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**A-barth Onan Hag Oll! Representing One and All**

##### **REPORTS FOR OCTOBER 2016 MEETING**

**AGENDA ITEMS 11.1 – 11.3**

**Clerk’s Reports for Meeting on 18th October 2016**

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

1. To note the Council’s current financial position.
2. To discuss the Draft Budget for 2017/18 presented to the meeting and make the necessary decisions to enable the Clerk to present a final draft to the November meeting.
3. To decide upon Members who will attend the War Memorial Service on 11th November and the Remembrance Day Parade and Service on 13th November 2016.
4. To agree to a donation of £50 to the Royal British Legion.

Report:

11.1 Council’s Current Financial Position:

Appendices 1, 2 and 3 to this Report show the Council’s financial position as at 11th October.

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.

11.2 2017/18 Draft Budget:

I have not as yet had confirmation from Cornwall Council of the likely level of Council Tax Support Grant for 2017/18 but, having been provisionally informed that it is likely to be in the order of 10% less than 2016/17, that is the current assumption used for budgeting purposes.

It has not been confirmed whether or not Precept increases in excess of 2% will be subject to a referendum in 2017/18 but it is certainly under consideration by Central Government. As Members agreed a considerable increase for the current year, I feel it would be wise to limit any increase for 2017/18 to something less than 2%.

To this end I have prepared a Draft Budget with an increase of 1.93% from 2016/17. It is attached as Appendix 1 to this report and contains comments explaining the various changes therein. In accordance with established practice I would have based contract increases on the September CPI which was due to be announced on 18th October and so for now, I have assumed an increase of 1%, the August figure being 0.6%. Accurate figures will be included in the draft presented to the November meeting.

I cannot accurately predict contract values for the Playing Field Caretaker, Playing Field Grass Cutting and Lower Churchyard Maintenance as they are due to be re-tendered with effect from 1st April 2017.

Likewise, I have had to guess likely values for the contracts to maintain Crellow Fields Amenity Area and the new Cemetery.

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

11.3 Remembrance Day Parade:

The matter of the organisation of the Remembrance Day Parade was discussed at the September meeting when it was resolved under Minute 05/09/16 that the Clerk make enquiries of the Council’s Insurers to ascertain whether or not someone who is not a Councillor is covered by the Council’s insurance to organise the Remembrance Day Parade. This I have done and ascertained that as long as the event is being organised by the Parish Council or someone acting on their behalf with the Council having the final say on all decisions, it will be covered by the Employers’ and Public Liability sections of the Aviva Policy arranged on behalf of the Council.

I have contacted Roger Nicholls, who organised the Parade in previous years when he was a Councillor and, on the basis of the above information, he is willing to carry on. I have informed him accordingly.

I need to inform the RBL of the number of Members who will be attending. As it is organised by the Parish Council, this is one of the few events which the Chairman is expected to attend. Unfortunately, this year he is on holiday and I hope the Vice Chairman will be able to take his place

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

I have also received (Appendix 1) the “official” invitation to the service on 13th November and also the service at the War Memorial on Friday 11th November which is when the wreath will be laid.

**JV Calvert**

**Clerk and RFO**

**13th October 2016**

**The Expenditure, Income and Reconciliation Appendices can be found on the website under “Financial Reports”. The 2017/18 Budget will be published once finalised.**

**AGENDA ITEM 12.1**

**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.**

**AGENDA ITEM 12.3(a)**

**Application Ref;** PA16/09255 Proposal Application for agricultural building Location Trethellan Vean Trethellan Lanner Redruth Applicant Mr W H Lees Grid Ref 171778 / 38528

**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:**

11/10/2016

**Councillors who undertook the site inspection:**

Councillor PC Blease – Note this was a drive/walk by as applicants were not at home

**REPORT:**

**Background:**

The application is for an agricultural building some 13.7m x 12.2m x 6.39m high for the storage of agricultural equipment for the use in the applicant’s contracting business.

The new building will be located at the bottom of a yard beyond 2 existing agricultural buildings which are currently full of various machines. The finish will be similar with wood clad walls and a cement fibre roof.

The new building will not have any significant impact on neighbours and it will be a long way from the road so should not be easily visible.

There appear to be 2 inconsistencies on the application. The applicant’s agent has answered “No” to the site being within 20 m of a water course but there appears to be a stream running very close to the site. The second point is that no answer has been given to the question “How will surface water be disposed of”

**Matters of Concern:**

None subject to clarification of above 2 points being addressed to the satisfaction of the Planning Authority.

**Cllr P.C. Blease**

**11th October 2016**

**AGENDA ITEM 13**

**Clerk’s Report for Meeting to be held on 18th October 2016**

**LICENSING APPLICATIONS**

**Decision Required:**

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

**Report:**

Members will recall that I reported to the September meeting that there had been an objection to Michelle Firminger’s application for an off-licence for “At Your Convenience” and that she would therefore have to attend a hearing at Dolcoath Avenue. This has now taken place and her licence has been granted.

As Members are aware, I receive an e-mail every week detailing all licensing applications.

In the list dated 3rd October, there was an application from the Stithians Centre for a licence for entertainment and alcohol. I am informed that they are applying for an alcohol licence so that they do not need to apply for a temporary licence every time they put on an event which might sell alcohol.

Up to 10th October there had been no further applications affecting Stithians.

For Members’ information, who wish to check applications for themselves, the link to the website is [**www.cornwall.gov.uk/default.aspx?page=21173**](http://www.cornwall.gov.uk/default.aspx?page=21173)

I receive no such assistance with details of applications received in relation to sex establishments and so still have to do that myself. I last checked the link to their website which is [**www.cornwall.gov.uk/default.aspx?page=28415**](http://www.cornwall.gov.uk/default.aspx?page=28415)on 10th October 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**

**11th October 2016**

**AGENDA ITEM 14.1**

**Clerk’s Report for Meeting to be held on 18th October 2016**

**New Cemetery Provision**

**Decision Required:**

1. **To note and accept the content of the report.**
2. **To ratify the decision made by an e-mail vote to pay the sum of £2,193.00 to Thurstan Hoskin as stated in the Completion Statement.**
3. **To agree membership of the Cemetery Working Group and a date and venue for a meeting of the Group.**

**Report:**

As Members are aware, the Parish Council now owns the land upon which the cemetery is to be constructed and all monies due to the Solicitor have been paid, payment having been agreed by an e-mail vote.

