



A-barth Onan Hag Oll! Representing One and All

## **REPORTS FOR JANUARY 2021 MEETING**

### **AGENDA ITEM 7**

#### **SPC Climate Emergency Update**

This report, prepared by the Chairman, essentially combines Agenda Items 7.1 and 7.2

#### **Decisions Required:**

1. Members are requested to consider the following report to reach an informed decision regarding letters to service providers.
2. Members are requested to note the content of this report and where appropriate update the information on the 23-point plan to reflect progress to date before the end of January.

#### **REPORT:**

Stithians was one of the first Parish Councils to declare a climate emergency in early 2019. Good progress was achieved in 2019 with the launch and implementation of a 23-point plan. Sadly 2020 was dominated by the Coronavirus pandemic which understandably was a significant distraction for everyone. The pandemic remains at the forefront of everyone's thoughts, as the NHS threatens to be overwhelmed whilst the new variant virus seems to be more virulent and posing a significant threat. The good news is that a vaccination programme is underway and as 2021 progresses more and more people will hopefully be protected, and life will return to some form of normality.

The bad news is that the Climate Emergency has not gone away and still represents a much bigger threat to our children and our children's children's lives than Coronavirus. We are already seeing the effects with more extreme weather patterns around the world.

Therefore, we should pick up the work and refocus on the areas we can make a difference and relaunch our 23-point plan with renewed vigour. I know our combined efforts in Stithians will not make a blind bit of difference to climate change in the world. However, if our efforts inspire other parishes to make changes and that in turn spurs on Cornwall Council to make changes and that in turn makes national governments take actions then our efforts will have a real impact.

In short, everyone has to play their part in addressing the problem and inspire and help others to play their part. We have seen the effect of how these things can snowball with the setting up of Stithians Energy Group (SEG) by Brian Piper. SEG have run events, lectures, displays, produced brochures and much more and the result is that they have inspired and helped other

parishes to set up similar groups around Cornwall and beyond. I have had a number of enquiries from Parishes up country for copies of our 23-point action plan to help them get their groups going.

### **Next steps**

I attach the 23-point Stithians Climate Change Plan which is a summary of where we were. Obviously, we are currently in the middle of Lockdown 3 which will limit what can and cannot be done.

Firstly, I will ask all those tasked with actions to provide me with an update of any changes by the end of January so that I can update the spreadsheet and we can review where we are with everything at the February meeting. You may also suggest any additions to the list that you feel could be appropriate.

Secondly you will see Viv & Rita, who are no longer Councillors, have tasks allocated. Perhaps Sylvia and Helen may like to take over those tasks or indeed if you have specific interests or knowledge in any of the tasks, please feel free to volunteer your help.

There are a number of tasks allocated to SEG members and I will be copying this report to them.

Brian Piper has been busy during lock down and he has drafted letters to businesses and service providers in keeping with plan items C & E. I would be reluctant to write to small and medium sized businesses at this time whilst they are struggling with the effects of the pandemic and lockdowns. However, I see no reason we should not write to the larger companies & service providers now. Appendix 1 below is a list of the service providers and Appendix 2 is a sample letter of all the letters that Brian has tailored for each individual service provider.

**Cllr Phil Blease**

**12<sup>th</sup> February 2021**

### **APPENDIX 1 - List of service providers.**

**Royal Mail**

**DPD**

**Yodel**

**UPS**

**DHL**

**First Bus**

**OTS**

**Cormac**

**Biffa**

**Calor**

**FloGas**

**BT & Openreach**

**Sainsbury**

**Tesco**

**Asda**

**Waitrose**

**CORMAC**

**Mitchell & Webber**

**Consol Oils**

**Opie Oils**

**Western Power Distribution**

**South West Water**

## **Appendix 2**

**Draft letter to WPD – See below**

### **STITHIANS PARISH COUNCIL**

Stithians Parish Council (SPC) was one of the first Parish Councils to declare a Climate

Emergency in January 2019. We have set ourselves 23 action points to mitigate the Climate Emergency.

One of these actions is to contact every service business that enters the Parish asking what they are doing at present and what plans they have for the next five years to reduce their business's carbon footprint. Western Power Distribution (WPD) of course falls into this remit.

SPC would appreciate your views on the following subjects and if acceptable to you, would like to share your response with the parish.

We would appreciate your response to these questions :-

#### **Locally :-**

1. When is it anticipated WPD vehicles coming into the Parish will be served by hybrid or zero carbon vehicles, either electric, biofuel or hydrogen?

#### **The bigger picture :-**

Bearing in mind that Cornwall Council has declared a climate emergency and has an ambition for Cornwall to work towards carbon neutrality by 2030, we would appreciate your response to these questions.

1. What is WPD doing to mitigate power outages caused by extreme weather events? (Flood, wind, heat, cold,)
2. Is WPD looking at battery storage to mitigate outages from extreme weather events?
3. Is WPD looking at the use of drones to inspect power lines instead of helicopters? (less CO2 and less cost)
4. Is environmental sustainability embedded within WPD's supply chain?
5. Within WPD is waste minimised, with little or no waste going to landfill?
6. Is WPD strengthening the network to cope with the electrification of transport both road and eventually rail?
7. Is WPD strengthening the network to cope with the take up of electric heating via heat pumps?
8. Is there a program of placing more power lines underground to mitigate

- against extreme weather events? (High winds, heat, cold,)
9. Is WPD working to protect substations from flooding
  10. Is there a program to incorporate a smart grid to balance input from renewables, EV charging, EV vehicle to Grid and heat pumps?
  11. Is there a program to reduce power losses from power lines? (ie. using renewable power locally)
  12. Is WPD looking to reduce the use /leakage of the greenhouse gas SF6 in its switchgear?

**The Spreadsheet for the 23 – Point Plan is too large to present here but a copy may be obtained upon application to the Clerk.**

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## **AGENDA ITEM 8.1**

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

Appendices 1, 2 and 3 to this Report show the Council's financial position as at 12<sup>th</sup> January 2021.

I do not propose to elaborate further on these Appendices but will be pleased to address any matters that Members may wish to raise at the meeting. Members are already aware of the reasons behind the overspends.

