

Minutes of the Ordinary Council Meeting of St Mewan  
Parish held in Polgooth Village Hall on Wednesday 14<sup>th</sup>  
June 2017 commencing at 7.00pm

**Present**

Cllrs J Kneller (Chairman), Mrs P Tarbox (Vice- Chair), Mrs J Ringrose, C Passmore, B Harrison, J Spencer, D Holman, Mrs M Mitchell, Mrs J Padley

**In Attendance**

Wendy Yelland – Clerk

**Public Attendance**

Cherilyn Williams – Cornwall Councillor, Mr D Nicklin, Mr A Wynn

The Chairman welcomed everyone.

**FC38/17 Apologies**

No apologies

**FC39/17 Members to sign the Declaration of Acceptance of Office**

Cllr Mrs Mitchell and Cllr Mrs Padley

**FC40/17 Co – option of Cllr vacancies**

It was

**RESOLVED** to co- opt Mr A Wynn and Mr D Nicklin to fill two vacancies in the Trewoon Ward. Prop Cllr Mrs Mitchell, sec Cllr Mrs Tarbox.

**FC41/17 Declaration of Acceptance of Office**

Cllr Wynn and Cllr Nicklin signed the DOAO witnessed by the clerk.

**FC42/17 Dispensation requests**

None

**FC43/17 Public Participation**

- a) Apologies from PCSO Relf. No police report received
- b) Cornwall Cllr Cherilyn Williams  
Electoral Boundary Review consultation  
Trying to obtain a schedule of works from Cormac on verge cuts  
CC will only clean bus shelters if they display offensive graffiti

**FC44/17 Appoint Cllr representatives to attend meetings of village hall and playing fields.**

It was

**RESOLVED** to appoint Cllr Mrs Mitchell and Cllr Mrs Padley as representatives for Sticker Village Association and Playing Field. Prop Cllr Kneller, sec Cllr Passmore.

**FC45/17 Committee Membership**

It was

**RESOLVED** Cllr membership to the following committee:



**Rights of Way**

Cllr Mrs Padley  
Cllr Mrs Mitchell  
Cllr Holman  
Cllr Spencer  
Cllr Wynn  
Cllr Mrs Tarbox (Substitute)

**Allotments**

Cllr Mrs Ringrose  
Cllr Nicklin  
Cllr Wynn

**Planning**

Cllr Mrs Tarbox  
Cllr Mrs Ringrose  
Cllr Mrs Padley  
Cllr Mrs Mitchell  
Cllr Kneller  
Cllr Passmore  
Cllr Wallis

**Playing Fields**

Cllr Mrs Padley  
Cllr Mrs Mitchell  
Cllr Harrison  
Cllr Kneller  
Cllr Passmore  
Cllr Spencer

**Finance, Staffing, GP and Audit**

Cllr Mrs Tarbox  
Cllr Mrs Ringrose  
Cllr Harrison  
Cllr Holman  
Cllr Kneller  
Cllr Nicklin  
Cllr Passmore

All committees- Prop Mrs Mitchell, sec Cllr Mrs Tarbox. All in favour.

**FC46/17 Council Meeting Minutes**

It was

**RESOLVED** to accept the minutes of the Annual Council Meeting held on the 17<sup>th</sup> May 17 as a true and accurate record. Prop Cllr Mrs Tarbox, sec Cllr Harrison. All in favour.

**FC47/17 Matters Arising (For reporting and information only)**

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 – Deferred  
 FC80/16 – e) and f) Awaiting forms  
 FC81/16 – In progress  
 FC83/16 – Verges meet 26<sup>th</sup> Sept. Maps sent of Trewoon.  
 FC98/16 – 4 new sponsored notice boards erected 01/06/17 – Hewaswater, The Goffin, Sticker, Trewoon  
 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  
 AC10/17 – Actioned  
 AC24/17 – Completed  
 AC25/17 – Completed  
 AC26/17 – Completed  
 AC27/17 – Completed  
 AC28/17 – a) Completed  
 AC28/17 – b) Instructed Andrew Ingledief  
 AC29/17 – Completed  
 AC31/17 – Sent signed to S & S – no monies received to date.  
 AC32/17 – Completed  
 AC37/17 – In progress

### **FC48/17 Committee Meeting minutes**

- a) Playing Field - 7<sup>th</sup> June 17 (Information only meeting) Members received clerk's documented feedback from village PF representatives and members of the public. Cllr Spencer reported a successful evening with positive feedback from members of the public who viewed all design proposals.