I made Members aware at the September meeting of the accepted tender from Rex Andrew in the sum of £2,392.50 for initial site works comprising creating the new gateway near the Cricket Club, re-hanging an existing gate and erecting the boundary fencing including a kissing gate.

The Chairman and I met Rex on site on 13th October, agreed the work to be done and set out the line of the fence.

He hopes to start work on 20th October or thereabouts.

It will now be necessary to organise the work to separate the three water supplies for the farmer (Paul Gluyas), the Cricket Club and the two cemeteries. It has already been agreed that the Parish Council will pay for this work and will involve the installation of three water meters at Haverigg Corner by South West Water. Prior to contacting SWW, however, I shall be arranging to meet Paul Gluyas to establish exactly what is needed and where existing pipes are. I hope to do this when I meet Rex again on site on the day that he starts work. I have also invited representation by the Cricket Club at this meeting.

Members now need to consider the layout of the cemetery and which areas they would like to see used for what purpose. To this end it would seem appropriate for this and any other relevant matters to be considered by the Cemetery Working Group.

The Group comprises the Chairman, the Environment Portfolio Holder and two others. Currently Cllr Mrs Kavanagh is one of the two other Members and there is a vacancy.

Members may also wish to agree a date and a venue for a meeting of the Group.

I shall report further as necessary at your meeting.

**JV Calvert,**

**Clerk**

**13th October 2016**

**AGENDA ITEM 15.1**

**Rights of Way, Highways and Environment**

 **Report for Meeting to be held on**

**October 18th 2016**

**Rights of Way:**

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

**17/5** Tretheague Mill to Menerdue Farm: This has been recently walked by our Chairman. The lane uphill to Menerdue is blocked by a fallen tree and hedge growth. The Parish Path Contractors are responsible for keeping the ground clear, the hedges are the responsible of the owners on either side. Mr. S. Dunn of Lansenwith Farm owns the lower part, Cornwall Council the upper. On reaching the farmyard walkers from whom complaints are forthcoming are hindered by a thick slick of slurry or similar. This has been allowed to accumulate by the past tenant of the the farm which is directly at the top of the lane, owned (as are all at Menerdue) by Cornwall Council; a new tenant is to take the farm shortly.

I feel that the Land Agent of Cornwall Council, who was aware of the shortcomings of the out-going farmer, should arrange for the cleansing of this yard to a decent, passable standard and the proper disposal of the large deposit of waste. Cornwall Council should also be asked to trim the hedges of their part of the lane approaching from Tretheague Mill. Mr. Dunn should be asked to check that his part of the hedge abutting the lane is suitably trimmed.

**34/1** Trevales to Tregolls: The Chairman has recently been advised that a tree fallen onto a stile between Tregonning (Mr. and Miss Martin)/West Trevales (Mr. and Mrs. J. Thomas) this needs clearing by whoever owns the land with that particular stile.

**54/1** Trethellan Water to Treweege Barton: Our Chairman has walked this path recently (if he’s not careful his legs will soon be as short as mine!) and found a section of it extremely difficult to pass. Last year our Parish Path Contractor. Roger Strick, brought this particular area to our attention and I consequently walked it with Keith Penrose who trimmed our paths for many years. Mr. Lees who farms at Trethellan Water, owns this piece of land and within the last twenty or so years has planted it with hollies, hawthorn etc., and fenced this land off, giving the effect of a lane. He has left the growth of the trees unmanaged. Some have fallen, all have overgrown. Our Clerk’s previous letter of about a year ago brought the response from Mr. Lees that this was not his responsibility. Mr. Penrose and Mr. Ray Helmer (who took over our path work following Mr. Penrose’s illness) both remember Mr. Lees having created that little coppice and the fence. I can remember a time when neither existed. Regardless of Mr. Lees denial, this IS, as far as I can see, his responsibility.

**Path 7**, on entry from Tregolls: several trenches of approx 2’ width and depth have been dug just inside the stile from the road. The stile has been allowed to fill with silt. This particular piece of land has historically been the source of run-off of mud, grit and water onto the highway at Tregolls, causing a potential hazard and I feel that the trenches are to direct this toward the stream. However, the gap to the stile has not been bridged in any way, and could have been by use of a drainage pipe over which the ground had been reinstated. At the moment the entrance to the land and its covered yard (and shortly to be built house) is a wide opening directly off the road. It could be argued that there is consequently no need to use the stile. Should this entrance ever be defined by gates, however, the stile will still be a point of access. It is the historical Row and should be preserved.

**Decision Required:**

That we request that our Clerk write to the necessary land owners to make them aware of their responsibility for the work needed.

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

The portfolio holder and assistant have yet to go through this list to prioritise. It will be done!! The assistant was originally our Chairman, is now our Vice-Chairman and with our Chairman and Clerk, are burdened by the business of the Cemetery, the new PO and Public Toilet. I suggest we leave this matter until after the Autumn. It would be useful to include the Clerk and the Chairman, I feel.

**Environment,**

No matters arise at this moment; rather they fall. Several trees have been shedding their limbs. This is usually expected of Ash, but seems to be spreading to others.

**Decision required:**

None.

**Highways**

The sign, situated on the Old Vicarage wall opposite the small Church gate, warning of a bend, is almost unnoticeable due to the growth of ivy.

**Decision required:**

That this is mentioned to Ben Dickinson at our next meeting.