## **Appendices to Agenda item 8.1**

**Appendix 1 to AGENDA ITEM 8.1**

**STITHIANS PARISH COUNCIL**

**FINANCIAL STATEMENT for 2020 - 2021**

**EXPENDITURE**



**Financial Position as at 12th January 2021**

	Budget	Spend to Date	Current Balance
<b>Finance &amp; Administration</b>			
Grants	300.00	2,150.00	-1,850.00
Grant to M/R/G	100.00	100.00	0.00
Public Relations	200.00	0.00	200.00
Printing of "Spotlight"	500.00	0.00	500.00
Maintenance of Website	285.00	171.25	113.75
Maintenance of Cemetary Admin System	100.00	85.00	15.00
Clerk's Gratuity	785.00	Transferred to Clerk's Gratuity Reserve	
Hire of Hall	550.00	0.00	550.00
Election Expenses	0.00	0.00	0.00
Clerk's Salary	20,440.00	15,749.72	4,690.28
Clerk's NI (Employer's) Contributions	1,600.00	293.04	1,306.96
Administration of PAYE	144.00	0.00	144.00
Admin Expenses	700.00	337.91	362.09
CALC/NALC Subscription	650.00	652.33	-12.33
Soc of Local Council Clerks Subs	300.00	208.00	92.00
Membership of ICCM	100.00	95.00	5.00
Contribution to Computer & Software Fund	0.00	0.00	0.00
Internal Audit Fees	400.00	394.00	6.00
External Audit Fees	400.00	600.00	-200.00
Chairman's Allowance	100.00	0.00	100.00
Subsistence & Travelling for Members	100.00	0.00	100.00
Insurance	1,850.00	1,909.22	-59.22
Training for Clerk & Cllrs	440.00	40.00	400.00
Bank Fees	20.00	0.00	20.00
Neighbourhood Development Plan	500.00	0.00	500.00
Contingency Fund	500.00	110.00	390.00
Contribution to General Reserve	675.48	Monies transferred to General Reserve - See Below	
<b>Sub Total</b>	<b>31,739.48</b>	<b>22,905.47</b>	<b>7,373.53</b>
<b>Planning</b>			
Travelling & Subsistence	50.00	0.00	50.00
Training/Seminars	100.00	0.00	100.00
<b>Sub Total</b>	<b>150.00</b>	<b>0.00</b>	<b>150.00</b>
<b>Environment, Highways &amp; Footpaths</b>			
EMC - Highway Varga Maintenance	1,424.00	1,067.85	356.15
Litter Clearance Contract	1,715.00	1,286.01	428.99
Litter Clearance Materials	100.00	35.98	64.02
EMC - Haverigg Cemetary Maintenance	610.00	457.55	152.35
EMC - Lower Churchyard Maintenance	915.00	686.52	228.48
EMC - Closed Churchyard Maintenance	1,119.00	838.98	280.02
EMC - Meadowside Cemetary Maintenance	1,525.00	1,144.17	380.83
Meadowside Cemetary Maintenance Materials	500.00	24.55	475.45
Meadowside Cemetary - Locking & Unlocking	365.00	191.52	173.48
Meadowside Cemetary - NNDR	800.00	0.00	800.00
Water Supply - Cemeteries	100.00	17.43	82.57
Toilet Cleaning Contract	1,052.00	788.67	263.33
Toilet Cleaning Materials	300.00	106.24	193.76
NNDR Toilets	400.00	0.00	400.00
Electricity - Toilets	450.00	86.03	363.97
Water & Sewage - Toilets	450.00	102.60	347.40
EMC - Footpath Maintenance	2,339.00	1,754.28	584.72
Extra FP Maintenance & Waymarking	600.00	0.00	600.00
Toilet Repairs & Maintenance	500.00	58.72	441.28
Costs Associated with Village Green Status	300.00	0.00	300.00
Emergency Plan	300.00	0.00	300.00
EMC - Longdowns Bus Shelter Cleaning	305.00	228.87	76.13
Bus Shelter Repairs & Maintenance	700.00	1.00	699.00
EMC - Crollow Fields Amenity Area Carotaking	559.00	419.49	139.51
EMC - Crollow Fields Amenity Area Grass Cutting	559.00	459.49	99.51
EMC - Crollow Fields Amenity Area Hedge Trimming	356.00	266.94	89.06
EMC - Wood Treatment	458.00	343.26	114.74
Maintenance of Notice Boards	100.00	0.00	100.00
Maintenance of Grit Bins	500.00	0.00	500.00
Maintenance of Speed Signs	600.00	450.00	150.00
<b>Sub Total</b>	<b>20,001.00</b>	<b>10,816.25</b>	<b>9,184.75</b>
<b>Playing Field Maintenance</b>			
EMC - Playing Field Carotaker	7,526.00	5,320.19	2,205.81
Water	300.00	29.37	270.63

**STITHIANS PARISH COUNCIL****FINANCIAL STATEMENT for 2020 - 2021****EXPENDITURE****Financial Position as at 12th January 2021**

	Budget	Spend to Date	Current Balance
General Maintenance Expenses	1,800.00	576.21	1,223.79
Annual Painting/Staining of Equipment	750.00	0.00	750.00
EMC - Playing Field Grass Cutting	3,980.00	2,985.03	994.97
EMC - Playing Field Hedge Trimming	508.00	381.33	126.67
Lease from Globe	750.00	300.00	450.00
Annual Safety Inspection	240.00	240.00	0.00
Signage for Playing Field	200.00	0.00	200.00
Contribution to Pavilion Replacement Fund	5,000.00	Transferred to Pavilion Redevelopment Fund - See Below	
Contribution to Playing Field Development Fund	3,000.00	Transferred to PE Replacement Fund - See Below	
Contribution to Tennis Court Fencing Fund	2,000.00	Transferred to Tennis Court Fencing Fund - See Below	
Contribution to Longdowns Play Area Fund	1,000.00	Transferred to Longdowns PA Fund - See Below	
Repairs to PF Car Park Surface	500.00	0.00	500.00
Electricity for Footpath Lighting	300.00	194.56	105.44
<b>Sub Total</b>	<b>27,854.00</b>	<b>10,026.69</b>	<b>6,827.31</b>
<b>Playing Field Development Project</b>			
Public Works Loan Board			
Repayments on £20k Total Loans 1 & 2	3,679.90	2,534.58	1,145.32
<b>Sub Total</b>	<b>3,679.90</b>	<b>2,534.58</b>	<b>1,145.32</b>
<b>Stithians Centre Development Project</b>			
Public Works Loan Board			
Repayment on £20k Loan 3	1,566.72	1,566.72	0.00
Repayment on £20k Loan 4	1,566.74	783.37	783.37
<b>Sub Total</b>	<b>3,133.46</b>	<b>2,350.09</b>	<b>783.37</b>
<b>GRAND TOTAL</b>	<b>86,557.84</b>	<b>48,633.08</b>	<b>25,464.28</b>
<b>Other Expenditure:</b>			
VAT		<b>5,253.82</b>	
<b>Expenditure from Reserves:</b>			
Playing Field Development Fund	14,447.45	16,324.83	
General Reserves	3,627.17	28,565.37	
Pavilion Replacement Fund	0.00	35,104.95	
Tennis Court Fencing Fund	0.00	4,318.27	
Longdowns Play Area Fund	0.00	6,500.00	
Computer & Software Fund	1,342.40	2,237.98	
Community Fund	0.00	424.42	
Neighbourhood Development Plan Fund	0.00	0.00	
Stithians Institute Community Fund	13,600.00	43,720.11	
<b>OVERALL TOTALS</b>	<b>86,557.84</b>	<b>87,903.92</b>	<b>162,650.21</b>
<b>Overall Total Income</b>	<b>86,557.84</b>	<b>104,284.49</b>	
<b>Surplus/Deficit of Income/Expend.</b>	<b>0.00</b>	<b>16,380.57</b>	

