

Minutes of the Annual Council Meeting of St Mewan
Parish held at St Marks Church Hall on Wednesday 16th
May 2018 commencing at 7.00pm

Present

Cllr Kneller (Chairman) Cllr Mrs Tarbox (Vice Chair), Cllr Mrs Ringrose, Cllr Mrs Mitchell, Cllr Wallis, Cllr Wynn, Cllr Harrison, Cllr Passmore, Cllr Nicklin, Cllr Spencer, Cllr Jannaway

In Attendance

Wendy Yelland – Clerk

Public Attendance

Mr Tolliday

AC01/18

It was

Proposed by Cllr Mrs Tarbox and seconded by Cllr Mrs Mitchell that Cllr Kneller be elected as Chairman for 2018/19. All in favour.

AC02/18 Declarations of Acceptance of Office

Cllr Kneller signed the declaration of acceptance of office of the newly elected Chairman.

AC03/18 Election of Vice – Chair 2018/19

It was

Proposed by Cllr Mrs Mitchell and sec by Cllr Harrison that Cllr Mrs Tarbox be elected as Vice- Chairman for 2018/19. All in favour.

AC04/18 Apologies

Cllr Mrs Padley, Cllr Holman and Cornwall Cllr Cherilyn Williams. Received and duly accepted.

AC05/18 Members Declaration of Acceptance of Office

It was

RESOLVED to approve the extension of period for Declaration of Acceptance of Office for Cllr Mrs Padley and Cllr Holman. Prop Cllr Mrs Tarbox, sec Cllr Wallis.

AC06/18 Declarations of Interest

None

AC07/18 Public Participation

a) Cornwall Cllr Cherilyn Williams report was previously circulated:
Apologies for not being with you this evening. It was agreed that my time would be better spent at Pentewan Valley's Parish Council meeting as tonight they have a presentation by the potential developers of the Coyte Farm site. It has been just over a year since I was elected to serve as your Cornwall Councillor. I have spent this year building relationships within the Parish and with the agencies we need to help keep things running. Firstly, I would like to say a huge 'thank you' to all the Parish Councillors and members of the public that I have met. You



have made me feel incredibly welcome. I would like to praise the drive and proactive nature of this Council, as well as the way agreements are reached cordially. Highlights have included being able to be part of your success with regards to the playgrounds project and the Neighbourhood Development Plan. The hard work and determination to ensure those projects succeeded should not be underestimated. I was happy to secure a site visit from the Cabinet Member for Transport, following my question at Full Council. I thought at the time that it had been a successful visit, however we still have challenges to face with regards to the roads in the area and I will talk a bit about that later. I have been happy to visit many residents over the last 12 months; a hugely enjoyable part of the role. I have spent a lot of time visiting homes and businesses in the area, trying to resolve their issues. These include enforcement and planning issues, broadband, housing, flooding to name but a few. This work goes unseen, but it is very important. I was delighted to be able to distribute my community chest to local causes, including Sticker AFC and the Merlin Centre and I know there are plans for different uses of this valuable funding, this coming year. I have also been involved with a number of litter picks this year; these will continue, and I hope to increase their frequency. For all the highs, I have also found myself increasingly frustrated. Mostly with Cornwall Council and its lack of speed. I have almost daily battles with poor Rachael Tatlow, regarding verges and pot holes, when all I really want is a schedule of works, so I let people know when they can expect things done. We have been pushing for the community speed watch scheme and various highways maintenance schemes and progress with these projects is achingly slow, despite our efforts. The work we expected to take place on St Mewan Lane has not yet been concluded in the way we wanted. I am meeting with highways in the near future and I will keep you informed. To my mind, they have not addresses the key issues. However, I am not one to give up. These projects are hugely important to everyone here, including me and I intend to continue pursuing them. It is just the tip of the iceberg. At every turn, we are discovering more ways that Cornwall Council are wasting our money on their vision of how they would like things to be, rather than just fixing what needs fixing. We must remember, that despite being part of the largest Group on Cornwall Council, I am currently in Opposition. At the moment our Group is questioning 'who runs Cornwall Council' and it is my job to ensure that your voice is heard and that the answer to that is 'you'. I look forward to working with you and supporting you through the challenges the next 12 months present.

AC08/18 Code of Conduct

It was

RESOLVED to adopt for the forthcoming year. Prop Cllr Kneller, sec Cllr Passmore.

AC09/18 Chairman's Allowance

It was

RESOLVED to approve for the forthcoming year. Prop Cllr Mrs Ringrose, sec Cllr Mrs Tarbox.

AC10/18 Schedule of Council Meetings 2018/19

It was

RESOLVED to approve as presented but to include Polgooth Village Hall as a venue for Full Council meetings where possible. Prop Cllr Kneller, sec Cllr Mrs Mitchellj



AC11/18 Re-appoint St Mewan PC's RFO

It was

RESOLVED to appoint the clerk as the RFO for 2018/19. Prop Cllr Mrs Mitchell, sec Cllr Mrs Tarbox.