**Joy Thomas,**

**Portfolio Holder**

**AGENDA ITEMS 15.2 – 15.7**

**Footpaths, Highways & Environment Portfolio -**

**Clerk’s Reports for Meeting on 20th September 2016**

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

1. **To note and accept the content of the report on the conversion and refurbishment of the toilet building.**
2. **To note and accept the content of the report on Crellow Fields Amenity Area and to ratify the Clerk’s action in asking the present contractors for the Playing Field contracts to quote for grass cutting and Caretaking works in Crellow Fields Amenity Area until 31st March 2017.**
3. **To approve the contract documents for grass cutting and caretaking in Crellow Fields Amenity Area.**
4. **To approve quotations received from Malcolm Rashleigh and Tyrone Martin for grass cutting and caretaking in Crellow fields Amenity Area until 31st March 2017.**
5. **To note and accept the content of the report on Council Notice Boards.**
6. **To note and accept the content of the report on the bus shelters at Longdowns.**
7. **To note Cornwall Council’s response to the PC’s request that bus routes in Stithians be added to the winter gritting schedule.**
8. **To receive a verbal report from the Chairman on Post Boxes in the Parish.**

Reports:

15.2 Toilet Conversion for Stithians Post Office:

*Shop & Post Office:*

As Members are well aware, “At Your Convenience” opened on 5th September and appears to be doing reasonably well. I am hoping that the handrail will be in place soon but at present do not have a definite date. The cost will be £510 + VAT to include fixing. Cllr John Thomas has agreed to pay a proportion of this although at present, I’m not sure how much. The only other outstanding work to the shop, as far as I am aware, is replacing the door furniture with disabled-compliant with which the PC needs to be involved.

I am aware that PCSO Andy Huddlestone has advised that there should be internal bolts on the old ladies door and the roof access hatch but this is a matter for Michelle to deal with.

*Toilet:*

The toilet opened on Monday 26th September despite the fact that work to the Cleaner’s Store was not totally complete – the roof had not been made watertight, the guttering had not been fitted and neither had all the vents in the doors. At the time of writing this report, work to the roof was complete and the guttering had been fitted. Some of the air vents in the doors had still not been fitted, but that is all that is left to do. As soon as this is complete, I shall pay Roger Taylor the sum of £1,600 agreed at the September meeting.

15.3 Crellow Fields Amenity Area:

As Members are aware, ownership of this has now passed to the Parish Council, although I am still waiting for the final documentation. As soon as this is to hand I shall, following Members’ authorisation in the report in agenda item 22, pay Thurstan Hoskin the sum of £1,455.16 being the monies due as per the Completion Statement.

Obviously, maintenance of this area is now the responsibility of the Parish Council and to this end I have prepared three contracts, one for grass cutting, one for hedge cutting and one for Caretaking duties, similar to the ones for the Playing Field. These are attached as Appendices 1,2 and 3 to this report along with the General Conditions normally sent out with tenders (Appendix 4) and a plan of the area (Appendix 5) and I seek Members’ approval to seek tenders at the appropriate time based on these documents. In accordance with all the Council’s other contracts, I suggest that these run for three years but in the first instance, to bring them in line with other contracts, I have asked the existing Contractor for Playing Field Grass Cutting and Hedge Trimming, Malcolm Rashleigh, and the Playing Field Caretaker, Tyrone Martin, to quote to carry out the work as outlined in the documents from now until 31st March which would mean that they expire at the same time as the Playing Field contracts and all can be put out to tender at the same time early next year. I did originally think that the contracts could be combined but this would cause problems in identifying costs to be included in the MOUs with the Rugby and Bowling Clubs. By the tenders being due at the same time, however, it is probable that the same contractor will be successful in both – I certainly hope so.

If Members wish to amend any of the documents prior to their being issued early next year, this can obviously be accommodated in the documents issued at the time.

Although it is short notice, I hope to be able to report on Malcolm Rashleigh’s quotation verbally at your meeting. Tyrone Martin has quoted £516.

15.4 Notice Boards:

As reported previously, a suitable PVC window has been sourced for use as a notice board at the Institute which is currently in the custody of ex-Councillor Peter Tisdale and I am in the process of arranging for its removal to the Playing Field Pavilion pending arrangements being made for adapting it for use as a notice board.

The notice boards at Longdowns, the Shop and the Stithians Centre have now been cleaned and Tyrone Martin has submitted his invoice in the sum of £32.50 as agreed under Minute 19/09/16 which is included in item 22 for payment.

15.5 Longdowns Bus Shelters:

The vegetation has now been removed from the bus shelter on the northern side of the A394 at Longdowns and Tyrone Martin has submitted his invoice in the sum of £25 as agreed under Minute 20/09/16 which is included in item 22 for payment.

He informs me that the shelter is damp but cannot as yet tell why. He is waiting for it to either dry out or for it to rain before reporting further.

In the meantime, both shelters have had their first clean and as agreed under Minute 20/19/16, they will now be cleaned every two weeks for which Tyrone will be paid £28.17 per month as per Minute 20/09/16, the first payment being included in item 22.

15.6 Gritting Routes:

Members will recall that, under Minute 02/09/16, I was instructed to contact Cornwall Council to reiterate previous requests that the bus routes in Stithians be included in the winter gritting schedule. This I did and received the following response:

*The Council’s policy in respect of salting routes is outlined in the Winter Service Plan which you can view on the Internet* [*here*](http://www.cornwall.gov.uk/transport-and-streets/transport-policy/winter-service-plan-2016-17/)*.*

*The precautionary treatment network consists of:*

* *the most heavily trafficked roads in the county based on the hierarchy developed for the Highway Maintenance Manual;*
* *access roads to sites of strategic importance not included above, including but not limited to hospital minor injury units, health centres, major transport interchanges and most fire stations;*
* *access roads to all of the county’s public and private secondary schools; and*
* *all B roads that are not covered by the above.*

*We have considered bus routes in the past at the request of parish councils and the bus operators, but the additional length of road which would need to be salted would make a big difference to the number of routes and therefore also the number of vehicles and drivers.  In the end, the decision has always been not to add scheduled bus routes on the basis that the large additional cost is not justified in relation to the benefits of treating the extra lengths.  For normal winter conditions – ie frost – this isn’t likely to be a particular problem, and in the event of a “white out”, we would look to clear single routes into villages like Stithians as a matter of priority.*

*The Council’s policy is also not to replace salt bins as they reach the end of their useful lives or get damaged beyond repair.  We will work with parish or town councils who want to put salt bins on the highway network, and we will fill these at the beginning of the season, but any refills during the winter would be at the parish/town council’s expense.*

15.7 Post Boxes:

The Chairman will report verbally on this matter.