**VAT Expenditure:**

Finance	310.60
Planning	0.00
Environment, Highways & Footpaths	38.41
Playing Field Maintenance	64.02
Computer Fund	268.48
Tennis Court Fencing Fund	0.00
Longdowns Play Area Fund	0.00
General Reserves	681.83
Playing Field Development Fund	4,889.48
Pavilion Replacement Fund	0.00
NDIP Fund	0.00
Community Fund	0.00
Stithians Institute Community Fund	0.00
<b>TOTAL</b>	<b>6,253.82</b>

VAT Income to Date: 3,009.82 Including £1,836.91 from 2019/20  
VAT to be Claimed: 5,080.91

**STITHIANS PARISH COUNCIL**

**FINANCIAL STATEMENT for 2020-2021**

**Financial Position as at 31st January 2021**

**INCOME**

**Appendix 2 to AGENDA ITEM 6.1**



	2020-2021	2019-2020
Council Council Precept	42,000.00	74,000.00
Council Tax Support Grant	2,267.48	2,267.48
CC Footpath Maintenance	2,795.48	27,954.48
CC Council Ch. Tel. Maint.	3,000.00	3,000.00
Rugby Club - Use of Field MOU	794.01	794.00
Tennis Court Fees	190.00	437.00
Rowing Club MOU	275.00	275.00
FCC - Churchyard Maintenance	750.00	750.00
W. Expenses	38.00	38.48
Other	0.00	147,000.00
Grant Fees	1,000.00	1,000.00
Refund of VAT	0.00	3,000.00
Bank Interest	30.00	48.00
Net from Total Precepts	1,000.00	828.00
Total Electricity from Tenant	200.00	100.00
<b>TOTAL INCOME</b>	<b>49,260.48</b>	<b>147,500.96</b>

