

Minutes of the Annual Council Meeting of St Mewan
Parish Council held in Polgooth Village Hall on
Wednesday 17th May 2017 commencing at 7.00pm

Present

Cllrs Mrs J Ringrose, Mrs P Tarbox, C Passmore, B Harrison, J Spencer, D Holman, B Harrison, R Wallis, J Kneller

In Attendance

Wendy Yelland – Clerk

Public Attendance

Cheryllyn Williams – Cornwall Councillor, Mrs Zoe Howard, Mr A Wynn

AC01/17 Election of Chairman

It was **PROPOSED** by Cllr Mrs Tarbox and seconded by Cllr B Harrison to elect Cllr J Kneller as Chairman. All in favour.

AC02/17 Declaration of Acceptance of Office

Cllr Kneller signed the Declaration of Acceptance of Office

AC03/17 Apologies

Cllr Mrs Mitchell and Cllr Padley. Duly received and accepted.

AC04/17 Election of Vice Chairman

It was **PROPOSED** by Cllr Kneller and sec by Cllr Mrs Ringrose to elect Cllr Mrs Tarbox. All in favour.

AC05/17 Members to sign the Declaration of Acceptance of Office

Confirmed.

a) It was

RESOLVED to extend the period for Cllr Mrs Mitchell and Cllr Mrs Padley. Prop Cllr Mrs Tarbox, seconded Cllr Kneller. To sign at the June meeting. All members present signed the Declaration of Acceptance of Office.

AC06/17 Induction Evening held for new Councillors on the 8th May 2017.

Nothing to note from the evening.

AC07/17: Confirmed members received:

Register of Interest Forms, Induction Packs, Code of Conduct, Good Cllr Guides and Electronic Authorisation Forms. Noted

AC08/17 Dispensations

There are no dispensation requests

AC09/17 Public Participation

- a) Police Report – PCSO Ally Relf presented the police report
 - 1x Drive/ Attempt to drive – Alcohol level above limit
 - 1 x Criminal Damage to vehicle



0 x Offenders known/ arrested/charged/cautioned

- 1 x Trewoon
- 0 x Sticker
- 1 x Polgooth
- 0 x Hewaswater
- 0 x Trelowth
- 0 x St Mewan

In the St Mewan Parish there has been 18 calls to the police over the last month. Amongst the calls there have been One with a car on fire, One ASB, Three Missing Persons, One Highway Disruption, One Road Traffic Collision, One Road Related Offence and Two Domestic incidents.

Please be mindful of Cold Callers and always ask to see I.D before allowing someone to come into your property. If someone is selling a service or items on the doorstep and it just doesn't feel right, say no thank you and close the door. Report any concerns to Action Fraud. If anyone would like a 'No Cold Caller' sticker to place on their door to deter please let me know and I can pop one around.

Please also be aware of online and phone call scams, as if it sounds too good to be true it probably is. The best way to deal with this is to hang up and delete the emails and inform Action Fraud on 0300 123 2040 or visit the website actionfraud.police.uk and report online.

Just to inform the Parish Council that from this week starting the 16/05/2017 PCSO numbers will be down to 4 officers in the neighbourhood team in St Austell instead of 6, this is due to two of the team on a secondment pilot. We as a neighbourhood team wish them well on their deployment and hope to see them back in September 2017. The four PCSO's left will also work together to keep an eye on the areas where there isn't currently a PCSO based. PCSO Relf will keep the PC up to date with any further developments.

b) Cornwall Cllr Cherilyn Williams

Taking up concerns from a resident in Trewoon with issues of minor flooding at Trevanion Hill.

c) Mrs Howard from Polgooth presented questions to the Chairman regarding the progress of the Playing Fields:

What progress has been made towards securing the public works loan required for the planned improvements to the playing fields? *Preparation is ongoing.*

What has been done to prepare for works to start as soon as the loan is made available? *No date yet.*

When do you plan to share proposals for the improvements with local people? *As soon as possible.*

What is the planned start date for works? *As soon as possible, no date at this stage.*

In which order will improvements be done, ie which playing field will be done first? *To be confirmed.*

When will council tax bills go up as a result of the loan? *They already have.*

Do you still plan to cut grants to other neighbourhood facilities (such as village halls) despite the proposed increase in council tax? *No plans to cut grants and the council has recently made a grant to one of the village halls on receipt of their application, which is part of the council's grant policy and protocol dealing with public money.*

d) Mr Wynn



Concerns with aggregate falling in the road from Westbridge Rd in Trewoon. Has reported to British Rail. Pavements are decreasing in size due to heavy vegetation growth. Still ongoing speeding issues.