**JV Calvert,**

**Clerk**

**11th October 2016**

**The Contract Documents referred to in 15.3 may be seen upon application to the Clerk.**

**AGENDA ITEMS 16.1 & 16.2**

**Playing Field Portfolio**

**Clerk’s Report for Meeting on**

**18th October 2016**

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

1. To note and agree the content of the notes of the Playing Field Progress Meeting held on 10th October 2016 and the actions contained therein with particular reference to any financial implications.
2. To authorise the Clerk to order two Sky Saw seats from Amazon in the sum of £126.47 and reimburse his account from the Parish Council account.
3. To accept quotations from Tyrone Martin for repairs to the Toddler Multiplay, painting the big slide, sputnik, seats and roundabout and repairing the Car park surface in the sums of £150.50, £130 and £243 respectively.
4. To consider the request to hold Stithians Fayre Day on the playing field on Saturday 22nd July 2017 as detailed in the report.

Report:

16.1 Playing Field Progress Meeting:

The notes of the Playing Field Progress Meeting held on 10th October appear as Appendix 1 to this report. Members are requested to note the content thereof with particular reference to any financial implications arising therefrom. By accepting the report, Members are agreeing to accept any quotations referred to therein.

Members will note that they contain several references whereby Tyrone Martin is to prepare various quotes for consideration at this meeting. I have received the following:

* *Seats for Sky Saw:* Taylor Made have quoted £93 + delivery per seat. They can be obtained from Amazon for £59.99 each plus £6.49 delivery.
* *Toddler Multiplay:* Replace roof with exterior treated plywood, replace six bridge planks and fit baffle boards - £150.50.
* *Painting:* Paint big slide, sputnik, seats and roundabout (paint from LA Phillips on PC Account) - £130.
* *Car Park:* Labour and plant to spread stone to repair potholes - £243.

All of these can be accommodated within existing budgets.

Members will also note several actions marked for me. Other more pressing matters such as cemeteries, toilets and now amenity areas have unfortunately meant that I have not been able to attend to them and I apologise but there are only so many hours in a (part-time) day!!

One thing I have done, however, is order stone for repairing the surface of the car park and this was delivered on 11th October. Assuming Members accept his quotation as stated above, Tyrone will do the work on 24th October which is during half term thus avoiding conflict with parking associated with the School.

16.2 Stithians Fayre Day 2017:

Members will have observed from the notes of the afore-mentioned meeting that I have already been contacted in respect of the use of the playing fields for Stithians Fayre in 2017.

They would like to have the Stithians Fayre Day on SATURADAY 22nd JULY 2017, and the use of the Playing Field from 21st to 24th to allow for putting up and removing all the marquees etc.

They are also requesting extra parking in the new playing field as shown on the plan attached as Appendix 1 to this report, which is not entirely representative of what is actually on the ground. There is, however, space in the area indicated for parking without encroaching on the rugby pitch and as long as the pitch is cordoned off as proposed I see no reason not to agree to this.

**JV Calvert,**

**Clerk**

**13th October 2016**

**Appendix 1 to AGENDA ITEM 16.1**

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

**MONDAY 10th OCTOBER 2016**

**Present:**

(HJ) Councillor H Jones – Playing Field Portfolio Holder

(TM) Tyrone Martin - Playing Field Caretaker

(JVC) John Calvert - Clerk

Councillor Mrs J Thomas – Assistant Playing field Portfolio Holder

*Colours indicate action required by that person.*

**Apologies:**

None.

**Notes of Meeting:**

As has become normal practice, the notes of the previous meeting, in this case, 14th September 2016, were used as an agenda with any other items included under “Other Matters” or as necessary.

1. *Pavilion:*

*Replacement Pavilion:*

The situation remains the same in that the survey of the Playing Field is completed but, because of other commitments and lack of Members at present, no further contact has yet been made with Grenville Tresidder concerning the preparation of plans.

1. *Replacement Play Equipment:*

It had been previously agreed that further investigation into more play equipment should be undertaken to include a visit to Feock to look at a zip wire. No progress to date because of other commitments and a lack of Members.

1. *Caretaker’s Inspection Reports:*

All previous matters now addressed and invoices paid.

*Inspection Report Dated 9th October 2016:*

TM advised that replacement of seats on the Sky Saw on a like for like basis provided by the manufacturer would be £402 but he was investigating other sources.

TM had informed JVC of wording of Skate Park sign but he had not had the opportunity to arrange for a replacement.

*4. Annual Safety Inspection:*

The following actions were previously identified as needing attention:

* *Cradle Swings:* The report identified several problems. It was therefore agreed the TM would provide a quotation for replacing two legs, the cross bar (***if needed***) and the two seats and associated chains and fittings. This would then provide a refurbished piece of equipment suitable for many more years’ service.
* *Flat Swings:* Top links on the short connecting chains are worn. TM to replace shackles and remove top link.
* *Slide:* Steps are 13mm apart. Gap should be filled so that a 100mm sphere cannot pass through. Also need anti-slip treatment. Low priority so leave until more pressing matters have been dealt with. TM to quote for replacement top step.
* *Monkey Bars:* Well known as a cause of injury but also recognised as having a high development value. Monitor.
* *Net Climb:* Horizontal bar at the bottom is not padded. Could prove problematic but no reported accidents to date. Monitor.
* *High Metal Slide:* Higher than today’s norm but still in good condition. Report of injury to boy caused by projection at run out. Rectified immediately it was reported. Not picked up by regular inspection as very small and difficult to see.
* *Multi-Swing (Sky Saw):* Top links possibly worn. TM will rectify & replace if necessary when seats are replaced.
* *Train:* Concerned that fall height is greater than 600mm. It was noted that there have been no recorded accidents since its installation over 15years ago. Monitor. The inspector had also noted that the front panel was splitting but TM had already seen this and had rectified it.
* *Infants’ Play Area:* Some damaged beams on the bridge. TM to provide estimate for replacing them. Inspector also concerned at gaps at each side of the slide. TM to quote for “baffle boards”. Some roof timbers have now rotted. TM to quote for replacing them and replacing the whole roof with ply.