AC12/18 Election of Committees 2018/19

a) Allotment Garden

It was

RESOLVED for any matters to be considered and resolved regarding the Allotment Garden that it be included in the Ordinary Council meetings when necessary. Prop Cllr Kneller, sec Cllr Wallis.

It was

RESOLVED the Committees would be as follows:

Finance, Staffing, GP and Audit

Cllr Mrs Tarbox

Cllr Mrs Padley

Cllr Mrs Ringrose

Cllr Kneller

Cllr Passmore

Cllr Harrison

Cllr Nicklin

Cllr Holman.

Prop Cllr Kneller, sec Cllr Harrison.

Planning

Cllr Mrs Tarbox

Cllr Mrs Padley

Cllr Mrs Mitchell

Cllr Mrs Ringrose

Cllr Kneller

Cllr Passmore

Cllr Wallis

Cllr Jannaway

Substitute: Cllr Harrison.

Prop Cllr Kneller, sec Cllr Cllr Jannaway.

Playing Fields – Lower Sticker, Trewoon and Sticker Activity Park

Cllr Mrs Mitchell

Cllr Mrs Padley

Cllr Spencer

Cllr Kneller

Cllr Passmore

Cllr Harrison.

Prop Cllr Kneller, sec Cllr Jannaway

Rights of Way

Cllr Mrs Padley

Cllr Mrs Mitchell

Cllr Holman

Cllr Wynn



Cllr Spencer
 Cllr Jannaway
 Cllr Nicklin
 Substitute: Cllr Mrs Tarbox.
 Prop Cllr Kneller, sec Cllr Jannaway

AC13/18 Polgooth Playing Fields Trust

The clerk advised all Cllrs are responsible for the management of the Playing Fields and recommend all meetings of PPFT are held on the same day. PPFT meetings requires a separate agenda. It was

RESOLVED the composition of members attendance will be the same as the Playing Fields to resolve any matters. Prop Cllr Kneller, sec Cllr Spencer.

AC14/18 Committee Terms of Reference 2018/19

It was

RESOLVED to re-adopt the:

Finance, Staffing, GP and Audit terms. Prop Cllr Kneller, sec Cllr Mrs Mitchell
 Rights of Way with changes due to additional members. Prop Cllr Kneller, sec Cllr Jannaway.

New Playing Fields terms will be required. **Action: Clerk**

AC15/18 Appoint Cllr representatives to attend meetings

Polgooth Village Hall – Cllr Passmore
 Sticker VA and LPF – Cllr Mrs Mitchell. Cllr Mrs Padley
 Trewoon Village Hall – Cllr Mrs Tarbox
 Community Network Panel – Cllr Harrison
 Prop Cllr Kneller, sec Cllr Mrs Mitchell.

AC16/18 GDPR

a) It was

RESOLVED to approve the Privacy Notice as previously circulated. Prop Cllr Kneller, sec Cllr Jannaway

b) It was

RESOLVED to approve the GDPR policy as previously circulated. Prop Cllr Kneller, sec Cllr Passmore

c) Retention Policy – **DEFERRED** until further information is clarified

d) It was

RESOLVED to approve the FOI Schedule Policy as previously circulated. Prop Cllr Kneller, sec Cllr Jannaway.

The Chairman confirmed there is no requirement for an additional Data Protection Officer.

AC17/18 Standing Orders 2018/19

It was

RESOLVED to approve the continued use of current Standing Orders. The clerk advised there is a NALC 2018 version and amendments will be made in due course. Prop Cllr Kneller, sec Cllr Nicklin.

AC18/18 Financial Regulations 2018/19

It was

RESOLVED to approve the continued use of current Financial Regulations. Prop Cllr Kneller, sec Cllr Mrs Mitchell.



AC19/18 Delegation Arrangements

It was

RESOLVED to approve the current arrangements. Prop Cllr Kneller, sec Cllr Jannaway

AC20/18 Council Meeting Minutes

It was

RESOLVED to approve the minutes of the Ordinary Council Meeting held on the 11th April 18 with changes of members attendance, as a true and accurate record. Prop Cllr Jannaway, Cllr Wallis.

