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

**HELD IN THE STITHIANS CENTRE ON**

**TUESDAY 18th OCTOBER 2016 COMMENCING AT 7.00pm**

|  |  |
| --- | --- |
|  | ATTENDANCE:  Councillors present were:  Cllr P Blease (Chair), Cllr Mrs V Kavanagh, Cllr Mrs J Thomas, Cllr H Jones, Cllr Ms T Lucioni, Cllr Ms S Todd, Cllr Mrs G Scott, Cllr B Gilbert, Cllr P Sims and Cllr W Thomas.  The Clerk was also present.  Members of the public present were Mrs M Biscoe, Mrs M Pascoe and Mr S Gluyas to the points mentioned. |
| 1. | APOLOGIES  Apologies were received from Cornwall Cllr John Thomas who was working and Rod Davis who was at another meeting. |
| 2. | URGENT ITEMS  The Clerk advised that he had received no notification of any urgent items. |
| 3.  3.1  3.2 | DECLARATIONS OF INTEREST ETC.  There were no declarations of interest in agenda items.  There were no written requests for dispensation to speak at the meeting. |
| 4.1  4.1.1  4.1.2 | MINUTES OF THE SEPTEMBER 2016 COUNCIL MEETING  The Clerk advised that he was not aware of any suggested amendments to the Draft Minutes circulated prior to the meeting.  **RESOLVED to accept the minutes of the Council Meeting held on 20th September 2016 as a true record of the proceedings.**  ***Proposed by Cllr Mrs Thomas, seconded by Cllr Jones and carried unanimously by those who voted. Having not been at the September meeting in the capacity of Councillor, Cllrs Gilbert, Sims and W Thomas did not vote.***  **MINUTE 01/10/16**  The Chairman duly signed the minutes as a true record of the proceedings. |
| 5  5.1  5.2  5.3.1  5.3.2  5.3.3 | MATTERS ARISING FROM THE MINUTES OF THE SEPTEMBER 2016 COUNCIL MEETING NOT COVERED ELSEWHERE ON THE AGENDA  *Minute 14/09/16:* Cllr Mrs Thomas agreed to furnish the Clerk with details of three footpaths for inclusion in the LMP to enable him to reply to Cornwall Council.  *Minute 16/09/16:* The Clerk advised that he had written to Lynher Dairies who had commissioned a report into the condition of all trees on their land, the result of which was that most were considered not to pose a hazard despite the fact that they were suffering from die-back. One, however, needed a branch removing which was to be attended to.  *Minute 26/09/16:* The Clerk advised that, as a result of writing to Mr Matthews, he had received a response indicating that Mr Matthews intended to continue to press Cornwall Council.  He further advised that Cllr John Thomas had stated that he would continue to press for something to be done as regards pedestrian safety at Longdowns.  The Clerk also advised of an e-mail from Sergeant Mark Cooper suggesting that the Cornwall Safety Camera partnership may be able to advise on the status of the sped camera at Longdowns.  *Para 8.2:* The Chairman advised that he had spoken to the owners of the property on Gribbas Corner and they were willing for a sign to be erected on their boundary, albeit it would have no legal standing and would be advisory. |
| 6  6.1 | CORNWALL COUNCILLOR JOHN THOMAS  Cllr Thomas, having given his apologies, was not at the meeting. |
| 7.  7.1 | POLICE & NHW  *Police & NHW Liaison Officer:*  The Chairman advised that there was no report for this meeting |
|  | The Chairman closed the meeting at this point at 19.15 to allow Public Participation. |
| 8.  8.1.1  8.1.2  8.1.3  8.1.4  8.2  8.2.1  8.2.2  8.3  8.4 | PUBLIC PARTICIPATION  Mrs Biscoe expressed her delight at the fact that the post office had opened and thanked all those involved.  She was, however, concerned at the fact that there were double yellow lines outside and very often no spaces available opposite. She asked if it would be possible to provide three parking spaces on the opposite side of the road with limited waiting of, say, 20 minutes.  Members considered this an excellent idea and the Chairman agreed to add it to the list of possible Traffic Regulation Orders being prepared for submission to Cornwall Council at a future date when funds were available.  The Clerk advised that the legal process of applying for TROs was expensive and the reason for preparing a list was to “lump” several together to achieve economy of scale.  Mrs Pascoe advised that she was present to support Mrs Biscoe.  Steve Gluyas thanked the Chairman and Cllr Mrs Thomas for attending a meeting with Penny Hodgson from Cornwall Council to discuss the discrepancy with the definitive map as regards FP12 behind the new Hendra development and hoped that the matter could now be resolved.  The Chairman explained to the meeting that the footpath in its present position did not accord with the definitive map and, as there were no stiles on the definitive route, those at the meeting had agreed that it should follow the route actually on the ground.  