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

* *Climbing Wall Rope Net:*

Still being monitored – all OK at present. Nothing in this respect identified in Annual Inspection.

* *Tennis Court:*

Further moss treatment had been carried out. TM had loosened net but it keeps being tightened. Possibility of notice to users asking them to loosen it once they have played was again discussed. JVC to obtain suitable sign to be placed near tennis court gate. JVC also to provide tag with same message for key.

White lines will need repainting by end of year.

It was noted that income has significantly reduced and it was previously questioned whether or not it was worthwhile continuing to charge although it was acknowledged that locking the gate helped to prevent possible damage. Now agreed to carry on with charging and locking to avoid possible conflicts of use and vandalism.

* *Old Playing Field Entrances:*

TM was still “keeping on top of the weeds”. Further moss treatment had been carried out.

* *Dogs in Playing Field:*

JVC to obtain suitable signage to allow dogs on leads on the tennis court footpath only. May be possible to get one through Roger Taylor, the contractor who worked on the toilet refurbishment.

*6. BMX Track:*

Several “modifications” had been made by users. No action to be taken other than TM filling in a “pit” which may cause a hazard. This he did, only for it to appear again. Leave.

*7. Car Park Maintenance:*

JVC had previously 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. He reported receipt of an e-mail from a user asking for the holes to be filled in. It was acknowledged that they had worsened of late. JVC to order stone for TM to carry out repairs ASAP. **Ordered same as last time: 5 Tonnes 20mm Scalpings and 5 Tonnes Type 803. Should be delivered 11th October.**

It was noted that large vehicles, particularly a bus, often use the car park to the detriment of the surface. It was agreed to consider the erection of a height restriction.

It was also noted that the gate from the car park into the rugby field was often obstructed. JVC to obtain suitable sign.

*8. Tennis Court Footpath:*

TM monitoring and taking action as and when necessary. No problems at present. There was sometimes a problem with dog mess on this footpath (despite a sign saying no dogs). In view of the fact that dogs are to be allowed on this path, the possibility of moving the dog bin from near the skate park to this footpath was discussed but had not been actioned.

*9. Litter:*

No problems at present. JVC had previously referred to problems regarding glass adjacent to Ennis & Carbis. TM now monitoring regularly.

*10. Staining & Painting of Play Equipment:*

TM’s quote in the sum of £273 for labour was for staining the Toddler Swings, Sky Saw, Picnic Bench, Toddler Multiplay, Toddler Fence, Climbing Wall and Multiplay with materials being obtained from LA Phillips. It did not include any painting. This work had commenced and was hoped to be completed by the October PC meeting. TM to quote for painting other equipment and seats in need of it.

*11. Youth Shelter:*

Graffiti had been removed. There were still problems with people climbing onto the roof. TM to apply more anti-climb paint.

*12. Other Matters:*

* *Condition of RFC Training Pitch:*

JVC has previously advised that the revised 2016 MOU which included for the RFC to roll and seed the training area at the end of each season as necessary had been signed. TM had checked the condition of the pitch and it was still OK.

* *Fence to Ennis & Carbis:* TM had erected the three fence panels in accordance with a quote of £25 which had been agreed by JVC. He had submitted his invoice which will be presented to the October PC meeting for payment. TM had stored the remaining two panels in the pavilion.
* *Toddler Play Area:* Consideration to be given to extending the enclosure so that the Train can be included. Not considered a good idea to include Cradle Swings because of possible conflict with pedestrians although consideration might be given to siting them in an enclosure within the Toddler Play Area. It was considered that the Sputnik should remain outside the TPA as it is used by children older than toddlers.
* *Pavilion:* It was noted that Simon Relton (Stithians Fayre Day) had not returned the key and that there were still items in there from the last Fayre Day. JVC to contact SR. JVC advised that SR had already requested use of the playing field for 2017 and that he would be reporting the matter to the October PC meeting.

*13. Next Meeting:*

It was agreed that the next meeting would be at 10am on Monday 7th November 2016 at Dursona, South Road, Stithians.

**JV Calvert,**

**Clerk,**

**10th October 2016**

**Appendix 1 to AGENDA ITEM 16.2**

**The plan referred to in 16.2 may be seen upon application to the Clerk.**

**AGENDA ITEM 18.1**

**Clerk’s Report for Meeting to be held on 18th October 2016**

**Website Hits**

**Decision Required:**

**To note the figures for visits and hits on the Council’s website as presented to the meeting.**

**Report:**

Attached as Appendix 1 to this report is the seventeenth “edition” of the spreadsheet for your consideration which shows the figures for the third quarter of 2016.

**JV Calvert,**

**Clerk**

**11th October 2016**

**Appendix 1 to AGENDA ITEM 18.1**

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

**AGENDA ITEM 19.1**

**MINING VILLAGES REGENERATION GROUP AND COMMUNITY NETWORK MEETING**

**Held at the Richard Jory Memorial Hall, Frogpool on Thursday 22nd September 2016**

**Present**

Carl Martin (Carharrack PC); David Firth (Chacewater PC); Rob Knill (Chacewater PC); Charlotte Caldwell (Cornwall Council), Fiona Barnard (Gwennap PC); Philip Rescorla (Gwennap PC); Ashley Wood (Lanner PC); Steve Penny (St Day PC); Howard Jones (Stithians PC); Phil Blease (Stithians PC); James Biscoe (Co-opted Member).

**Apologies**

Cllr Joyce Duffin (CC); Cllr Mark Kaczmarek (CC), John Calvert (Stithians PC); John Newcombe (St Day PC); Peter Tisdale (Co-opted Member).

Noted that Philip Gerrish (Portreath) and Ray Humble (Gwennap) have resigned.

**Minutes of last meeting – matters arising**

The minutes of the last meeting were approved as a true and accurate record.