Cllr Mrs Tarbox raised concerns over the re-siting of the 30mph sign towards the church on St Mewan Lane. There was no consultation and is concerned this could in effect change the boundary. Cherilyn Williams will investigate.

Mrs Howard exited the meeting at 7.30pm

AC10/17 Cllr Vacancies

It was

RESOLVED to approve the procedure for co-option of candidates where casual vacancies have arisen resulting from the election. Prop Cllr Kneller, sec Cllr Mrs Tarbox. All in favour. **Action: Clerk to publicise**

AC11/17 Code of Conduct

It was

RESOLVED to readopt the Code of Conduct for 17/18. Prop Cllr Mrs Tarbox, sec Cllr Holman. All in favour

AC12/17 Chairman's Allowance

It was

RESOLVED to approve the Chairman's Allowance of £150.00 as per the approved budget. Prop Cllr Mr Tarbox, sec Cllr Passmore. All in favour

AC13/17 Schedule of Council Meetings 17/18 (prev circulated)

It was

RESOLVED to approve the calendar of meetings. Prop Cllr Harrison, sec Cllr Wallis. All in favour.

AC14/17 Re- appointment of the RFO

It was

RESOLVED to re-appoint the clerk as the RFO. Prop Cllr Mrs Ringrose, sec Cllr Mrs Tarbox. All in favour.

AC15/17 Election of Committees

Planning – Cllr Mrs Tarbox, Cllr Mrs Ringrose, Cllr Kneller, Cllr Passmore, Cllr Wallis on completion of the Neighbourhood Plan.

AC16/17 Terms of Reference

It was

RESOLVED to re-adopt the Terms of Reference for the Playing Fields and Finance Committee 17/18 (prev circulated). Prop Cllr Wallis, sec Cllr Mrs Ringrose. All in favour.

AC17/17 Financial Risk Assessment

It was

RESOLVED to re-adopt the FRA for 17/18 with updates to the register (prev circulated). Prop Cllr Holman, sec Cllr Harrison. All in favour.

AC18/17 Appoint Cllr representatives to attend meetings of village hall and playing fields.



It was

RESOLVED the following Cllrs are representatives to the following:

- a) Polgooth Village Hall – Cllr Passmore
- c) Trewoon Village Hall and Recreational Ground – Cllr Mrs Tarbox
- d) Community Network Meetings – Cllr Wallis, Cllr Harrison and Cllr Kneller Prop Cllr Passmore, sec Cllr Spencer. All in favour.

AC19/17 Standing Orders and Financial Regulations

It was

RESOLVED to re-adopt the current SO’s and FR’s for 2017/18 Prop Cllr Mrs Ringrose, sec Cllr Wallis. All in favour.

AC20/17 Delegation Arrangements

It was

RESOLVED to re-adopt the current delegation arrangements including the clerk’s spending power of £500.00. Prop Cllr Kneller, sec Cllr Mrs Ringrose. All in favour.

AC21/17 Council Meeting Minutes

It was

RESOLVED to accept the minutes of the Ordinary Council Meeting held on the 5th April 17 as a true and accurate record. Prop Cllr Mrs Tarbox, sec Cllr Harrison. All in favour. Cllrs viewed the confidential minute file and it was

RESOLVED to accept as true and accurate minutes. Prop Cllr Harrison, sec Cllr Wallis. All in favour.

AC22/17 Matters Arising (Reporting only and prev circulated)

FC41/16 – Scouts Assoc Deed – signed by Mr P Williams. Chairman’s signature required. Linked to FC103/16 – Whirlybobs cannot meet until the new year.

FC42/16 – Cube garage cancelled meeting – Parish Council to arrange another date.

FC50/16 – Trewoon Social Club sale proceeds – in progress

FC64/16 – St Mewan School – Pending

FC80/16 – a) Not actioned

FC80/16 - c) Clerk collected forms for additional bank signatory – not completed

FC80/16 – e) and f) Awaiting forms

FC81/16 – In progress

FC83/16 – Verges meet 26th Sept. Maps sent of Trewoon.

FC98/16 – New notice boards -in progress

FC121/16 – Outstanding items on Playing Fields a) signage query, in progress

FC138/17 – PWL -in progress

FC141/17 – E Learning – in progress

FC191/17 – a) Commercial Land in Sticker - in progress

Solicitors

FC200/17 – Actioned -Logo in use

FC201/17 – Actioned and received confirmation of places booked for Code of Conduct Training

FC203/17 – Awaiting response from resident for access times

AC23/17 Committee Meeting Minutes (prev circulated)

To approve the recommendations therein of:

- a) Planning Meeting held on the 27th April 17. Noted.



AC24/17 Internal Audit

The report was previously circulated highlighting Item K – G2 of the External Audit Form.