**Individual Donations**

	2020-2021	2019-2020	2018-2019	2017-2018	2016-2017	2015-2016	2014-2015	2013-2014	2012-2013	2011-2012	2010-2011	2009-2010	2008-2009	2007-2008	2006-2007	2005-2006	2004-2005	2003-2004	2002-2003	2001-2002	2000-2001	1999-2000	1998-1999	1997-1998	1996-1997	1995-1996	1994-1995	1993-1994	1992-1993	1991-1992	1990-1991	1989-1990	1988-1989	1987-1988	1986-1987	1985-1986	1984-1985	1983-1984	1982-1983	1981-1982	1980-1981	1979-1980	1978-1979	1977-1978	1976-1977	1975-1976	1974-1975	1973-1974	1972-1973	1971-1972	1970-1971	1969-1970	1968-1969	1967-1968	1966-1967	1965-1966	1964-1965	1963-1964	1962-1963	1961-1962	1960-1961	1959-1960	1958-1959	1957-1958	1956-1957	1955-1956	1954-1955	1953-1954	1952-1953	1951-1952	1950-1951	1949-1950	1948-1949	1947-1948	1946-1947	1945-1946	1944-1945	1943-1944	1942-1943	1941-1942	1940-1941	1939-1940	1938-1939	1937-1938	1936-1937	1935-1936	1934-1935	1933-1934	1932-1933	1931-1932	1930-1931	1929-1930	1928-1929	1927-1928	1926-1927	1925-1926	1924-1925	1923-1924	1922-1923	1921-1922	1920-1921	1919-1920	1918-1919	1917-1918	1916-1917	1915-1916	1914-1915	1913-1914	1912-1913	1911-1912	1910-1911	1909-1910	1908-1909	1907-1908	1906-1907	1905-1906	1904-1905	1903-1904	1902-1903	1901-1902	1900-1901	1899-1900	1898-1900	1897-1900	1896-1900	1895-1900	1894-1900	1893-1900	1892-1900	1891-1900	1890-1900	1889-1900	1888-1900	1887-1900	1886-1900	1885-1900	1884-1900	1883-1900	1882-1900	1881-1900	1880-1900	1879-1900	1878-1900	1877-1900	1876-1900	1875-1900	1874-1900	1873-1900	1872-1900	1871-1900	1870-1900	1869-1900	1868-1900	1867-1900	1866-1900	1865-1900	1864-1900	1863-1900	1862-1900	1861-1900	1860-1900	1859-1900	1858-1900	1857-1900	1856-1900	1855-1900	1854-1900	1853-1900	1852-1900	1851-1900	1850-1900	1849-1900	1848-1900	1847-1900	1846-1900	1845-1900	1844-1900	1843-1900	1842-1900	1841-1900	1840-1900	1839-1900	1838-1900	1837-1900	1836-1900	1835-1900	1834-1900	1833-1900	1832-1900	1831-1900	1830-1900	1829-1900	1828-1900	1827-1900	1826-1900	1825-1900	1824-1900	1823-1900	1822-1900	1821-1900	1820-1900	1819-1900	1818-1900	1817-1900	1816-1900	1815-1900	1814-1900	1813-1900	1812-1900	1811-1900	1810-1900	1809-1900	1808-1900	1807-1900	1806-1900	1805-1900	1804-1900	1803-1900	1802-1900	1801-1900	1800-1900	1799-1900	1798-1900	1797-1900	1796-1900	1795-1900	1794-1900	1793-1900	1792-1900	1791-1900	1790-1900	1789-1900	1788-1900	1787-1900	1786-1900	1785-1900	1784-1900	1783-1900	1782-1900	1781-1900	1780-1900	1779-1900	1778-1900	1777-1900	1776-1900	1775-1900	1774-1900	1773-1900	1772-1900	1771-1900	1770-1900	1769-1900	1768-1900	1767-1900	1766-1900	1765-1900	1764-1900	1763-1900	1762-1900	1761-1900	1760-1900	1759-1900	1758-1900	1757-1900	1756-1900	1755-1900	1754-1900	1753-1900	1752-1900	1751-1900	1750-1900	1749-1900	1748-1900	1747-1900	1746-1900	1745-1900	1744-1900	1743-1900	1742-1900	1741-1900	1740-1900	1739-1900	1738-1900	1737-1900	1736-1900	1735-1900	1734-1900	1733-1900	1732-1900	1731-1900	1730-1900	1729-1900	1728-1900	1727-1900	1726-1900	1725-1900	1724-1900	1723-1900	1722-1900	1721-1900	1720-1900	1719-1900	1718-1900	1717-1900	1716-1900	1715-1900	1714-1900	1713-1900	1712-1900	1711-1900	1710-1900	1709-1900	1708-1900	1707-1900	1706-1900	1705-1900	1704-1900	1703-1900	1702-1900	1701-1900	1700-1900	1699-1900	1698-1900	1697-1900	1696-1900	1695-1900	1694-1900	1693-1900	1692-1900	1691-1900	1690-1900	1689-1900	1688-1900	1687-1900	1686-1900	1685-1900	1684-1900	1683-1900	1682-1900	1681-1900	1680-1900	1679-1900	1678-1900	1677-1900	1676-1900	1675-1900	1674-1900	1673-1900	1672-1900	1671-1900	1670-1900	1669-1900	1668-1900	1667-1900	1666-1900	1665-1900	1664-1900	1663-1900	1662-1900	1661-1900	1660-1900	1659-1900	1658-1900	1657-1900	1656-1900	1655-1900	1654-1900	1653-1900	1652-1900	1651-1900	1650-1900	1649-1900	1648-1900	1647-1900	1646-1900	1645-1900	1644-1900	1643-1900	1642-1900	1641-1900	1640-1900	1639-1900	1638-1900	1637-1900	1636-1900	1635-1900	1634-1900	1633-1900	1632-1900	1631-1900	1630-1900	1629-1900	1628-1900	1627-1900	1626-1900	1625-1900	1624-1900	1623-1900	1622-1900	1621-1900	1620-1900	1619-1900	1618-1900	1617-1900	1616-1900	1615-1900	1614-1900	1613-1900	1612-1900	1611-1900	1610-1900	1609-1900	1608-1900	1607-1900	1606-1900	1605-1900	1604-1900	1603-1900	1602-1900	1601-1900	1600-1900	1599-1900	1598-1900	1597-1900	1596-1900	1595-1900	1594-1900	1593-1900	1592-1900	1591-1900	1590-1900	1589-1900	1588-1900	1587-1900	1586-1900	1585-1900	1584-1900	1583-1900	1582-1900	1581-1900	1580-1900	1579-1900	1578-1900	1577-1900	1576-1900	1575-1900	1574-1900	1573-1900	1572-1900	1571-1900	1570-1900	1569-1900	1568-1900	1567-1900	1566-1900	1565-1900	1564-1900	1563-1900	1562-1900	1561-1900	1560-1900	1559-1900	1558-1900	1557-1900	1556-1900	1555-1900	1554-1900	1553-1900	1552-1900	1551-1900	1550-1900	1549-1900	1548-1900	1547-1900	1546-1900	1545-1900	1544-1900	1543-1900	1542-1900	1541-1900	1540-1900	1539-1900	1538-1900	1537-1900	1536-1900	1535-1900	1534-1900	1533-1900	1532-1900	1531-1900	1530-1900	1529-1900	1528-1900	1527-1900	1526-1900	1525-1900	1524-1900	1523-1900	1522-1900	1521-1900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**Appendix 3 to AGENDA ITEM 8.1**



**STITHIANS PARISH COUNCIL**

**RECONCILIATION OF BALANCES**

Starting Balance	180,293.51
Plus Income to Date	104,284.49
Less Expenditure to Date	<u>87,903.92</u>
Balance	<u>196,674.08</u>
Represented by:	
Current Account	738.30
Business Call Account	<u>195,935.78</u>
Total	<u>196,674.08</u>

**12th January 2021**

<b>Balance as at 31/03/19 B/F</b>	
Business Account	178,386.10
Current Account	1,907.41
Less o/s Cheques	<u>0.00</u>
	<u>180,293.51</u>
	<u>180,293.51</u>

**Note:** The above Balance of **196,674.08**

**Includes the following Reserves:**

General Reserve	28,565.37
Playing Field Development Fund	16,324.83
Pavilion Replacement Fund	35,104.95
Tennis Court Fencing Fund	4,318.27
Longdowns Play Area Fund	6,500.00
Harold Phillips & Albert Collins Legacies	10,572.37
Computer & IT Fund	2,237.98
Community Fund	424.42
Neighbourhood Development Plan Fund	0.00
Clerk's Gratuity	9,059.58
Stithians Institute Community Fund	<u>43,720.11</u>
<b>Total Reserves</b>	<b><u>156,827.88</u></b>

Contains Monies Ring Fenced for Specific Purposes, leaving **21,056.19** available  
 Contains Donations received for New Play Equipment totalling **5,145.27** to date

Interest Ring Fenced for Playing Field Development Fund. Capital remains in perpetuity

**This Fund is Earmarked for use on Community Projects**  
**This Fund is a Grant Earmarked for use in connection with the NDP. Any monies unspent at 31/03/21**  
**This Fund is for the sole purpose of providing a Gratuity for the Clerk at retirement**  
**This Fund is Earmarked for Community Projects, subject to the agreement of the Institute Trustees**

**UNALLOCATED BALANCE** **39,846.20**

To finance budgeted expenditure

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**AGENDA ITEM 8.2**

**8.2 Appointment of New Clerk:**

Adverts have now been posted on the Council's website and Stithians Notice Boards. The advert has been circulated to all Parish Councils in Cornwall by CALC.

Closing date for applications is 5<sup>th</sup> February, meaning that by the time of the February meeting, there should be a shortlist.

