be willing to accept responsibility for the tree. I have informed him that the PC, as they maintain the Playing Field, will accept responsibility of it. As far as the location is concerned, I have referred that back to Mr Webber.

I'm sure Members will be only too willing to accommodate the request and will, should the Glebe deny permission, agree a suitable location within the Old Playing Field.

I shall report any further progress verbally to your meeting.

Damage to Training Area of Old Playing Field:

As instructed under Minute 13/05/15(4), I informed the Rugby Club on 27th May that if they do not properly rectify the damage caused to the training area in the Old Playing Field, the PC would carry out the work and recharge them the sum of £96.23.

On 27th May I received the following e-mail from Mr J Weber:

In the next few days the RFC will be holding a meeting to discuss this issue further. I will let you know the outcome in due course.

I informed him of the date of this meeting and requested a response in time for the meeting. At the time of writing this report, I had heard nothing from Mr Weber but the Chairman of the RFC, Mike Dawes, sent an e-mail on 4th June advising that he knew for a fact that the RFC had done some work to the area and offering to meet a representative of the PC to discuss the matter. Immediately prior to the Playing Field Progress Meeting Cllr Blease, the acting Playing Field Portfolio Holder, visited the

area and formed the opinion that the area was now in reasonable condition and the consensus at the meeting was that no further action was necessary.

17.3 Request to hold an Event on the Playing Field:

I have received a (rather belated) request for permission for the Churches in Stithians to hold a Messy church event on the Playing Field on Sunday 28th June between 3 and 5pm. This would involve worship, craft and games activities for children accompanied by their parents followed by picnic tea, weather permitting. Because of the tight timescale, I have already sent the necessary form for completion and requested sight if their insurance and informed them that applications should be submitted in good time to allow, as it says on the form, for the matter to be considered at a PC meeting. I have warned them that it is possible, although unlikely, that their request may be refused but I trust Members will agree it.

JV Calvert,

Clerk

10th June 2015

Appendix 1 to AGENDA ITEM 17.1

NOTES OF PLAYING FIELD PROGRESS MEETING HELD ON MONDAY 8th JUNE 2015

Present:

(PCB) Councillor P Blease – Acting Playing Field Portfolio Holder

(TM) Tyrone Martin - Playing Field Caretaker

(JVC) John Calvert - Clerk

Apologies:

None

Notes of Meeting:

JVC advised that, following the resignation of Cllr Biscoe from the Parish Council, Cllr Blease was acting as the Playing Field Portfolio Holder until an appointment was made at the June PC meeting.

As has become normal practice, the notes of the previous meeting, in this case, 11^{th} May 2015, were used as an agenda with any other items included under "Other Matters" or as necessary.

1. Pavilion:

Replacement Pavilion:

JVC advised that Cllr Biscoe had followed up on taking advice as to exactly what could be done as regards a new pavilion bearing in mind that the Playing Field had been declared a

Village Green. Advice had been received from NALC via CALC which had been passed to members of the Working Group for information.

2. Caretaker's Inspection Reports: Inspection Report Dated 8th February 2015:

• Damage to Sign:

RFC Scoreboard had been damaged by a branch falling from a tree. JVC had given go-ahead to RFC to replace at which time the (undamaged!) PC sign will be reaffixed to it. No replacement scoreboard as yet. TM had cut up the branch and logs had been removed. Remaining small branches will be removed by 16th June as field is now dry enough to drive van on. He will also pick up wood deposited adjacent to Ennis & Carbis and dispose of it.

Inspection Report Dated 10th May 2015:

• Cement missing in SK8 Joints: TM to rectify by 16th June.

• Water Consumption:

It was noted that the Bowling Club had been watering the green, which had increased water consumption. Agreed to monitor the situation and seek recompense if consumption becomes excessive. There had been an increase but JVC waiting for bil to ascertain if it is a significant increase.

4. Annual Safety Inspection:

The 2015 annual inspection had been carried out on 18th April by Rob Turner. Report was now to hand.

JVC advised that two matters arising from the inspection had been identified at the April PC meeting and action agreed:

• Cradle Swing Leg:

PC meeting agreed to should be repaired ASAP. TM had submitted a quote in the sum of £39, assuming that he had a suitable piece of timber. He confirmed that he had one and that the work would be done and invoiced before the date of the next PC meeting.