To do this, however, CC would require statements from several users to confirm that it had existed on its present route for several years. Cllr Mrs Thomas had agreed to co-ordinate the obtaining of these statements.  Cllr Gilbert advised that he had been approached about the possibility of providing a footpath from Meadow Court into the village. The Chairman advised that, whilst the idea was laudable, it was unlikely to be well received by Cornwall Council because of the expense. He advised that there was to be a footpath in front of the Hendra Road development which would connect to Hendra Close. It would not, however, address the problem of pedestrians at Church Corner, although it was acknowledged that the churchyard could be and was being used.  Cllr W Thomas alluded to the problem of parked vehicles at Crane Garage and the Chairman advised that the matter had been raised with Cornwall Council on several occasions in the past. The Clerk advised that he would once again raise the matter at the next meeting with the Cormac Area Manager. |
|  | There being no other matters raised under Public Participation, the Chairman thanked those present for their input and reopened the meeting at 19.30 at which point Mrs Biscoe and Mrs Pascoe left the meeting. |
| 9.  9.1  9.1.1  9.1.2 | TRANSPORT *Transport Representative’s Report:*  Rod Davis, the Council’s Transport Representative, having given his apologies, was not present at the meeting.  The Clerk advised that the only matter Mr Davis had to report was the fact that he had written to the MD of First Bus asking for advice as to how to get the missing Bus Stop Flag in New Road replaced as all avenues he had tried since it first went missing in June had produced no results.  **This information was duly noted.** |
| 10.  10.1  10.2 | PARISH DEVELOPMENT WORKING GROUP  The Chairman advised that, now that there was a full complement of Members, it was his intention to hold a meeting of the Group in December to discuss proposals for a Sports Centre following which he hoped to hold a Public Meeting in January.  **It was agreed by consensus that membership of the group should be open to all Members and further agreed that the Clerk would circulate the results of the Parish Plan Questionnaire to all Members for information.** |
| 11.  11.1  11.1.1  11.1.2 | CLERK’S REPORTS  *The Council’s Current Financial Position:*  The Clerk presented his report, a copy of which is appended to these minutes.  **RESOLVED to note the Council’s current financial position.**  ***Proposed by Cllr Mrs Lucioni, seconded by Cllr Mrs Kavanagh and carried unanimously.***  **MINUTE 02/10/16** |
| 11.2  11.2.1  11.2.2  11.2.3 | *2017/18 Draft Budget:*  The Clerk presented his report, a copy of which is appended to these minutes.  The Clerk drew Members’ attention to the various changes and pointed out that, following receipt of quotations for the maintenance of Crellow Fields Amenity area for the remainder of the current financial year, it would be prudent to increase the sum in the budget for grass cutting to £2,000.  **RESOLVED:**   1. **That the Precept for 2017/18 be set at £71,350, an increase over 2016/17 of 1.93%.** 2. **That the budget item for Crellow Fields grass cutting in the 2017/18 Budget be increased to £2,000.** 3. **That the Clerk present a Draft Budget incorporating the above for consideration at the November meeting**   ***Proposed by Cllr Gilbert, seconded by Cllr Jones and carried unanimously.***  **MINUTE 03/10/16** |
| 11.3  11.3.1  11.3.2  11.3.3  11.3.4 | *Remembrance Day Parade:*  The Clerk presented his report, a copy of which is appended to these minutes.  He also referred Members to the letter of invitation from the RBL which he had circulated prior to the meeting.  The Chairman advised that he would be on holiday until 14th November.  **RESOLVED:**   1. **That Roger Nicholls be authorised to act on behalf of the Parish Council in organising the Remembrance Day Parade.** 2. **That the Vice Chairman deputise for the Chairman at both the Remembrance Service on 11th November and the Parade on 13th November.** 3. **That the Clerk inform the Royal British Legion that approximately six Members would be attending each Service.** 4. **To make a donation of £50 to the Royal British Legion to cover the cost of a wreath with the remainder going to RBL Funds.**   ***Proposed by Cllr the Chairman, seconded by Cllr Jones and carried unanimously.***  **MINUTE 04/10/16** |
| 12  12.1  12.1.1 | PLANNING  *Notification of Planning Decisions Received:*  The Clerk drew the meeting’s attention to the table of planning decisions, a copy of which is appended to these minutes and advised of the decisions made in respect of the ten applications highlighted therein.  **This information was duly noted.** |