CC confirmed the phase 2 of the Local Devolution Fund had been approved for the Mining Villages application. AW said that for the Trails website, he has not heard back from Chacewater PC yet, Redruth TC or Feock PC and would be following up matters with them.

JB raised the issue of the lack of cyclical maintenance and asked what could be done to give the issue more prominence. CC suggested writing to Cornwall Council’s CEO as she is the client of Cormac’s services. AW and JB to draft a letter on behalf of the MVRG and members were asked to provide examples of how the problem impacts on individual lives.

AW said that he felt there needs to be better communication between Cormac, Cornwall Councillors and the Parishes on various matters and cited recent examples in Lanner.

**Financial Update**

PT has circulated his financial report. AW/ PT are still to visit the bank to put PT on the mandate as a signatory and are trying to coordinate diaries with HSBC Truro.

**Reports from Parishes**

Written reports had all been circulated. Additional comment was as follows:

**Carharrack PC**

Have requested a meeting with Cormac and are still awaiting a response. A ditch needs to be cleared: gullies are blocked and rubbish caught in the grate posing an imminent flood risk. CC to let Carl have the email address for Andy James at Cormac.

**Chacewater PC**

RK reported that the NDP has stalled.

He said that the fly tipping issue needs sharing and signs need to act as a deterrent to fly tipping offenders.

There is a new fence across the play area, signs about vandalism seem to have worked positively.

The road safety plan is being tabled as discussed.

The bridge work is due to be finished by 14th October.

Recent abandoned vehicles have been successfully dealt with.

CN Panel meetings are a breath of fresh air!

**Gwennap PC**

There is a public NDP meeting for volunteers on 18th October. This is moving tactically slowly to watch how things develop in other areas – particularly St Ives. The Chairman is very proactive.

There may be a speed watch in the Pulla Cross to Frogpool area.

**St Day PC**

Radar speedtest was done – no issues identified due to the timing of when it was done! They have asked for another one to be done.

The clock tower mechanism is too heavy and they have asked for it to be given to King Edward Mine. Two new benches have been funded by a local donor.

**Stithians PC**

The village now has a full time Post office in the toilet block which includes a shop, average of 40-65 transactions per day. Had 4 council vacancies but now at full capacity with a good mix of people.

There was a spike in planning applications during August.

Post boxes – two cast iron ones were vandalised. This has been escalated to George Eustice MP.

**Lanner PC**

AW highlighted the issues of Japanese knotweed. Lanner has received a Cornwall Council plan which was last updated in 2014. A copy of the map was circulated showing reported sites which had been inspected in green and reported sites which had not been inspected in blue. The split was about 50:50. He will circulate the contact at the Council who is the person responsible for monitoring the weed so that others might request a map covering their area.

**Community Network Update**

CC gave the following update;

* She outlined the presentations which took place at the recent CN Panel on 7th September regards the PCC
* The next meeting is on 23 November and will include a presentation and Q&A on the Sustainability Plan for the NHS and Social Care partners and their work
* She explained that there is a restructure taking place at CC with re-interviews for Heads of Service jobs
* She encouraged members to read the recently published GREG report on the Governance proposals for Cornwall
* She updated members on the Electoral Review and forthcoming consultation
* She encouraged members to apply to the LDF if they had a suitable devolution or community project

**Task List Discussion – Led by Rob Knill**

RK gave the background and said this piece of work had been an opportunity not a negative exercise. He said that he has seen where best practice is taking place and has offered to collate and circulate all responses into a sensible format for Parishes/ Members.

He summarised by saying that all Parishes are doing things slightly differently and some are using local people and others using suppliers from farther afield.

There is a variation in costs for tasks and in the length of various contracts for work being undertaken.

He said that in some cases, Cormac has been praised for its work on trees etc.

He concluded by saying that PCs are in a position of responsibility and condition surveys and on-going monitoring and maintenance are a must and a sign of good governance.

**Any Other Business**

JB asked about the fly leafleting consultation and offered to circulate information.

JB asked for Parish reports to be sent as attachments instead of in the main body of the email in future.

He also highlighted that three post boxes are scheduled to be removed in Stithians and many more are to go across Cornwall. Apparently Mark James is collating objections but time is short.

**Date, time and venue for next meeting**

The next meeting will take place at the Stithians Centre on Thursday 24th November 2016 at 2:00pm – 4:00pm.

The topic will be a presentation by Martyn Alvey of the Flood Forum followed by a Q&A session.

**AGENDA ITEM 19.2**

**The Stithians Centre Management Committee Report**

**Decision Required:**

**To note and accept the content of the report.**

**Report:**

**The SCMC meeting was held on the evening of Wednesday 5th October.**

**The annual SC ‘Christmas Craft & Produce’ market will be held on Saturday 19th November; the Stithians Choir will be in attendance.**

**The Treasurer’s report whilst positive (funds stand at £44.5k up £700 on previous month), was balanced with concern regarding income being slow and bookings for the centre in particular being considerably lower than in previous years. The Chairman is in the process of setting up a sub-committee, utilising external assistance, to identify new revenue opportunities for the centre.**

**I am now the SCMC liaison with the Pre-School and have agreed to re-write and update the ‘Memorandum of Understanding’ between the SC and Pre-School use of the centre. I have a meeting scheduled Thursday 13th October with Pre-School, at which I will commence this process.**

**The next meeting will be Wednesday 2nd November.**

**Cllr Howard Jones**

**07/10/16**

**AGENDA ITEM 19.3**

**CALC (Cornwall Association of Local Councils) Meeting on 6th October 2016**

**Decision Required:**

**To note and accept the content of the report.**

**Report:**

Attendees for Stithians Parish Council (SPC) Phil Blease, Georgina Scott, Tracy Lucioni

There were 3 important issues on the agenda.  In order on the agenda these issues were:

**1.**   **Cornwall Council Boundary Review by the Boundary Committee**

The Boundary Committee has been taking evidence and has now published its first draft proposals for the number of seats on Cornwall Council from 2021.  There now follows a further period of consultation and the meeting provided an opportunity to hear from senior representatives of Cornwall Council leading the Council’s work on the review. Cllr John Wood, Chairman of the Review Panel and Matt Stokes, the senior officer supporting the panel, spoke.