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## **AGENDA ITEM 9.1**

**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 9.3 (a)**

**Application Ref:** PA20 10546

**Proposal:** Rear and side extension of a single storey dwelling.

**Location:** Boslowena, Trevales, Stithians, TR3 7DA

**Applicant:** Mr Cullum Matheson

### **Decision Required:**

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

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

Cllr H Jones and Cllr Adam Bunclark, Friday 8<sup>th</sup> January 2021.

### **REPORT:**

#### **Background:**

The application is for an extension to the rear and side of an existing bungalow that is situated on the outskirts of the village down a private access road.

The proposed extension will be constructed forming an enlarged kitchen/dining area and provide a home office and larder space. The finish to the new extension will match to the existing build and the roof, ridge and eaves levels will be maintained.

The owners and their young family have recently moved to the property, and the proposed changes will create more useable space in the heart of their home.

#### **Matters of Concern:**

None

**Cllr H Jones & Cllr A Bunclark**

**10<sup>th</sup> January 2021**

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## **AGENDA ITEM 9.3 (b)**

**Application Ref:** PA20 07684

**Proposal:** Proposed replacement of existing 2 storey dwelling and adjacent garage and outbuilding with 2 pairs of 3 bed semi-detached dwellings.

**Location:** Holmdale, Herniss, Stithians, TR10 9DS

**Applicant:** Mr & Mrs Wilson

### **Decision Required:**

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

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

Cllr H Jones and Cllr Adam Bunclark, Friday 8<sup>th</sup> January 2021

### **REPORT:**

#### **Background:**

This detached dormer bungalow is situated on the corner of the A394 on the side road that leads to Halvasso. There are 3 additional homes that access the same turning for parking outside their properties.

The planning proposal is to demolish a 'tired' dormer bungalow and build 2 pairs of 2/3-bedroom semi-detached dwellings.

The existing garage and outbuilding would be demolished to create parking and turning circle for 5 cars, care must be taken not to block the narrow access lane for the existing other 3 homes that use this lane.

Each home would sit in its own grounds with plots 1 and 4 having the larger garden areas, there is no space or provision for garages.

#### **Matters of Concern:**

Over-development of this site is the primary concern with the number of proposed homes on this plot. There are also significant concerns with vehicles & parking space provision, the lane that neighbouring existing properties use must be kept clear for their access and absolutely NO parking can/should take place on the Halvasso road as this is in steady use by a large number of heavy commercial vehicles as well as cars and vans – a major traffic accident would result if ignored.

**Cllr H Jones & Cllr A Bunclark**

**11<sup>th</sup> January 2021**

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### **AGENDA ITEM 9.3 (c)**

**Application Ref:** PA21/00124

**Proposal:** Amendments to PA20/01691

**Location:** 10 Gordons Close

**Applicant:** Mrs V Prior

#### **Decision Required:**

Members are requested to ratify the decision made by an e-mail vote to support this application.

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

A site visit was not considered necessary.

**Councillors who undertook the site inspection:**

N/A

**REPORT:**

The Government expects this type of application to be determined within 28 days and so a response was needed before the date of the January meeting. The Clerk therefore circulated the documents to all Members and an e-mail vote was conducted on 7<sup>th</sup> January.

It was unanimously agreed, having been proposed by Cllr Jones and seconded by Cllr Bunclark, to support the application and Cornwall Council was informed accordingly on 8<sup>th</sup> January.

**Matters of Concern:**

None.

**JV Calvert**

**Clerk**

**8<sup>th</sup> January 2021**

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**AGENDA ITEM 9.3(d)**

**Application Ref:** PA20/10207

**Proposal:** Provision of new entrance lobby, front two storey extension, and single storey rear extension.

**Location:** Woodside Cottage 2 (A393 Between Pelean Cross and Junction North of Lower Penlean House), Pelean Cross, Ponsanooth

**Applicant:** Mr Jonathan Richmond

**Decision Required:**

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

**Date of Site Inspection:**

Cllr Howard Jones and Cllr Adam Bunclark, Friday 15<sup>th</sup> January 2021.

**REPORT:**

**Background:**

This property isn't in our Parish – it abuts our boundary, and is in Perranarworthal, who have also been consulted but because it is right on the boundary, we still need a report...

The applicants are proposing a modest extension to their home coupled with a good deal of internal work. Including moving the kitchen from the front of the property to the rear and creating a new dining area, both of which will then look out on the rear garden, also moving the bathroom from downstairs to upstairs...the planned changes will also create a downstairs office.

Clearly the owners want to undertake these changes to optimise the layout and create a greatly improved home.

**Matters of Concern:**

None

**Cllr H Jones**

**Cllr A Bunclark**

**15/01/21**

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**AGENDA ITEM 10.1**

**Clerk's Report for Meeting on 19<sup>th</sup> January 2021  
ENVIRONMENTAL MANAGEMENT CONTRACT  
Notes of Progress Meeting held on 11<sup>th</sup> January**

**Summary of Decisions Required:**

- 1. To agree the content and financial implications of the notes of the EMC progress meeting held on 11<sup>th</sup> January 2021.**
- 2. To consider the matter of the safety of the Pavilion.**

**Report:**

Attached to this report as Appendix 1 are the notes of the meeting held by Zoom on 11<sup>th</sup> January.

Members are asked to approve the notes and in doing so to approve the expenditure detailed (but not necessarily quantified) therein.

Most of the expenditure will be minimal and will be charged to the Playing Field Maintenance budget.

There are, however, two items for which Tyrone is to quote:

- i) Replacement of the supporting framework of the small slide platform.
- ii) Replacement of Multiplay trapeze bar and rotten wood in the bridge.

I am hopeful that quotations for both of these will be available from Tyrone for your meeting. I would also draw Members' attention to Item 1(f) in the notes, which will need discussing at your meeting.

Relevant pictures of the problems at the pavilion appear in Tyrone's report attached as Appendix 2 to this report.

**JV Calvert,  
Clerk and RFO  
12<sup>th</sup> January 2021**

**Appendix 1 to AGENDA ITEM 10.1**

## NOTES OF ENVIRONMENTAL MANAGEMENT CONTRACT PROGRESS MEETING HELD ON MONDAY 11<sup>th</sup> JANUARY 2021

### Present:

- (HJ) Councillor H Jones – Playing Field Portfolio Holder
- (JT) Councillor Mrs J Thomas – Environment Portfolio Holder
- (PCB) Councillor P Blease – Chairman of the Council
- (TM) Tyrone Martin – EMC Contractor
- (JVC) John Calvert – Clerk

*Colours indicate action required by that person.*

### Apologies:

None

Because of the Coronavirus epidemic, the meeting was again conducted through "Zoom". The notes of the meeting held on 9<sup>th</sup> November 2020 were used as basis for the agenda with other items added as necessary.