| 12.2  12.2.1 | *Notification of Planning Decisions received after publication of the agenda:*  The Clerk advised that since the publication of the agenda he had not been informed of any further planning decisions.  **This information was duly noted.** |
| 12.3 | *Planning Applications Received:* |
| 12.3(a)  12.3(a).1  12.3(a).2 | *PA16/09255 – Mr WH Lees – Application for Agricultural Building – Trethellan Vean, Trethellan:*  The Chairman presented his report, a copy of which is appended to these Minutes  **RESOLVED to support the application subject to two apparent inconsistencies in the application being rectified.**  **These are:**   1. **The agent has answered ”No” to the site being within 20m of a watercourse but there appears to be a stream running very close to the site.** 2. **The question “How will surface water be disposed of?” has not been answered.** 3. **To point out that the PC considers the disposal of surface water to be a vital piece of information needed when assessing the application and its omission should have been picked up at the validation stage.**   ***Proposed by the Chairman, seconded by Cllr Jones and carried unanimously.*** **MINUTE 05/10/16** |
| 12.4  12.4.1  12.4.2  12.4.3 | *Planning Applications Received after Publication of the Agenda:*  The Clerk advised that he had received no planning applications since the publication of the agenda.  He had, however, received notification of a Pre-application for the construction of a dwelling in the garden of Kettle Cottage at Tregolls.  **This information was duly noted.**  The Clerk further advised that he had, about an hour before the meeting, received an e-mail from Roger Hocking concerning proposals to build four dwellings adjacent to Meadow Court on Hendra Road and requesting an opportunity to present the proposal to Members and the Divisional Member.  **It was agreed by consensus to invite Mr Hocking to present his proposals to the next meeting.** |
| 13  13.1  13.1.1 | LICENSING  *Licensing Applications:*  Members considered the Clerk’s report, a copy of which is appended to these minutes.  **This was duly noted.** |
| 14  14.1.1  14.1.2  14.1.3  14.1.4 | NEW CEMETERY  The Clerk presented his report, a copy of which is appended to these minutes.  He advised that Rex Andrew expected to start work on 21st October and a site meeting had been arranged for that day.  It was acknowledged that, because of holidays and other commitments, it would not be possible to arrange a meeting of the Cemetery Working Party before the next PC meeting.  **RESOLVED:**   1. **To note and accept the content of the report along with the additional information given to the meeting.** 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. **That the Cemetery Working Group now comprises the Chairman, Environment Portfolio Holder, Cllr Mrs Kavanagh, Cllr B Gilbert and Cllr P Sims.** 4. **That a meeting of the CWG be arranged as soon as possible after the next PC Meeting.**   ***Proposed by the Chairman, seconded by Cllr Mrs Kavanagh and carried unanimously.***  **MINUTE 06/10/16** |
| 15  15.1  15.1.1  15.1.2 | FOOTPATHS, HIGHWAYS & ENVIRONMENT PORTFOLIO  *Environment Portfolio Holder’s Report:*  Cllr Mrs Thomas, the Portfolio Holder, presented her report, a copy of which is appended to these minutes.  **RESOLVED:**   1. **That the Clerk contact the various landowners as detailed in the report to make them aware of their responsibility for the work needed.** 2. **That the fact that the sign on the Old Vicarage wall opposite the small Church gate warning of a bend is obstructed by the growth of ivy be reported to the Cormac Area Manager at the next meeting.**   ***Proposed by Cllr Mrs Thomas, seconded by Cllr W Thomas and carried unanimously.***  **MINUTE 07/10/16** |
| 15.2  15.2.1  15.2.2  15.2.3  15.2.4  15.2.5 | *Toilet Conversion for Stithians Post Office:*  The Clerk presented his report, a copy of which is appended to these minutes.  He advised that it was expected that the handrail would be installed fairly soon as Cllr John Thomas was in contact with the supplier.  He further advised that all the vents to the doors had been fitted and therefore Roger Taylor could be paid the agreed sum of £1600 for the work he had carried out.  He also advised that the electricity meter had been installed on 12th October and that the account was now in the name of Michelle Firminger.  **RESOLVED to note and accept the content of the report along with the update given.**  ***Proposed by Cllr Mrs Thomas, seconded by Cllr Mrs Scott and carried unanimously.***  **MINUTE 08/10/16** |