• Sign for Toddler Play Area:

The May PC meeting had agreed appropriate wording for the notice advising that children must be supervised. A quote of $\pounds 40$ + VAT and an order placed with Prestige Signs.

The 2015 report was considered and, in the first instance, risks higher than "low" were considered:

• Cradle Swings:

Work in hand - see above.

• Multi Play:

Identified as high risk solely because of the monkey bars which are well known to cause injury. Nothing to be done other than to monitor for accidents.

Big Slide:

Identified as low/medium risk because it is higher than today's norm. Again, monitor for accidents and make changes necessitated by notified injuries. Inspector found no "toggle trap". TM to fill gap under run-off reported to May PC meeting with mastic ASAP.

• Train:

Has flat surfaces which are more than 600mm high and no safety surface. Aimed at use by toddlers so inspector not comfortable with just grass although it is suitable up to a 1m fall height. Train is currently removed because of vandalism. TM to quote for repairs before consideration given to safety surface.

• Sputnik:

The inspector refers to this as a metal climbing frame without a safety surface. The sputnik does have a safety surface.

• Skateboard Park:

Assessed as medium risk because of its very nature but assessed as in very good condition. No action needed.

BMX Track:

Medium Risk. Didn't give impression of a purpose-built track, more of something that has evolved, which is exactly what has happened as it is difficult to stop users from modifying it, although it was purpose-built initially. Monitor for accidents

5. Other Matters:

• Climbing Wall Rope Net:

Previously agreed that TM would use self sealing tape on sections where wire exposed and that the work would be done immediately prior to the annual inspection. Because of the short notice of the inspection, however, this had not been possible. The clibing wall does not feature in the inspector's report.

• Other matters for TM's Attention:

• Horse Chestnut Tree near Tennis Court:

Tree is diseased – bark coming off. Jim Lyle has advised complete removal and backfill hole with soil with $CuSO_4$ added. May need soil from elsewhere but there is plenty available within the playing field. Difficult to estimate cost so agreed that, because it needs doing to stop spread of disease, TM to ASAP do and invoice based on hours taken. Do not plant any replacement in same place for at least a year.

When replanting, dig hole one metre square by one metre deep or thereabouts to allow rapid root development.

• Tennis Court:

TM had repaired fence. Moss treatment and white lining to be carried out before the end of June. No sweeping required at present.

Old Playing Field Entrances:
 TM was "keeping on top of the weeds". TM had sprayed.

6. Provision of New Play Equipment:

This matter is currently on hold pending completion of the Parish Plan.

7. Use of Playing Field by Rugby Club for Training:

PCB showed pictures of the training area and it was decided that there was no need for any further action. This will be reported separately to the June PC meeting.

8. Rugby Club Memorial Seat:

Nothing further had been heard from the RFC.

9. BMX Track:

It had been established that the object removed from the BMX Track was a bird feeder as contact had been made by the owner. JAB was dealing with the matter. JVC will now contact the owner. The feeder is in the pavilion.

10. Car Park Maintenance:

TM to prepare a quote later in the year for necessary repairs excluding provision of stone. JVC advised that there was still credit (£759.87) at Lawers for necessary stone and that there was provision of £500 in the 2015/16 budget for maintenance of the car park.

11. Grass Cutting Contract:

JVC had contacted M Rashleigh re the following:

- Why the rugby pitch was not cut the last time the playing field was.
- Why the triangle near the tennis court has been missed.
- To remind him that, as well as the sides of the hedges, the tops should be trimmed. The first two had been addressed, it was too soon for cutting the hedges.

12. Practice Goal Posts:

PC had agreed at the May meeting to install the wooden posts subject to the approval of the Council's Insurers. JVC advised that the Insurers had agreed. TM had agreed the location with JAB and will install ASAP for the quoted and accepted sum of £52.

13. Collection of Tennis Money:

JAB had taken the forms in a folder along with the cash box to the shop. PCB will collect money from shop before the next PC meeting.

14. Next Meeting:

Because of Stithians show it was agreed that the next meeting would be at 2pm on Tuesday 14th July 2015 at 18 Edward Street.