### **FC49/17 Public Works Loan**

Questions were invited by the Chairman. The clerk explained there is no risk to the Chairman and the Clerk signing the application and apply to the DCLG for borrowing approval of a Public Works Loan (National Loans Act 1968, sec 3) for the sum of £150,000. This figure is based on public support to raise the precept 17/18, council's ability to repay based on previous circulation of report with projected 4 year budget and precept to carry out the renewal of Playing Field equipment in Sticker Activity, Trewoon and Polgooth Parks, as per design and equipment costs. A meeting with CALC to be arranged. Discussion took place and

It was

**RESOLVED** for the Chairman and Clerk to submit the necessary documentation via CALC and to apply to the DCLG for borrowing approval of a £150,000. Prop Cllr Mrs Mitchell, sec Cllr Wynn. All in favour. **Action: Clerk and Chairman.**

### **FC50/17 Playing Fields**



- a) Members viewed new play equipment design proposals from two companies as presented. Questions were received by Cllr Spencer. Noted.
- b) Discuss 17/18 Annual Play Inspection summary and recommendations therein (report prev circulated). Update from Cllr Spencer. Discussion took place on the Playing Field Annual Report and in view of the report some items could be salvaged with possible repairs. Resolution for new equipment in item FC49/17
- c) Members discussed how public consultation of design proposals be implemented with the appointed contractor.

It was

**RESOLVED** to hold another public consultation in all three playing fields for residents to view the chosen design proposal with Cllrs and the appointed contractor on Saturday 24<sup>th</sup> June 17. Appoint a contractor to be resolved in the Closed Session Agenda Item 23 and further

**RESOLVED** to design a simple feedback slip asking members of the public to submit:

1. Favourite item of equipment and whether they approve of the overall designs. Prop Cllr Spencer, sec Cllr Mrs Mitchell. All in favour.  
Prop Cllr Spencer, sec Cllr Kneller. All in favour. **Action: Clerk**

- d) Members to approve repairs to play equipment and ancillary items as recommended

### **Sticker Activity Park**

It was

**RESOLVED** to cost the repairs initially to the Multi Play unit. The clerk recommended Cllr Spencer speak with the Annual Inspector due to part of it being recommended to remove. Prop Cllr Spencer, sec Cllr Harrison. All in favour.

It was

**RESOLVED** to carry out the recommended repairs to green tunnel slide. Prop Cllr Kneller, sec Cllr Mrs Mitchell. All in favour. **Action: Clerk**

### **Polgooth**

It was

**RESOLVED** to repair the two see-saws if possible at a cost not exceeding £200.00 each. Prop Cllr Holman, sec Cllr Kneller. All in favour. **Action: Clerk**

It was

**RESOLVED** to remove the net. Repair other parts if possible at a cost not exceeding £200.00. Prop Cllr Spencer, sec Cllr Kneller. All in favour. **Action: Clerk**

It was

**RESOLVED** to paint the swings. Prop Cllr Kneller, sec Cllr Passmore. All in favour. **Action: Clerk**

It was



**RESOLVED** to rectify all ancillary items as per list and to make roundabout static enabling use of a sitting area. Prop Cllr Kneller, sec Cllr Passmore. All in favour. **Action: Clerk**

### **Trewoon**

It was

**RESOLVED** to remove no. 1 see saw as recommended and if possible repair no.2 at a cost not exceeding £200.00. Prop Cllr Kneller, sec Cllr Spencer. All in favour. **Action: Clerk**

It was

**RESOLVED** to rectify ancillary items as per list. Prop, Cllr Kneller, sec Cllr Harrison. All in favour. **Action: Clerk**

### **Lower Sticker Playing Fields**

It was

**RESOLVED** to make roundabout static enabling use as a sitting area. Prop Cllr Kneller, sec Cllr Spencer. All in favour. **Action: Clerk**

It was

**RESOLVED** to remove the fort due to it being uneconomical to repair. Prop Cllr Mrs Mitchell, seconded Cllr Harrison. All in favour. **Action: Clerk**

- e) To appoint Andrew Inglefield for repairs to play equipment and ancillary items as per report.