| 15.3  15.3.1  15.3.2  15.3.3 | *Crellow Fields Amenity Area:*  The Clerk presented his report, a copy of which is appended to these minutes.  He advised that the quotation received from Malcolm Rashleigh for grass cutting and hedge trimming from October until 31st March 2017 was £830 + VAT making a total of £1346 with only £1,000 being allowed in the current budget. The remaining £346 would need to be met from reserves and the 2017/18 budget adjusted to cover the anticipated annual cost.  **RESOLVED:**   1. **To note and accept the content of the report on Crellow Fields Amenity Area along with the additional information presented to the meeting 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.** 2. **To pay the outstanding sum of £1,455.16 to Thurstan Hoskin in accordance with his Completion Statement.** 3. **To approve the contract documents for grass cutting and caretaking in Crellow Fields Amenity Area.** 4. **To approve quotations received from Malcolm Rashleigh (£830 + VAT) and Tyrone Martin (£516) for grass cutting and caretaking respectively in Crellow fields Amenity Area until 31st March 2017.**   ***Proposed by Cllr Gilbert, seconded by Cllr Jones and carried unanimously.***  **MINUTE 09/10/16** |
| 15.4  15.4.1  15.4.2 | *Notice Boards:*  The Clerk presented his report, a copy of which is appended to these minutes.  **RESOLVED To note and accept the content of the report on Council Notice Boards.**  ***Proposed by the Chairman, seconded by Cllr Jones and carried unanimously.***  **MINUTE 10/10/16** |
| 15.5  15.5.1  15.5.2 | *Longdowns Bus Shelters:*  The Clerk presented his report, a copy of which is appended to these minutes.  **RESOLVED to note and accept the content of the report on the bus shelters at Longdowns.**  ***Proposed by the Chairman, seconded by Cllr Jones and carried unanimously.***  **MINUTE 11/10/16** |
| 15.6  15.6.1  15.6.2 | *Gritting Routes:*  The Clerk presented his report, a copy of which is appended to these minutes.  **RESOLVED to note and accept the content of the report on Gritting Routes.**  ***Proposed by the Chairman, seconded by Cllr Jones and carried unanimously.***  **MINUTE 12/10/16** |
| 15.7  15.7.1  15.7.2 | *Post Boxes:*  The Chairman advised that the post had been erected at Hendra Close and was still awaiting the attachment of a box.  He further advised that the box near Tregonning Mill was now in use with collection at 9am.  **This information was duly noted.** |
| 16  16.1  16.1.1  16.1.2  16.1.3 | PLAYING FIELD PORTFOLIO *Playing Field Progress Meeting –10th October 2016:*  The Clerk presented his report, a copy of which is appended to these minutes.  It was noted that the car park was often full and consideration my need to be given to extending it.  **RESOLVED:**   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. **That Cllrs Jones, W Thomas and Miss Todd discuss the possible extension of the Playing Field Car Park and report to a future meeting.**   ***Proposed by* *Cllr Jones, seconded by Cllr W Thomas and carried unanimously.***  **MINUTE 13/10/16** |
| 16.2  16.2.1  16.2.2 | *Stithians Fayre Day 2017:* The Clerk presented his report, a copy of which is appended to these minutes.  **RESOLVED:**   1. **To permit the use of the Playing Fields for Stithians Fayre Day 2017 from Friday 21st July to Monday 24th July.** 2. **That extra parking be permitted in the New Playing Field provided the rugby pitch is adequately cordoned off and the parking is properly stewarded at all times.**   ***Proposed by* *Cllr Mrs Kavanagh, seconded by Cllr Gilbert and carried unanimously.***  **MINUTE 14/10/16**  Cllr Miss Todd advised that trees in the Playing Field were overhanging the Seven Stars.  **The Clerk agreed to ask Tyrone Martin to visit the pub to discuss the matter.** |
| 17 | CONSULTATIONS There were no consultations for consideration. |
| 18  18.1  18.1.1  18.1.2 | PUBLIC RELATIONS  *Website Hits:*  The Clerk presented his report, a copy of which is appended to these minutes.  **This information was duly noted.** |
| 18.2  18.2.1  18.2.2 | *Parish Council Website:*  The Chairman advised that he was making good progress with the design of the new website and hoped to be able to present a fuller report to the next meeting.  **This information was duly noted.** |
| 19  19.1 | REPORTS OF COUNCIL REPRESENTATIVES ON OUTSIDE BODIES  *MVRG:*  **The notes of the meeting held on 22nd September 2016 were duly noted.** |
| 19.2  19.2.1 | *Stithians Centre Management Committee:*  Cllr Jones presented his report on the meeting held on 5th October, a copy of which is appended to these minutes.  **The content of Cllr Jones’s report was duly noted.** |