JV Calvert,

Clerk,

10th June 2015

AGENDA ITEM 18.1

The proposed response to the Police consultation on Engagement with Communities may be seen upon application to the Clerk.

AGGENDA ITEM 19.1

Clerk's Report for Meeting to be held on 16th June 2015 PUBLIC RELATIONS

Decision Required:

To decide upon a suitable course of action with regard to Stithians Show and "Spotlight".

Report:

19.1 Stithians Show & "Spotlight":

Following the resignation of Cllr Biscoe, there ceased to be a Public Relations Officer, although, hopefully, one will have been appointed earlier in the meeting.

I do, however, question the ability of the PC to be able to call upon sufficient resources to (a) prepare, print and distribute an edition of Spotlight in time for the Show and (b) prepare exhibition material for and adequately man a stand at the Show.

I base these concerns on the following:

- My forthcoming holiday and other pressing matters;
- The loss of Cllr Biscoe who would have no doubt been instrumental in a lot of the necessary preparatory work;
- The fact that the Chairman will be unavailable on the day of the Show because of a family commitment;
- The fact that the Vice-Chairman cannot guarantee his availability because of a possible family commitment;
- The fact that certain other Members have work commitments.

On the basis of the above, it is my belief that the best case scenario, assuming that the Vice-Chairman will not be available, is that two Members would be available for the Show.

I make these points as a basis for discussion over the best way forward.

JV Calvert,

Clerk

9th June 2015

AGENDA ITEM 20.1

Clerk's Reports for Meeting to be held on

16th June 2015

COUNCIL REPRESENTATION ON THE STITHIANS CENTRE MANAGEMENT COMMITTEE

Decision Required:

To decide upon a suitable course of action with regard to Parish Council representation on the Stithians Centre Management Committee.

Report:

It was resolved under Minute 17/05/15 that Cllrs Biscoe and Blease would collaborate to produce a report on this matter for consideration at this meeting.

Following the resignation of Cllr Biscoe, however, Cllr Blease does not feel he is in a position to report further on the matter. As far as he is concerned, the matter which led to the Council ceasing to attend meetings of the SCMC has been addressed.

Members are therefore requested to decide upon a suitable course of action as regards representation on the SCMC bearing in mind that Cllr Blease now serves on the Committee in his own right and is actually the Vice-Chairman.

JV Calvert,

Clerk

10th June 2015

Since writing and circulating the above report, Cllr Blease, on 16th June, the day of the meeting, submitted a further report which is attached as Appendix 1 to this report along with a report which was presented to the October 2014 PC Meeting (Attached as Appendix 2) for Members' consideration.

JV Calvert,

Clerk

16th June 2015 at 12.35

Appendix 1 to AGENDA ITEM 20.1

The Stithians Centre – SPC Representation

Decision Required:

That the Parish Council (PC) decide if they wish to be represented on The Stithians Centre Management Committee (TSCMC)

That the PC acknowledge that it is not possible to send deputising (with a vote) PC members to TSCMC meetings when registered PC Member Trustees are unable to attend.

Report:

Backgound.

I submitted a detailed paper ref Oct14 20.2(2) to the October 2014 PC meeting regarding future representation of the PC on TSCMC (Copy attached).

Without previous notice the debate was moved into the confidential part of the meeting and unrelated issues raised again without notice. I gave assurances that these issues had been investigated and should not be of concern to the PC. I also assured the PC that further steps were being implemented which would put the matter beyond any reasonable doubt.

Despite these assurances the PC voted to withdraw all representation on TSCMC.

Councillor Biscoe requested at the May 2015 PC meeting that he and myself should revisit this issue and prepare a paper for the PC and then he subsequently resigned. Therefor this short report is simply my view of what should happen now.

PC Representation on TSCMC

I believe the PC should have a single representative on TSCMC who would need to be prepared to be a Trustee of TSC. This representative could attend meetings of TSCMC and report back monthly to the PC. They would also represent the PC when relevant topics are discussed or the PC wish to have an input as appropriate.

Cllr Phil Blease,

16th June 2015

Appendix 2 to AGENDA ITEM 20.1

The Stithians Centre – Governance Sub-Committee Meeting held on 14th October 2014

Decision Required:

That the Parish Council (PC) decide on an appropriate number of PC representatives on The Stithians Centre Management Committee (TSCMC) and the rationale for this degree of representation.