It was

**RESOLVED** to appoint Andrew Inglefield to carry out repairs to play equipment and ancillary items. Prop Cllr Kneller, sec Cllr Mrs Padley. All in favour. **Action: Clerk to instruct and obtain costs.**

- f) To approve delegated powers to the clerk to appoint alternative recommended repairers where necessary

It was

**RESOLVED** to give the clerk delegated powers to appoint alternative recommended repairers where necessary. Prop Cllr Passmore, sec Cllr Mrs Mitchell. All in favour.

- g) Members to receive report from Cllr Spencer after meeting with footpath contractor and clerk. **Deferred.**

Members received report from Cllr Spencer. Additional expenditure required to all Playing Fields in preparation for installation of new equipment. Disappointed the terms requested by council have not been met with the current contractor.

It was

**RESOLVED** to send a letter re-enforcing the terms of which they were initially agreed. Prop Cllr Holman, sec Cllr Mrs Mitchell. All in favour. **Action Clerk to send a letter.**



**FC51/17 Notice Boards**

The Chairman thanked the clerk in obtaining sponsorship for four new notice boards and

It was

**RESOLVED** and instruct Andrew Inglefield to clean as and when necessary. Prop Cllr Spencer, sec Cllr Mrs Tarbox. All in favour. **Action: Clerk to instruct.**

**FC52/17 Tree Concerns**

- a) Phone call from resident in Modus Lane, Sticker. Footpath 419/35/1 - tree came down from the bank on boundary which is privately owned, subsequently taking a further tree down from the other landowner resulting in damage to approx. 8ft of boundary wall on footpath (currently no boundary).

Cllr Spencer visited the site.

After receiving concerns from the resident the clerk contacted the landowner D May & Son who attended the site and spoke with resident confirming they would clear the trees. The resident is concerned there are other trees that could be decayed and structurally unsound which could result in further safety issues on the public footpath and to their property.

It was

**RESOLVED** to contact Cornwall Council requesting the Footpath Ranger to inspect. Prop Cllr Mrs Padley, sec Cllr Mrs Tarbox. All in favour. **Action: Clerk to write to CC**

- b) Resident in Polgooth – Emailed concerns of a tree in the Goffin overhanging the boundary of his property. Cllr Wynn to inspect and report back at the July meeting.

**FC53/17 Internal Audit**

Deferred until the July finance meeting.

**FC54/17 Sticker Car Park**

- a) It was

**RESOLVED** to purchase a new litter bin. £134.95 plus vat (bolt fixing kit additional £10.00) within the approved Amenities budget. Prop Cllr Mrs Padley, sec Cllr Mrs Mitchell. All in favour. **Action: Clerk**

- b) It was

**RESOLVED** to appoint Mr P Crocker to repair the potholes at a cost of £520.00 plus vat. Prop Cllr Mrs Padley, Cllr Nicklin. All in favour. **Action: Clerk to instruct.**

**FC55/17 Financial**

- a) It was

**RESOLVED** to approve the May 17 pay schedule as presented for cheque signing. Prop Cllr Mrs Tarbox, sec Cllr Mrs Ringrose. All in favour



<b>Income:</b> 1906.96	<b>Expenditure:</b> 3243.27
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b) It was

**RESOLVED** To approve the clerk's June salary and Microsoft subscription for cheque signing on the 1<sup>st</sup> July (due to change of meeting date). Prop Cllr Kneller, sec Cllr Mrs Tarbox, All in favour.

**FC56/17 Neighbourhood Plan update (For information only)**

Cllr Kneller confirmed the plan is in final consultation stages. Noted.