It was

RESOLVED the clerk instruct Wellers Hedleys Solicitors to confirm the trust status with Trewoon Village Hall and Recreational Ground, Polgooth Village Hall and Polgooth Playing Fields, The Goffin at Polgooth, Sticker Activity Park and Sticker Dog Field. It was further **RESOLVED** the additional recommendations from the Internal Auditor (prev circulated) be deferred until the June meeting. Prop Cllr Kneller, sec Cllr Wallis. All in favour. **Action: Clerk**

AC25/17 External Audit 2016/2017 (prev circulated)

It was

RESOLVED to approve:

- a) Additional reserve allocation
- b) Schedule A/B/C12 x3/E/F1/G1/G2 of the External Audit Form
- c) The Annual Governance Statement for signing
- d) The Annual Accounting Statements for signing
- e) Submission and schedules to Grant Thornton

Prop Cllr Mrs Ringrose, sec Cllr Holman. All in favour. **Action: Clerk**

AC26/17 Came and Co approved insurers (prev circulated)

It was

RESOLVED to appoint Came and Co as the Parish Insurers with the reduced annual sum of 810.52 for a three-year agreement. Prop Cllr Passmore, Cllr Mrs Tarbox. All in favour. **Action: Clerk**

AC27/17 Affiliation to CALC and SLCC 2017/2018

It was

RESOLVED to renew annual memberships of 900.77 to CALC and 157.00 to the SLCC. Prop Cllr Passmore, Cllr Wallis. All in favour. **Action: Clerk**

AC28/17 Playing Fields

- a) It was

RESOLVED to remove the concrete play tunnel in Sticker Activity Park and make good, as per the recommendation in the 2017/2018 report provided by the council's registered Annual Playground Inspector DipSM MIIRSM. The cost should not exceed £500.00. Prop Cllr Kneller, sec Cllr Spencer. All in favour. **Action: Clerk**

- b) It was

RESOLVED to approve remedial repairs to the Embankment Steps in Polgooth Playing Fields as per the recommendation in the 2017/2018 report provided by the council's registered Annual Playground Inspector DipSM MIIRSM. Prop Cllr Kneller, sec Cllr Spencer. All in favour. **Action: Clerk to instruct Andrew Inglefield**

An update for members and the public on the Playing Fields project and the Public Works Loan. After initial advice from Cornwall Association of Local Councils and further discussion between September and November 16 it was appropriate to consult and inform the public of the playing field equipment status



and to gauge public thoughts as to whether they wanted a rise in precept to cover the loan before the budget and precept was set and approved at the January FC meeting. On the 4th January 17 a public meeting was held in Polgooth Village Hall. It was an excellent meeting, extremely positive, a lot of questions raised and representatives volunteered from each village to assist the committee. Based on the support of residents in favour of raising the precept to cover the loan, a decision was made to move forward on the complex process of obtaining costings for new equipment and the criteria required by council in respect of the loan application process and under the council's financial regulations. As no large project has been entered by the council it is necessary to obtain accurate costs within the budget proposal of the yearly loan repayment, this being a mandatory requirement and in the procurement process three quotations from play companies who are experienced in development and producing designs for public consultation. Between February 17 and March 17 three companies have visited all sites. The council are now in receipt of two costings, equipment, layout and designs for each area and are awaiting the third quotation. The Playing Field Committee and representatives will meet to view the proposals and discuss a date for public consultation in all three villages.

AC29/17 Dog Field at Sticker

It was

RESOLVED to purchase a new plastic dog waste bin at the main entrance.

Approx. £175.00 plus vat. Prop Cllr Kneller, sec Cllr Wallis. All in favour. **Action: Clerk**

AC30/17 Hewaswater Housing Development re Mr A Toms.

With the history dating back to the field

It was

RESOLVED to support the street name of Riverfield View. Prop Cllr Kneller, sec Cllr Mrs Tarbox. All in favour.

AC31/17 Bequeathed Money

It was

RESOLVED to approve and accept the revised agreement for signing previously circulated. The clerk confirmed the monies would be ring fenced in the reserve account know as 'Trewoon Support Fund' and required by Stephens and Scown.

Prop Cllr Harrison, sec Cllr Mrs Tarbox. All in favour. **Action: Clerk**

AC32/17 Financial

a) It was

RESOLVED to approve the April pay schedule for cheque signing and any expenditure of petty cash. Prop Cllr Mrs Ringrose, Cllr Holman. All in favour.