That the PC decide if it is appropriate that the Playing Field Portfolio Holder should be a Trustee of the TSCMC and the rationale that supports the decision.

That the PC acknowledge that it is not possible to send deputising PC members to TSCMC meetings when registered PC Member Trustees are unable to attend.

Report:

Backgound.

I attended a meeting of the TSCMC Governance Sub Committee (GSC) by invitation on 14/10/14 with a view to getting a better understanding of the issues being discussed which could have an impact on PC representation on TSCMC. This is not the minutes of that meeting but my understanding of the issues.

The GSC has been meeting for over 2 years with the objective of updating the Trust Deed to better reflect the current and future Governance needs and requirements of a modern centre.

Main Issues Covered

During the course of this work it has been pointed out by an outside body that the existing Trust Deed limits the number of Parish Council representatives to 3. A fourth PC representative has been allowed as a representative of the Playing Field Trusteeship however as the PC has assumed all the powers of this Trusteeship and the Playing Fields are administered by a Portfolio Holder for the PC it is believed that the TSCMC could be in breach of the existing Trust Document as it stands. If this is the case it is easily resolved by complying with the existing Trust Deed and limiting PC representatives to 3.

The GSC were at pains to point out that they are simply looking to find and establish a new Governance System and Trust Deed that is fit for purpose and will allow The Stithians Centre to grow and thrive for years to come. They are trying to design a governance structure in which anyone who wants to be involved in the running of the Centre can do so, either as a trustee on the Management Committee or not, as a member of a sub-committee or helper at ad-hoc events, etc., and they are keen to work with Parish Councillors throughout.

Having looked at modern Trust Deed Models, suggested and approved by the Charities Commission, it has been observed that normal democratic processes and representations on Management Committees is usually undertaken on a one organisation, one representative basis. This has begged the question as to why the PC has 3 representatives.

If there is some historical reason for this arrangement or some current rationale why it is appropriate the GSC would like to understand the reasoning. If the reason is historical, are the historical circumstances still relevant.

Clearly this will affect the number of PC representatives which would be incorporated in any future trust deed so the GSC would like to understand all the relevant issues before progressing this aspect of their work.

TSCMC is made up of a number of elected, co-opted and user representative members who are all registered as Trustees. I understand that the Charity Commission do not allow deputies (with voting rights) to be nominated by organisations on an ad hoc basis. If a

Trustee were to be away for a prolonged period the procedure would be for that Trustee to resign and their organisation to nominate a replacement who would need to register as a Trustee. All a bit long winded but an understandable procedure.

Cllr Phil Blease,

15th October 2014

AGENDA ITEM 22

Clerk's Report for Meeting to be Held on 16th June 2015

Correspondence Received

SUMMARY OF DECISIONS REQUIRED (Details in Report):

- To note receipt from the Police & Crime Commissioner of his June monthly report.
- To note receipt from Cornwall Council of an Information Bulletin in respect of the Community Flood Resilience Pathfinder Project.
- To inform the Clerk of Members intending to attend the St Stythians Feast Service on 12th July.
- To note receipt from Cornwall Council of a Communities & Devolution Planning Bulletin
- To note receipt from Cornwall Council of a consultation on the new Local Validation List and to decide who will prepare a draft response for consideration by Members.

REPORT:

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

Date	<u>Type</u>	<u>From</u>	Subject	Action Taken/Requested
04/06	E-mail	Police & Crime Commissioner	Monthly Report	See Section 1 of Report
04/06	E-mail	Cornwall Council	Community Flood Resilience Pathfinder Project	See Section 2 of Report
01/06	Letter	PCC Secretary	St Stythians Feast Sunday Service	See Section 3 of Report
04/06	E-mail	Cornwall Council	Communities & Devolution Planning Bulletin	See Section 4 of Report
08/06	E-mail	Cornwall Council	Consultation on the new Local Validation List	See Section 5 of Report