Nothing seems certain but it looks like they might reduce the numbers of Cornwall Councillors from 123 to 116 which could involve reorganising some boundaries.

**2.**   **Cornwall Council Governance Review**

As part of the Boundary Review, the Government has obliged Cornwall Council to review its governance structures.  The initial response has now been published and Richard Williams from Cornwall Council explained the rationale and sought the audience views on the implications for parish and town councils. He did advise that the County Council had earlier in the day voted not to support an independent Mayor model of Governance.

**3.**   **Government Consultation on the Extension of Referendum Principles to Local Councils**

The Government is once again looking at the introduction of referendum principles to local council precepts.  It has launched a consultation within its Financial Settlement paper and seeks views from our sector.  CALC is keen to make a robust response to this consultation and wanted to hear various councils’ views on the proposals and the impact such controls might have on your council’s finances. This prompted a robust debate which made it clear that “punishing” councils by forcing referendum costs on them would be inflationary in itself. One council demonstrated that to get a net increase of £10k in precept income they would have to put up the precept by £40k to cover the cost of a referendum and still only be left with £10k net gain.

The meeting unanimously agreed to support CALC with their robust response.

The consultation can be sourced via:

<https://www.gov.uk/government/consultations/local-government-finance-settlement-2017-to-2018-technical-consultation>

Also attached as Appendices 1,2 & 3 are the papers that were distributed with the meeting agenda if Members want a more in-depth understanding of the above.

**Cllr P.C. Blease**

**11th October 2016**

**Appendices to AGENDA ITEM 19.3**

**These may be seen upon application to the Clerk.**

**AGENDA ITEM 20**

**Clerk’s Report for Meeting to be Held on**

**18th October 2016**

# Correspondence Received

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

* **To note receipt from CALC of Edition 12 of their weekly newsletter.**
* **To note receipt from Cornwall Council of their Special Bulletin on their Electoral Review.**
* **To note receipt from Cornwall Council of their Neighbourhood Planning Newsletter dated 23rd September 2016.**
* **To note receipt from Cornwall Council of their Communities & Devolution Planning Newsletter dated 26th September 2016.**
* **To note receipt from CALC of Edition 13 of their weekly newsletter.**
* **To note receipt from Coastline Housing of their Coastline Chronicles date 1st October 2016.**
* **To note receipt from Cornwall Council of their Communities & Devolution Newsletter dated 4th October 2016.**
* **To decide upon attendance at Cornwall Council’s Summit to be held on 31st October 2016.**
* **To decide upon attendance at Planning Training offered by Cornwall Council.**
* **To decide whether or not to make a donation to Tanya’s Courage Trust.**
* **To decline the invitation from Falmouth Town Council for the Chairman or representative to attend their Remembrance Day Parade as Councillors will be attending the parade in Stithians.**
* **To note receipt from Came and Company, the Council’s Insurers, of their Autumn 2016 Newsletter.**
* **To note receipt from CALC of Edition 14 of their weekly newsletter.**
* **To note receipt from Cornwall Council of a Special Edition of their Communities & Devolution Newsletter dated 7th October 2016 containing details of their Clean Air Strategy for Cornwall.**
* **To note receipt of a letter dated 7th October from the Headteacher of Stithians School in respect of parking and that the matter of extending the playing field car park be considered at a future meeting.**
* **That the issue of car parking be considered by the Parish Development Working Group in conjunction with proposals for a sports pavilion.**

**REPORT:**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | **Type** | **From** | Subject | **Action Taken/Requested** |
| 23/09 | E-mail | CALC | Weekly Newsletter 12 | See Section 1 of Report |
| 23/09 | E-mail | Cornwall Council | Special Bulletin on Electoral Review | See Section 2 of Report |
| 23/09 | E-mail | Cornwall Council | Neighbourhood Planning Bulletin | See Section 3 of Report |
| 26/09 | E-mail | Cornwall Council | Communities & Devolution Newsletter – Planning Newsletter | See Section 4 of Report |
| 30/09 | E-mail | CALC | Weekly Newsletter 13 | See Section 5 of Report |
| 01/10 | E-mail | Coastline Housing | Coastline Chronicles | See Section 6 of Report |
| 04/10 | E-mail | Cornwall Council | Communities & Devolution Newsletter | See Section 7 of Report |
| 04/10 | E-mail | Cornwall Council | Planning Conferences/Training | See Section 8 of Report |
| 21/09 | Letter | Tanya’s Courage Trust | Donation | See Section 9 of Report |
| 06/10 | Letter | Falmouth Town Council | Remembrance Day Parade | See Section 10 of Report |
| 11/10 | E-mail | Came and Company | Newsletter – Autumn 2016 | See Section 11 of Report |
| 07/10 | E-mail | CALC | Weekly Newsletter 14 | See Section 12 of Report |
| 12/10 | E-mail | Cornwall Council | Communities & Devolution – Special Bulletin | See Section 13 of Report |
| 07/10 | E-mail | Headteacher | Parking | See Section 14 of Report |