AC21/18 Matters Arising (For reporting and information only)

FC41/16 – Pending

FC81/16 – Pending

FC72/17 – Legals in progress

FC73/17 – Legals in progress

FC74/17 – Legals in progress

EX07/17 – In progress

EX08/17 – In progress

FC96/17 – Comm Speedwatch group resolved– awaiting response from CC and Police Authorities

FC97/17 – In progress

FC130/17 -Comm Speedwatch equipment

FC152/18 – Agenda item

FC153/18 – Comm Speedwatch deferred - awaiting info from CC

FC160/18 – To action

FC169/18 – Website

FC195/18 – Instructed to carry out works

FC198/18 - In progress

FC199/18 – In progress

FC200/18 – Letter sent awaiting dates for site meeting

FC201/18 – In progress

FC202/18 – Awaiting report

FC203/18 – Advised

FC222/18 – In progress

FC223/18 – Completed

FC224/18 – Completed

FC225/18 - Completed

NOTED**AC22/18 Committee Meeting minutes**

To approve the recommendations made therein of:

Planning 19th April 18

Finance – 4th April 18

It was

RESOLVED and accept the recommendations as per the 4th April 18 minutes. Prop Cllr Kneller, sec Cllr Jannaway.

AC23/18 Financial Risk Assessment 2018/19

It was



RESOLVED to approve the FRA as previously circulated and to review at the next Finance Meeting.

Prop Cllr Kneller, sec Cllr Nicklin.

AC24/18 Grant Policy

It was

RESOLVED to approve the current use of grant policy as recommended by the Finance Committee. Prop Cllr Kneller, sec Cllr Mrs Mitchell. Cllr Harrison wishes his vote be recorded as against.

AC25/18 Internal Audit Report 2017/18

It was

RESOLVED to approve the report as previously circulated with the recommendations. Further discussion will take place at the next Finance meeting. Prop Cllr Kneller, sec Cllr Mrs Tarbox.

AC26/18 Internal Control System 2018/19

It was

RESOLVED and approve the continued use of the Internal Control System. The clerk is seeking clarification whether the GDPR audit can be encompassed into this system, which is already approved quarterly at the Finance meeting. This could then avoid specific GDPR meetings incurring additional costs to the council. Prop Cllr Kneller, sec Cllr Jannaway.

AC27/18 Asset Register 2018/19

It was

RESOLVED to approve the Asset Register as it currently stands with work still in progress. Ongoing review. Prop Cllr Kneller, sec Cllr Nicklin.

AC28/18 St Mewan End of Year Accounts 2017/18

It was

RESOLVED to approve the end of year accounts as in Scribe Accounting Prop Cllr Mrs Mitchell, sec Cllr Passmore.

AC29/18 Ear Marked Reserves 2018/19

It was

RESOLVED to approve the reallocation of EMR's as presented. Prop Cllr Nicklin, sec Mrs Ringrose.

AC30/18 External Audit Annual Governance Statement 2017/18

It was

RESOLVED after consideration to approve the Annual Governance Statement 2017/18 for signing. Prop Cllr Kneller, sec Cllr Harrison.

Action: Chairman and Clerk

AC31/18 External Audit Annual Accountancy Statement 2017/18

It was

RESOLVED to approve the Annual Accountancy Statement 2017/18 for signing and submission. **Action: Chairman and Clerk**



AC32/18 Came and Company approved insurers

It was

RESOLVED to approve the annual renewal for 2018/19. Prop Cllr Kneller, sec Cllr Spencer.

AC33/18 Affiliation to CALC and SLCC 2018/19

It was

RESOLVED to approve the annual memberships. Cllr Kneller, sec Cllr Nicklin.

AC34/18 Financials 2018/19

a) It was

RESOLVED to approve the April 18 pay schedule as presented for Bacs. Prop Cllr Kneller, sec Cllr Nicklin

b) It was

RESOLVED to approve the current authorised bank signatories. Prop Cllr Kneller, sec Cllr Passmore

c) It was

RESOLVED to approve the continued Direct Debits. Prop Cllr Nicklin, sec Cllr Mrs Mitchell

d) It was

RESOLVED to approve the payments on the 1st of the month to Seadog IT, Clerk's salary and HMRC. Prop Cllr Kneller, sec Cllr Wallis

e) It was

RESOLVED to approve the automatic monthly payment for Office 365 and council to refund the clerk. Prop Cllr Kneller, sec Cllr Nicklin.

Income: 27500.34	Expenditure: 5377.66
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AC35/18 The Goffin Fort

It was

RESOLVED to give permission for Cllr Spencer to remove the fort FOC which is uneconomical to repair. Prop Cllr Kneller, sec Cllr Mrs Mitchell.

AC36/18 Annual Playing Field Report 2018/19

DEFERRED until the hard copy has been received.

AC37/18 Neighbourhood Plan

Good response from the electorate in voting. Although the approval report is awaiting signing of by CC and is likely to take 4/5 weeks, the planning officers are using the NHP document in the decision-making process.

The NHP website will need closing and all final documentation to be transferred to the council's website. Cllr Wallis to arrange necessary documentation.