- 1. I circulated this to Members for information on 4th June and brought to your attention that there were links to two surveys, one of which I couldn't find!! It turns out, however that the first was a reference to the second but it was confusing to say the least. The other, on the impact of policing in rural areas, is aimed at individuals and has to be completed on-line. I therefore suggested that Members should complete it as individuals.
- 2. I circulated this to Members for information on 4th June.
- 3. I have received the usual invitation for Members and their Spouses to attend the St Stythians Feast service on the eve of Stithians Show, 12th July at 6pm. Attendance by Members in previous years has been low and the Chairman urges all who are able to attend. Indeed he has sacrificed a family commitment in order to attend!!
- 4. I circulated this to Members for information on 4th June. It contains some interesting information and links and also advises that the Inspector, following his first hearing for his examination of the Local Plan is likely to delay the second hearing until next year to allow Cornwall Council to address certain issues and re-consult.
- 5. I circulated this to Members on 8th June and pointed out that the consultation period ends on 17th July, before the next meeting. It arrived too late to enable a proposed response to be prepared for consideration at this meeting and so I have requested an extension until just after this meeting but at the time of writing this report I had not had a response. If the request is refused, then a response will need to be agreed by an e-mail vote. Meanwhile Members are requested to agree who will prepare a draft repose for consideration.

JV Calvert,

Clerk

10th June 2015

AGENDA ITEM 22(A)

Clerk's Additional Report for June 2015

Correspondence Received between Report & Meeting

SUMMARY OF DECISIONS REQUIRED:

1. To note a letter received from Cornwall Council giving further clarification as to the purpose of a Local Validation List.

REPORT:

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

Date	Туре	From	Subject	Action Taken/Required
12/06	E-mail	Cornwall Council	Local Validation List	See Note 1 below

1. I circulated this letter Members on 12th June. It relates to the correspondence reported in paragraph 5 of agenda item 22 and give clarification as to the purpose of a Local Validation List.

JV Calvert

Clerk

16th June 2015

AGENDA ITEM 24

Authorisation of Payments – June 2015

Decisions Required:

- 1. To approve payment of the sums shown in the report totalling £3,055.14 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:

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 relate to the explanatory notes below the table.

Invoices received between the date of 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.

Туре	Date Due	Payee	For	VAT	Total Amount	See Note
E	16/05	Clerk	June Salary		1134.96	(1)
E	20/05	Clerk	May Expenses (See Appendix 1)		18.45	
E	20/05	HMRC	Clerk's Tax under PAYE - June		396.20	
E	20/05	M White	Toilet Cleaning - June		81.16	
E	20/05	M White	Litter Picking - June		132.37	
E	20/05	Tyrone Martin	Playing Field Caretaker - June		598.35	
Е	20/05	Tyrone Martin	Lower Churchyard - June		69.10	
E	20/05	Tyrone Martin	Cemetery Maintenance – June		74.40	
E	20/05	Roger Strick	Footpath Maintenance - April		265.61	
E	20/05	Roger Strick	Footpath Maintenance - May		265.61	

E	20/05	SWW	Water Supply for Toilets - May			
					11.43	
SO	01/07	Bank	Safe Custody Fees			
					7.50	
			TOTALS			
				£	£3,055.14	

Notes:

1. This is the Clerk's gross salary (£1,531.16) less Income Tax due from the Clerk under PAYE for the month of June.

JV Calvert,

Clerk & RFO

10th June 2015

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

AGENDA ITEM 24(A)

Additional Authorisation of Payments – June 2015

Decision Required:

Members are requested to approve the additional payments shown in the table below in the sum of £1,366.29.

Report:

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

Туре	Date Due	Payee	For	VAT	Total Amount	See Note
E	17/05	Grant Thornton	External Audit	60.00	360.00	
E	17/05	LA Phillips	Litter Consumables	1.10	6.60	
E	17/05	Office Smart	Toner Cartridge	9.72	58.33	
Е	17/05	M Rashleigh	Grass Cutting – April-June	131.56	789.36	
E	17/05	Tyrone Martin	Replace Upright on Cradle Swings		39.00	1
E	17/05	Tyrone Martin	Replacement Toilet Lights		113.00	2
			Totals	£202.38	£1.366.29	

Notes:

1. By agreeing to the financial implications of the May Playing Field Progress Meeting, this expenditure has been authorised. It is also referred to in the notes of the June Playing Field progress Meeting.

2. This was agreed under Minute 16/04/15(2).

JV Calvert,

Clerk & RFO

16th June 2015