#### 1. *Inspection Sheets dated 6<sup>th</sup> January 2021:*

JVC mentioned various matters of detail which he agreed to correct and send the amended sheets to TM for future use. *These were sent to TM on 11/01.*

##### a) Toilet:

It was noted that Michael White had cleared the leaves from the gutters. TM would now be able to fit the mesh over gutters to prevent them from blocking. He will fit these ASAP and ascertain how many more will be needed, purchase them (at the Council's expense) and fit them. MW will then be able to clear the leaves with a broom or something similar as they won't be lodged in the gutter.

##### b) Longdowns Bus Shelter (North):

As previously, this was identified on the inspection sheet as being in need of repair. TM has removed the (unsafe) bench and the shelter was safe at present. JVC advised that, in the current situation, he was reluctant to approach Truro Potable Buildings about their offer to replace it.

##### c) Playing Field (General):

It was agreed to replace one slat on the picnic bench and one on the seat near the youth shelter. TM to do ASAP with any materials being purchased with the Council's debit card.

##### d) Toddler Play Area:

The faulty baby swing seat had been replaced (FOC) by Wicksteed and TM had fitted it.

##### e) Small Slide Platform:

TM to provide estimate for replacing supporting timbers.

##### f) Pavilion:

JVC advised that he and HJ had agreed that, before TM provides an estimate for works required to address various safety issues in order to prolong its life until its future is decided, a site meeting should take place, but this was not possible under the present circumstances.

Concern was expressed as to public safety and it was agreed that TM would provide pictures so that the matter could be discussed at the PC meeting on 19<sup>th</sup> January.

##### g) Tennis Court:

It was noted that TM had removed the keys from the shop and would return them when HMG says it can reopen.

##### h) Zip Wire:

TM to paint ramp with anti-slip paint ASAP but needs it to be dry. Paint to be purchased using the Council's debit card and there may be a labour charge. TM advised that he had collected suitable straps to use for the pull rope from JT but was reluctant to fit one until he had applied the anti-slip paint.

##### i) Multiplay:

TM to provide estimate for replacing the trapeze bar and rotten wood in the bridge.

j) Skateboard Park:

JVC advised that, despite two reminders by e-mail, he was still waiting for advice from Bendcrete on the best material to use to repair the joints. He advised that he would try again. No response to previous e-mails so left a message on the Rep's mobile phone on 12/01.

Following advice from HMG and CALC, it was agreed that the skateboard park should be closed with immediate effect. It was noted that various drugs paraphernalia had been found there on various occasions and it was agreed that JVC would inform the police of the fact that it was closed and also of the drug problem. TM erected notices and tape and JVC advised the Police on 11/01 and they acknowledged on 12/01.

k) Youth Shelter:

It was noted that TM had removed the Perspex because of the offensive graffiti etched into it. TM expressed safety concerns and it was agreed that he should grind out the offending words and refit the Perspex ASAP. It was not considered economical to fit new Perspex, which would undoubtedly suffer the same fate.

l) Warning Signs:

TM to provide JVC with a list of those which need replacing.

m) Longdowns Noticeboard:

TM advised that this was due for cleaning.

2. *Access to and from New Playing Field:*

Following the agreement of the PC to create this access, and the receipt of an anonymous donation of £500 towards the cost, Rex Andrew had been advised that his quotation had been accepted. TM had cleared the vegetation from the site, but RA had not yet been able to do the work as the ground was too wet.

3. *Annual PF Inspection:*

It was acknowledged that, because of Coronavirus, the report of the 2020 Inspection had not been actioned.

JVC had looked at it and was of the opinion that there were no matters which required immediate action and they could wait until after the 2021 Inspection. JVC had been informed by the present inspector that, as suspected, she had decided to retire.

He advised that he was aware of a local inspector (in Helston) and would contact him for a quotation for the 2021 inspection. E-mail sent 12/01.

4. *Crane Garage:*

JVC advised that he had received further complaints about the faint white lines at the junction. The Cormac Area Manager had advised on 27<sup>th</sup> October that they would be done "as soon as practicable".

JT advised that vehicles were being parked on the verge at the junction to such an extent that they were an eyesore, several having been there for a considerable time.

JVC agreed to report the matter. E-mail sent to A Drake on 12/01

5. *Blocked Gully:*

JT advised of a blocked gully near Bennet's Corner going towards Goonlaze.

JVC agreed to report the matter. E-mail sent to A Drake on 12/01

6. *Public Rights of Way:*

i) Mill Lane:

PB advised that, because of recent rain, the surface was becoming very rutted.

JVC agreed to report the matter. Reported on 12/01 Ref WKF0PRX7-101005260925

ii) FP46 from Tresevern to Treskewes:

JT reported a boggy patch on this footpath.

JVC agreed to report the matter. Reported on 12/01 Ref VYQ75IT9-101005260949

7. *Next Meeting:*

The next meeting is scheduled for Monday 8<sup>th</sup> February at 9am.