Income: 25770.56	Expenditure: 5710.68
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b) **DEFFERED** bank signatories – alternative banking arrangements to be discussed at the Finance Meeting. **Action; Clerk to report with options on alternative banking arrangements.**

c) It was

RESOLVED to approve the set - up cost of Gmail and G Suite of £95.00. Prop Cllr Kneller, sec Cllr Holman.



d) It was
RESOLVED to approve the renewal of ESET subscription on a 3-year agreement and to re-imburse the clerk £76.94. Prop Cllr Kneller, sec Cllr Holman. **Action: Clerk**

e) It was
RESOLVED to approve the continued subscription of Office 365 with the increased cost of 9.40 plus vat. To re-imburse the clerk monthly. Prop Cllr Kneller, sec Cllr Wallis.

AC33/17 Neighbourhood Plan Update (Information Only)

The Chairman of the Neighbourhood Steering Group Cllr Wallis advised members the NHP will be in 6-week formal consultation on the 22nd May 17. Latest version of the plans will be in village stores and post offices.

AC34/17 Correspondence received up to the time of meeting (Information only)

1. Email – CC Neighbourhood Planning 11/4
 2. E mail- Communities and Devolution Bulletin 11/4
 3. E mail – Steve Double Meet your MP 11/4
 4. E mail – April update Steve Double 11/4
 5. E mail – Communities & Devolution Bulletin 19/4
 6. E mail – CALC Wales and West Utilities Stakeholders Workshop 19/4
 7. E mail – Came and Co Spring Newsletter 19/4
 8. E mail – Complaint regarding St Mewan Churchyard. Forwarded to Rev Marion Barratt. 19/4
 9. E mail – Mr Aberdeen from Trewoon. FC123/16 19/4
 10. Email – Cornwall for Change – 19/4
 11. Email – Communities & Devolution Planning 20/4
 12. Email – Communities & Devolution 28/4
 13. Email – Mr Nicklin speeding issues 2/5
 14. Email – Steve Double MP 2/5
 15. Email – CALC Newsletter 37 2/5
 16. Email – Steve Double MP May 2/5
 17. email – Communities & Devolution – Pre -App Planning Community Engagement 8/5
 18. Email – CALC Newsletter 8/5
 19. Email – Sticker Village Association Newsletter 8/5
 20. Email – PCSO Yasmin Dingle 11/5
 21. E mail – David Coulthard Induction Planning11/5
 22. E mail – CALC newsletter 39 15/5
 23. Email – Mrs Zoe Howard Playing Fields 17/5
 24. Letter & Photos – Mr E Martin, Trewoon re CC reduction on grass cutting at small park in Pyramid Close 17/5 – Cornwall Cllr Cherilyn Williams will be taking this up with Cornwall Council on the Parish’s behalf.
 25. E mail – Racheal Tatlow Highways re speeding in St Mewan Parish– 17/5
- Received on the evening**
26. E mail – Mr Daniel Nicklin has expressed an interest in becoming a Parish Councillor.
 27. Verbal – Mr A Wynn has expressed an interest in returning to sit on the Parish Council.
 28. E mail – Cole Woods request for a skate ramp in Polgooth



29. Email - Lynn Jones re the repairs to the play equipment in Sticker Activity Park.

AC35/17 Matter of Interest in the Parish

- Cllr Wallis – Waste bin in Sticker car park has rusted out. Agenda for next meeting
- Dog Field – gate post on service road needs repairs or renewal. Agenda for next meeting
- Cllr Mrs Tarbox – Footpath 419/23/1 and 23/2 – needs trimming of branch overgrowth
- Cllr Holman – Cormac have swept some roads in Polgooth. Would like to know the yearly schedule of sweeping. Cllr Cherilyn Williams will be taking this up with Cornwall Council on the Parish’s behalf.
- Cllr Spencer – Disappointed after the parish council invested in cutting off lower branches to the trees in The Goffin for easier access for the grass contractor, however the areas are still not being cut.
- Clerk requested assistance for the manning of hours at Polgooth Village Hall and Trewoon Village Hall between 8.00am – 12.00pm to allow access for EDF. Cllr Harrison, Cllr Mrs Tarbox and Cllr Passmore kindly volunteered.

AC36/17 Public Bodies (Admission to Meetings) Act 1960

It was

RESOLVED that in view of the confidential nature of the business about to be transacted it is advisable that the press and public be excluded and are instructed to withdraw during the discussion of the following item. Prop Cllr Kneller, sec Cllr Mrs Tarbox.

Cornwall Cllr Cherilyn Williams and Mr Wynn exited.

AC37/17 Confidential

- a) Commercial land and property update. Discussion took place and it was **RESOLVED** to investigate leases which are not transferable and to include no sub- letting. Negotiate acceptable rates with the solicitors.

There being no other business to be transacted the Chairman closed the meeting at 9.00pm.

Signed.....
Chairman of Full Council

Date.....