**FC57/17 Correspondence received up to the time of meeting (For information only)**

**Email**

1. CC Helen Robinson Planning Tool 1/6/17
2. CALC Training Calendar and News 40 1/6/17
3. CC Consultation for Planning Policy & Guidance 1/6/17
4. CALC News 41, Training and Copyright Guidance 1/6/17
5. CC Emma Ball Neighbourhood Planning 1/6/17
6. Steve Double MP 1/6/17
7. CC – Central Sub Area Planning Agenda 1/6/17
8. CALC News 42 5/6/17
9. CC Community Network Meeting 5/6/17 RW, JK and BH
10. CALC News 43 13/6
11. CC Minerals DPD submission consultation 13/6
12. Electoral Boundary review – 13/6 – agenda item for July
13. CC EP & E Planning Policy and Guidance Docs 13/6
14. CC Communities & Devolution 14/6
15. Support for Trewoon Playing Fields
16. CC Bus Shelters
17. Tree from The Goffin bordering a property in Polgooth – June agenda
18. Fundraising to assist in a pump track

**Telephone call**

19. Trees came down in Little Lane, Sticker – June agenda
20. General appearance in Sticker is poor – verges and weeds

**Facebook page**

20. Support for Playing Fields

**FC58/17 Matters of Interest in the Parish (For information only)**

- Cllr Mrs Ringrose – verges overgrown causing severe visibility issues on Highways. Cheryl Williams is currently in dialogue with Rachel Tatlow of Cormac
- Cllr Wynn – The display board re new development Ocean Housing, St Mewan Lane is 2.5m and should be 1.8 m. 30 mph sign in Sticker needs to be moved towards Trelowth
- Cllr Mrs Tarbox – pothole in the access road up to Trewoon Village Hall
- Cllr Nicklin – Will try and obtain sponsorship for cleaning companies to clean the bus shelters in return for free advertising space.

**FC59/17 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.

### **FC60/17 Confidential**

Members received three Playing Field quotations based on the proposed renewal of play equipment (Agenda Item 13). Discussion took place and Cllrs reviewed general feedback from the public who attended the meeting in Polgooth Village Hall on the 7<sup>th</sup> June 17, where all designs from the suppliers were presented that evening. Based on comments submitted from the public, one supplier's product recently installed at Indian Queens Playing Fields and viewed by Cllr Spencer

It was

**RESOLVED** to award the contract to Caloo/Monster Play as the preferred supplier for supply and installation of the new play equipment as presented in the design and itemised quotation for Sticker Activity Park, Trewoon and Polgooth on receipt of loan sanction approval and subject to the company's terms. The quotation is within the proposed budget. Members to confirm terms and conditions and credibility. The Chairman received all relevant documentation appertaining to the chosen contractor and will report back at the July meeting.

**Action: Clerk to instruct the company in principal.** Prop Cllr Spencer, sec Cllr Mrs Tarbox. All in favour.

Members received information from Cllr Spencer on the meeting with the clerk and Angel Trails. Discussion took place on installing a pump track in a small area of Polgooth Playing Fields. This is due to public feedback from Polgooth residents on the demand for this activity, however the clerk advised this will exceed the initial budget set for renewing play equipment. As the renewal of aged equipment cannot be compromised, Mrs Roberts, the Polgooth rep has confirmed in writing residents would be willing to fundraise and she would take on this responsibility. The clerk advised £5000 of expenditure can be met by the parish council.

It was

**RESOLVED**, to proceed and supply this activity on the basis that fundraising of £5000 be required and match funding from St Mewan Parish Council will be met. Prop Cllr Spencer, sec Cllr Mrs Padley. All in favour. **Action: Clerk to instruct the contractor in principal.** Further discussion will be required with Angel Trails.

### **Declaration of Compliance**

It was

**RESOLVED** the Declaration of Compliance has been completed re clerk's pension. Prop Cllr Holman, sec Cllr Mrs Padley.





Members received report from Cllr Spencer after meeting with footpath contractor and clerk. Discuss and approve additional expenditure from Playing Field reserves.

It was **AGREED** to defer the additional work required at this present time.

There being no other business the chairman closed the meeting at 9.20pm.

Signed.....  
Chairman of Full Council

Date.....

**Full Council Members**

- Cllr Kneller (Chairman)
- Cllr Mrs Tarbox (Vice Chair)
- Cllr Mrs Mitchell
- Cllr Mrs Padley
- Cllr Mrs Ringrose
- Cllr Harrison
- Cllr Holman
- Cllr Nicklin
- Cllr Passmore
- Cllr Spencer
- Cllr Wallis
- Cllr Wynn