JV Calvert  
Clerk  
12<sup>th</sup> January 2021

**Appendix 1 to AGENDA ITEM 10.1**

**Pavilion H&S**



**Wood missing from bottom of rugby club door, could aid break-in**



**Fallen decorative roof support feature non-hazardous but depicts the general deterioration**



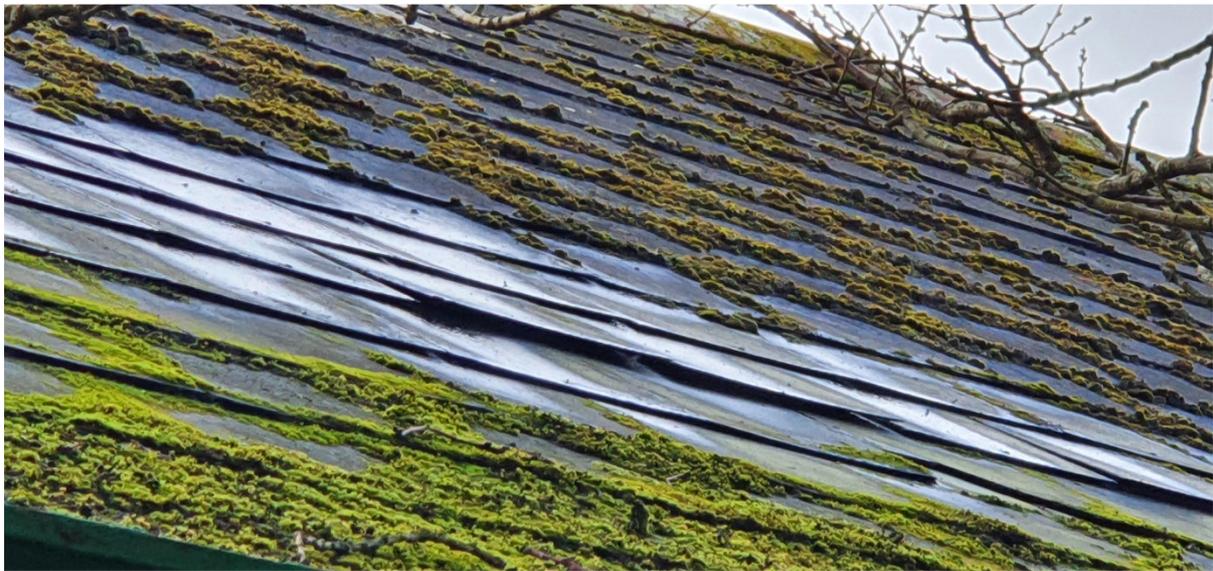
**Wood missing above store room**



**Protective metal grating coming away from wall**



**Like-wise on the opposite side of the pavilion, should either of these grates fall on an individual could cause considerable harm due to the weight**



**Tiles lifting , could be dangerous in high winds**



**Fascia dropped, allowing birds to nest in the roof causing possible pressure on internal ceilings**



**Roof lifted above rugby club shower block, could lift further in gales**



**Loose roof tiles hazard in windy conditions and for the integrity of the building**



**This picture shows a skylight which has holes in it, I believe someone stepping on it could fall through, it is on a low-level roof**



**This shows the chain link fencing on right hand side when facing the front, as you can see it has been broken into but made easier as the wood holding the fence is rotten, I put the chain around as a temporary measure.**



**Wood rotten and roof lifting could lift further in high winds, being only approximately 4 ft from ground level can easily be climbed on, this roof is fragile and have suspicions it won't hold a person's weight.**



**Roof tile slipped**



**Roof support timber rotten and swaying in the wind could affect integrity.**



**Another support timber rotten**



And again rotten, with half of these support timbers rotten it could have a detrimental effect on the integrity of the roof.

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## **AGENDA ITEMS 11.1 & 11.2**

### **Clerk's Report for Meeting on 19<sup>th</sup> January 2021 PLAYING FIELD REPORTS**

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

- 1. To note and agree the content of the report on the new pedestrian access to the new playing field.**
- 2. To consider the masterplan proposed by the Playing Field Working Group.**

#### **11.1 Footpath Access to New Playing Field:**

This matter was referred to in the notes of the EMC meeting:

*Following the agreement of the PC to create this access, and the receipt of an anonymous donation of £500 towards the cost, Rex Andrew had been advised that his quotation had been accepted. TM had cleared the vegetation from the site, but RA had not yet been able to do the work as the ground was too wet.*

If there is any further progress, it will be reported verbally to your meeting.

#### **11.2 Playing Field Development Working Group:**

The Group has produced a "Masterplan" for the playing field for consideration by the Council, which is attached as Appendix 1 to this report for Members' consideration.

**JV Calvert,  
Clerk and RFO  
12<sup>th</sup> January 2021**

## Appendix 1 to AGENDA ITEM 11.2



## AGENDA ITEM 12

### **Clerk's Report for Meeting to be held on 19<sup>th</sup> January 2021**

#### **Correspondence Received**

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

- 1. To note receipt of the Neighbourhood Watch Newsletter for December 2020.**
- 2. To note receipt from Cornwall Council of their Town and Parish Council Covid-19 Update dated 11<sup>th</sup> December 2020.**
- 3. To note receipt from Devon & Cornwall Police of the December 2020 Edition of the Police & Crime Commissioner's Report.**
- 4. To note receipt from Cornwall Council of their Town and Parish Council Covid-19 Update dated 18<sup>th</sup> December 2020.**
- 5. To note receipt from Cornwall Council of their Town and Parish Council Covid-19 Update dated 8<sup>th</sup> January 2021.**
- 6. To note receipt of the Neighbourhood Watch Newsletter for January 2021.**
- 7. To note receipt from Cornwall Council of an invitation to a "Teams" presentation of the launch of their Localism Vision and Strategy on 25<sup>th</sup> January.**

## **REPORT:**

Since the last meeting, in addition to certain items relating to the Coronavirus pandemic, which have been circulated as soon as they were received and not reported here, the following correspondence has been received:

<b>Date</b>	<b>Type</b>	<b>From</b>	<b>Subject</b>	<b>Action Taken/Required</b>
09/12	E-mail	Devon & Cornwall Police	NHW Newsletter	See Section 1 of Report
11/12	E-mail	Cornwall Council	Town & PC Covid-19 Update	See Section 2 of Report
17/12	E-mail	Devon & Cornwall Police	PCC's Newsletter - December	See Section 3 of Report
18/12	E-mail	Cornwall Council	Town & PC Covid-19 Update	See Section 4 of Report
08/01	E-mail	Cornwall Council	Town & PC Covid-19 Update	See Section 5 of Report
11/01	E-mail	Devon & Cornwall Police	NHW Newsletter	See Section 6 of Report
12/01	E-mail	Cornwall Council	Launch of Localism Vision & Strategy	See Section 7 of Report

1. I circulated this to Members on 11<sup>th</sup> December.
2. I circulated this to Members on 12<sup>th</sup> December.
3. I circulated this to Members on 18<sup>th</sup> December.
4. I circulated this to Members on 18<sup>th</sup> December.
5. I circulated this to Members on 8<sup>th</sup> January.
6. I circulated this to Members on 11<sup>th</sup> January.
7. I circulated this to Members on 12<sup>th</sup> January, advising Members that, if they wished to attend the "Teams" presentation on 25<sup>th</sup> January, to respond individually.