A Full Council agenda item will be required to:

1. Formally adopt the NHP
2. To dissolve the NHP committee



AC38/18 Correspondence received up to the time of meeting and previously circulated (for information only)

Email

16th April 18

1. CC – Crowdfunding Workshop
2. CC – Neighbourhood E Bulletin
3. ICO Newsletter
4. CC - Weekly Planning and Decision Reports 13th April 18
5. Planning Enforcement 6th – 13th April 18

20th April

6. Weekly Planning and Decision Lists 20th April 18
7. Development Plan Document Consultation on the Schedule of Modifications 19th April 2018

25th April

8. Minerals Safeguarding Development Plan Document Consultation on the Schedule of Modifications 19th April 2018
9. Enforcement Cases Quarterly Report & 13th -19th April 18
10. Came & Company Insurance Renewal Attachments and Cost -agenda item
11. Communities & Devolution Newsletter Planning
12. Situ 8 Revised map and letter to Hewaswater residents

30th April

13. St Austell Bay Forum/James Staughton – invite 9th May 18
14. CALC Newsletter – 27th April 18
15. Weekly Planning and Decision Reports 27th April 18
16. Planning Enforcement 20th – 26th April 18
17. Two website comments re NHP
18. Came & Company Insurers

1st May

19. Cornwall Sports Partnership

2nd May

20. Local Boundary Review postponed
21. Steve Double MP – May update
22. Community Network Meeting 10th May 18

3rd May

23. Agenda for Cornwall Countryside Access Forum, Tuesday, 15th May, 2018, 2.00 pm

4th May

24. Weekly Planning and Decision Reports 4th May 18
25. ICO Newsletter
26. Enforcement Reports 27th April – 3rd May 18
27. Neighbourhood Plan E Bulletin

8th May

28. Revised Governance and Accountability Guide for Parish and Town Councils dated March 2018
29. Invitation from Ocean Housing for Tremeadow Rise opening

10th May

30. Forest Tree Natural Environment Service
31. Cornwall Countryside Access Forum – Recruitment of Members 2018
32. St Austell Litter Pick with Steve Double MP Sat 12th May 18
33. CC Localism Newsletter



11th May

34.Planning Enforcement 4th May – 10th May 18

14th May

35.CC – changes to Planning Enforcement

16th May

36.Cornwall Cllr CW – Accident in Trewoon

37.Steve Double MP – Enforcement lists withdrawn

At meeting

38. Calc training

39.Confirmation from HMRC re VAT

40.Wellers Hedley

41.EDF increase in charges

42. Resident request to access Lower Sticker Playing Fields for works on his property

AC39/18 Matters of Interest in the Parish (for information only)

- Cllr Mrs Tarbox – Trewoon Village Hall are querying the FIT payments and how they are paying a lot for electricity.
To consider setting up a Community Benefit Committee for clarity on distribution of funds
Serious accident on the A3058
- Cllr Harrison – Any progress on ID cards. The clerk advised she would attend as soon as possible and there is more current work that is taking priority.
Request for an EOGM for Speedwatch
- Cllr Wynn – Neighbourhood Watch meeting at Cornwall College commencing at 6.30pm on Monday 21st May 18.
Parcel of land which St Mewan PC owns shown on the map
- Cllr Spencer – resident approached regarding a stream at the back of Tyshute Lane where part of the stream goes through his garden. Due to heavy rain the concrete blocks have collapsed. Advise the resident to report to Environmental at CC.
Clerk's Report -
- Litter complaints re Trewoon Village
- Fly tipping/vermin in Trewoon– passed to Cornwall Cllr C Williams
- Wetpour – works being carried out
- Resident in Sticker not proceeding now with a meeting re trees
- Sticker Car Park further discussion
- Tree trimming at St Stephens Rd – completed by GHL and paid for by resident
- CC Notice to remove land at Gover as Common land
- Churchyard re resident complaint- resolved by the Rev M Barratt
- Potholes at Polgooth – now passed to Cornwall Cllr C Williams
- Helen Brocklesby – requires more assistance Carnival week if it is to continue.
- Chairmanship training PT – 16th July Newquay – 21st May 18 Liskeard
- DJ/DH Code of Conduct



- Dog bin at Sticker has been exchanged for a larger one acquired via Trewoon Village Hall – to consider appropriate places to re-site the old one. Agenda item
- Laptop issues, printer issues have been resolved with only one operative
- Land Registry completed awaiting further information from Wellers Hedley.

AC40/18 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 Jannaway.

AC41/18

Discussion took place on commercial land the parish council owns and

It was

RESOLVED and write to the appropriate outside bodies to progress the situation. Prop Cllr Kneller, sec Cllr Mrs Tarbox.

There being no other business to be transacted the Chairman closed the meeting at 8.53 pm

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 Jannaway
- Cllr Nicklin
- Cllr Passmore
- Cllr Spencer
- Cllr Wallis
- Cllr Wynn