| 19.3  19.3.1 | *CALC “Open Meeting” – 6th October 2016:*  The Chairman presented his report on the meeting held on 6th October, a copy of which is appended to these minutes.  **The content of the Chairman’s report was duly noted.** |
| 20  20.1  20.2  20.3 | CORRESPONDENCE  The Clerk presented his report, a copy of which is appended to these minutes.  He also presented his report on correspondence received since publication of the agenda, a copy of which is appended to these minutes.  **RESOLVED:**   1. **To note receipt from CALC of Edition 12 of their weekly newsletter.** 2. **To note receipt from Cornwall Council of their Special Bulletin on their Electoral Review.** 3. **To note receipt from Cornwall Council of their Neighbourhood Planning Newsletter dated 23rd September 2016.** 4. **To note receipt from Cornwall Council of their Communities & Devolution Planning Newsletter dated 26th September 2016.** 5. **To note receipt from CALC of Edition 13 of their weekly newsletter.** 6. **To note receipt from Coastline Housing of their Coastline Chronicles date 1st October 2016.** 7. **To note receipt from Cornwall Council of their Communities & Devolution Newsletter dated 4th October 2016.** 8. **That Stithians Parish Council would not be represented at Cornwall Council’s Summit to be held on 31st October 2016.** 9. **That the Clerk again circulate the e-mail concerning Planning Training offered by Cornwall Council and, following responses by Members, make the necessary bookings.** 10. **Not to make a donation to Tanya’s Courage Trust.** 11. **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.** 12. **To note receipt from Came and Company, the Council’s Insurers, of their Autumn 2016 Newsletter.** 13. **To note receipt from CALC of Edition 14 of their weekly newsletter.** 14. **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.** 15. **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.** 16. **That the issue of car parking be considered by the Parish Development Working Group in conjunction with proposals for a sports pavilion.** 17. **To note receipt from CALC of Edition 15 of their weekly newsletter.**   ***Proposed by the Chairman, seconded by Cllr Mrs Lucioni and carried unanimously.***  **MINUTE 15/10/16** |
| 21 | URGENT ITEMS The Clerk advised that there were no urgent item for consideration at this point in the meeting. |
| 22  22.1  22.2  22.3  22.4 | AUTHORISING OF PAYMENTS The Clerk presented his report, a copy of which is appended to these minutes.  He reminded Members of their agreement under Minute 04/10/16(4) to make a donation of £50 to the Royal British Legion.  He further reminded Members of their agreement under Minute 13/10/16(2) to reimburse him in the sum of £126.47 for the purchase of two seats for the Sky Saw.  **RESOLVED to approve payment of the sums shown in the report and the payments of £50 and £126.47 agreed during the meeting totalling £8,982.11.**  ***Proposed by Cllr Mrs Thomas, seconded by Cllr Mrs Lucioni and carried unanimously.***  **MINUTE 16/10/16** |
| 23 | ITEMS FOR NEXT MEETING  The following items were identified for discussion at the November meeting:   * 2017/18 Draft Budget – Clerk to report. * Stithians Parish Council Website – Chairman to report. * Items for “Spotlight”. |
| 24 | PRESS RELEASE  It was agreed that there was no need for a press release. |
| 25 | DATE OF NEXT MEETING  It was agreed that the next Council Meeting would take place on Tuesday 15th November at 7pm in the Stithians Centre. |
| 26 | CONFIDENTIAL ITEMS  The Chairman proposed, seconded by the Vice Chairman, that the Press and Public be excluded from the meeting at this point (21.45) on the grounds that there was likely to be a disclosure to the public of exempt information of at least one of the following descriptions:   * Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings. * Information which reveals that either Cornwall Council or Stithians Parish Council proposes to give under any enactment a notice under or by virtue of which requirements are imposed on a person or to make an order or direction under any enactment. * Personal matters relating to a member of staff. * Confidential matters relating to a local business.   **This was unanimously agreed without a vote.** |
| 26.1  26.1.1  26.1.2 | *Planning Compliance:*  The Clerk presented his report, which remains confidential and advised that he had nothing to add to what was in the report.  **RESOLVED to note the report.**  ***Proposed by the Chairman, seconded by Cllr Jones and carried unanimously.***  **MINUTE 17/10/16** |
|  | The meeting closed at 21.50. |

Signed as a true and accurate record of the proceedings.

…………………………………………………. Chairman

Date:…………………………………………