**JV Calvert, Clerk**

**12<sup>th</sup> January 2021**

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## **AGENDA ITEM 12(A)**

### **Clerk's Additional Report for January 2021**

Correspondence Received between Report & Meeting

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

**To note receipt from Cornwall Council of their Town and Parish Council Covid-19 Update dated 15<sup>th</sup> January 2021.**

#### **REPORT:**

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

<b>Date</b>	<b>Type</b>	<b>From</b>	<b>Subject</b>	<b>Action Taken/Required</b>
15/01	<i>E-mail</i>	<i>Cornwall Council</i>	<i>Town &amp; PC Covid-19 Update</i>	<i>See Note 1 below</i>

1. I circulated this to Members on 15<sup>th</sup> January.

**JV Calvert**

**Clerk**

**19<sup>th</sup> January 2021**

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## **AGENDA ITEM 14**

### **Authorisation of Payments – January 2021**

#### **Decision Required:**

**To approve payment of the sums shown in the report totalling £4,750.97.**

#### **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 the last column relate to the explanatory notes below the table.

<b>Type</b>	<b>Date Due</b>	<b>Payee</b>	<b>For</b>	<b>VAT</b>	<b>Total Amount</b>	<b>See Note</b>
E	10/12	Came & Co.	Insurance of Christmas Lights		218.00	1
E	16/12	SLCC	Subscription		208.00	2
DD	23/12	Everflow	Water Supply – Toilet, Playing Field & Cemetery		32.01	
Visa	04/01	Screwfix	Impact Driver	24.99	149.99	3
Visa	11/01	Tool Station	Tape	1.85	11.09	4
E	20/01	Clerk	January Salary		1,399.97	
E	20/01	Clerk	Expenses - December (Appendix 1)		31.64	
E	20/01	HMRC	Clerk's Tax under PAYE – January		350.00	
E	20/01	M White	Toilet Cleaning – January		87.63	
E	20/01	M White	Litter Picking – January		142.89	
E	20/01	M White	Locking/Unlocking Meadowside Cemetery - Jan		30.42	
E	20/01	Tyrone Martin	Environmental Management Contract – Jan		1,786.19	5
E	20/01	Tyrone Martin	Maintenance of MSAS – January		50.00	
E	20/01	Stithians Centre	Room Hire		46.50	6
E	20/01	EDF Energy	Electricity Supply – Wellness Hut	5.00	104.96	7
E	20/01	Bowling Club	Footpath Electricity	4.84	101.68	
<b>TOTALS</b>				<b>£36.68</b>	<b><u>£4,750.97</u></b>	

#### **Notes:**

- As Members are aware, it was agreed under Minute 08/11/20(2) that the PC would pay for the insurance of the Christmas Lights, albeit that the PC has no involvement. In order for the insurance to become effective, it was necessary to make payment. The invoice arrived on the day after the December meeting and obviously would not wait until the January meeting. I therefore made the payment on 10<sup>th</sup> December.
- This was due on 1<sup>st</sup> January and I had difficulty in renewing it because I had insufficient CPD points. This is for two reasons: (i) Coronavirus, but mainly (ii) because I haven't been partaking in training events because of my pending retirement. In the event, it was renewed as a Member rather than Principal.
- Tyrone Martin asked if he could purchase an impact driver using the Council's debit card in order for him to save on paying the VAT. This is something that the Council has agreed in the past and the cost of £125 will be recouped from him through two payments of £62.50 deducted from his EMC payments for January and February.
- Following the decision taken at the EMC meeting to close the skateboard park, Tyrone needed some red and white tape to cordon it off. He purchased this using the Council's debit card.
- As Members are aware, the Environmental Management Contractor is paid in twelve equal monthly instalments for the various elements of the contract as follows:

<u>Element of EMC</u>	<u>Annual Payment</u>	<u>Monthly Payment</u>
Footpath Maintenance	2,339.10	194.92
Verge Maintenance	1,423.80	118.65
Closed Churchyard Maintenance	1,118.70	93.22
Lower Churchyard Maintenance	915.30	76.28
Haverigg Cemetery Maintenance	610.20	50.85
Meadowside Cemetery Maintenance	1,525.50	127.13
Crellow Fields AA Grass Cutting	559.35	46.61
Crellow Fields AA Hedge Trimming	355.95	29.66
Crellow Fields AA Caretaking	559.35	46.61
Weed Treatment	457.65	38.14
Cleaning Longdowns Bus Shelters	<u>305.10</u>	<u>25.43</u>
Total for Environment Portfolio	10,170	847.50
Playing Field Caretaker	7,525.80	627.15
PF Grass Cutting	3,980.00	331.67
PF Hedge Trimming	<u>508.50</u>	<u>42.37</u>
Total for Playing Field Portfolio	12,014.30	1001.19

Grand Total 22,184.30 **1,848.69**

In accordance with Note 3 above, however, £62.50 has been deducted from this payment to cover the January repayment for the impact driver. As it is likely to be used in the playing field and also because the playing field element is the largest component of the EMC, the payment has been taken from the playing field reserve and will be credited appropriately in January and February.

6. This is payment for Council meetings held in the Centre in 2020 but, as meetings have not taken place in the Centre since February, it is considerably less than would normally be the case.
7. As Members are aware, the Council is reimbursed this cost (ex VAT) by Kerry Goddard and I have received her payment of £99.96.

**JV Calvert**  
**Clerk & RFO**  
12<sup>th</sup> January 2021

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## **AGENDA ITEM 14(A)** **Additional Authorisation of Payments – January 2021**

### **Decision Required:**

**Members are requested to approve the additional payment shown in the table below in the sum of £1,239.54.**

### **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>
Visa	14/01	<i>Screwfix</i>	Various Playing Field Consumables	6.60	39.67	1
Visa	14/01	<i>Fenland Leisure</i>	Replacement Handholds	5.80	34.80	2
Visa	15/01	<i>Timpsons</i>	Spare Keys for Toilet	3.29	19.75	3
DD	14/02	<i>PWLB</i>	Playing Field Loan 1		1145.32	4
				<b>Totals</b>	<b>£15.69</b>	<b>£1,239.54</b>

### **Notes:**

1. Tyrone needed various items for maintenance in the playing field and I agreed that he could purchase them using the Council's debit card. This is the invoice for that transaction.
2. Some of the handholds on the new multi play have gone walkabout and I authorised Tyrone to use the Council's debit card to purchase some replacements. This is the invoice for that transaction.
3. Michael White has mislaid his key to his store. I agreed that Tyrone could get another cut using the Council's debit card and also asked him to get a spare and also a spare for the toilet – three keys in all. This is the invoice for that transaction.
4. This payment is due on 14<sup>th</sup> February: before the date of your next meeting, so the payment needs to be agreed at this meeting. I apologise for omitting it from the main report.