1. I circulated this to Members for information on 6th October.
2. I circulated this to Members for information on 6th October. It gives details of proposals for the future size of Cornwall Council.
3. I circulated this to Members for information on 6th October.
4. I circulated this to Members for information on 6th October.
5. I circulated this to Members for information on 6th October.
6. I circulated this to Members for information on 6th October.
7. I circulated this to Members for information on 6th October. It gives details of the ‘Summit’ to be held on 31st October of which I made Members aware at the September meeting but no-one present was able to attend. Perhaps the new Members my wish to consider attending?
8. I circulated this to Members for information on 6th October. I trust Members will have looked at it prior to the meeting and will be able to inform me of their preferences for workshops should they wish to attend. Please note that there is a charge of £10 per head so Members must be certain of their ability to attend.
9. The Chairman has received a request for the PC to support Tanya’s Courage Trust which helps support young people who are fighting any form of cancer and operates in Cornwall, Devon and the Isles of Scilly. A copy of the letter is attached as Appendix 1 to this report.
10. The Chairman has received an invitation to Falmouth Town Council’s Remembrance Day Parade and I assume that Members will agree that I should politely decline the invitation as Members will be attending the one in Stithians on the same day.
11. I circulated this to Members for information on 12th October.
12. I circulated this to Members for information on 12th October.
13. I circulated this to Members for information on 12th October. It makes reference to the Clean Air for Cornwall Strategy.
14. I agreed at the September meeting to write to the school asking teachers and parents to park in the playing field car park, which I did and received the reply attached as Appendix 2 to this report. I think the time has come to give serious consideration to extending the playing field car park. I also feel that his suggestion of car parking on the tennis court has some merit as it would be nearer the school. I know that it has been suggested that a new sports pavilion might be constructed there but that will need parking as well. I feel that the two should be considered together by the Parish Development Working Group.

**JV Calvert,**

**Clerk**

**13th October 2016**

**Appendices to AGENDA ITEM 20**

**These may be seen upon application to the Clerk.**

**AGENDA ITEM 20(A)**

**Clerk’s Additional Report for October 2016**

# Correspondence not included in Main Report and also that Received between Report & Meeting

**SUMMARY OF DECISIONS REQUIRED:**

1. **To note receipt from CALC of Edition 15 of their weekly newsletter.**

**REPORT:**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date  | Type | From | Subject | Action Taken/Required |
| 14/10 | E-mail | CALC | Weekly Newsletter 15 | See Note 1 below |
|  |  |  |  |  |

1. I circulated this to Members for information on 17th October.

**JV Calvert**

**Clerk**

**18th October 2016**

**AGENDA ITEM 22**

Authorisation of Payments – October 2016

**Decisions Required:**

1. **To approve payment of the sums shown in the report totalling £8,855.64 along with sums in any additional report which may be tabled at the meeting.**
2. **To approve payment of any additional expenditure agreed by resolution during the meeting.**

**Report:**

1. The table below shows, as usual, invoices received since the last meeting as well as the usual monthly and other payments to be made. Figures in parentheses in the last column relate to the explanatory notes below the table.
2. Invoices received between the date of the circulation of this report and the date of the meeting will be reported at the meeting as appropriate in a report tabled at the meeting.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Type | Date Due | Payee | For | VAT | Total Amount | See Note |
| E | 22/09 | Zygology | Spare Notice Board Keys | 1.96 | 11.76 | (1) |
| E | 03/10 | Thurstan Hoskin | Completion of Cemetery Purchase |  | 2,193.00 | (2) |
| E | 18/10 | Clerk | October Salary |  | 1,263.12 | (3) |
| E | 18/10 | Clerk | September Expenses (Appendix 1) |  | 38.50 |  |
| E | 18/10 | HMRC | Clerk’s Tax under PAYE - October |  | 315.80 |  |
| E | 18/10 | M White | Toilet Cleaning - October |  | 81.16 |  |
| E | 18/10 | M White | Litter Picking - October |  | 132.37 |  |
| E | 18/10 | Tyrone Martin | Playing Field Caretaker - October |  | 598.35 |  |
| E | 18/10 | Tyrone Martin | Lower Churchyard - October |  | 69.10 |  |
| E | 18/10 | Tyrone Martin | Cemetery Maintenance - October |  | 74.40 |  |
| E | 18/10 | Tyrone Martin | Fixing Fence Panels – Playing Field |  | 25.00 | (4) |
| E | 18/10 | Tyrone Martin | Cleaning Notice Boards |  | 32.50 | (5) |
| E | 18/10 | Tyrone Martin | Removing Vegetation - Longdowns Bus Shelter |  | 25.00 | (6) |
| E | 18/10 | Tyrone Martin | Cleaning Longdowns Bus Shelters - October |  | 28.17 | (7) |
| E | 18/10 | Tyrone Martin | Staining of Play Equipment |  | 273.00 | (8) |
| E | 18/10 | Glenn Humphries | PRoW Maintenance - August | 33.58 | 201.50 |  |
| E | 18/10 | M Rashleigh | Playing Field Grass Cutting | 131.56 | 789.36 |  |
| E | 18/10 | Grant Thornton | External Audit | 60.00 | 360.00 |  |
| E | 18/10 | Bowling Club | Footpath Electricity | 2.01 | 42.11 |  |
| E | 18/10 | LA Phillips | Materials for Toilet Refurbishment | 132.71 | 796.28 |  |
| E | 18/10 | Thurstan Hoskin | Completion of Crellow Fields AA Purchase |  | 1,455.16 |  |
| E | 18/10 | Royal British Legion | Wreath and Donation |  | 50.00 | (9) |
|  |  |  | TOTALS  | £361.82 | £8,855.64 |  |

Notes:

1. In order to obtain spare keys for Tyrone to keep in connection with his cleaning of the notice boards, it was necessary to pay for them before the company would despatch them. I trust Members will ratify my action and agree to this payment which was actually made on 22nd September.
2. This is the outstanding balance owing following completion of the purchase of the land for the cemetery. Members agreed by an e-mail vote to make the payment in advance of the meeting. It was actually made on 3rd October.
3. This payment is the Clerk’s gross salary (£1,578.92) less Income Tax due from the Clerk under PAYE for the month of October.
4. This was agreed by the Clerk and reported to the Playing Field Progress Meeting held on 10th October 2016. By accepting the notes of that meeting under Item 16.1, Members have agreed this payment.
5. This quotation was accepted under Minute 19/09/16. The work has now been carried out.
6. This quotation was accepted under Minute 20/09/16. The work has now been carried out.
7. This quotation was also accepted under Minute 20/09/16. The work has now been carried out.
8. The quotation for this work was agreed under Minute 14/07/16(2) but it was agreed that the work should not be carried out until after the school holidays. It has now been done.
9. It is assumed that, as has always previously been the case, this was agreed under Item 11.3 on the Agenda.

**JV Calvert,**

**Clerk & RFO**

**13th October 2016**

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