

Stoke Climsland Parish Council Meeting
Monday 20th July 2020 at 7:30pm via Microsoft Teams™ - Minutes

PRESENT: Sarah Ross - Chair (SR), Martin Howlett (MH), Phil Barriball (PB), Shirley Bruna (SB), Caroline Vulliamy (CV),

IN ATTENDANCE: Ren Jackaman – Parish Clerk (RJ), Cllr Neil Burden (NB)

ABSENT: Jerry Forbes (JF)

1. Councillor Matters

1.1 To receive apologies for absences:

Nigel Cooper – Vice Chair (NJC), Stuart Cazaly (SC), Bonnie Lightfoot (BL), David Crawley (DC).

1.2 To receive declarations of pecuniary interests NONE

1.3 To receive declarations of non-registrable interests. NONE

1.4 To approve written requests for dispensations NONE

2. Parish Council Governance:

2.1 Supplementary Standing Orders for Remote Meetings (circulated as pre-reading):

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 allow local councils to hold remote meetings. The regulations give automatic authority to hold remote meetings and amend standing orders as required.

It was proposed by MH, seconded by PB and RESOLVED to adopt supplementary Standing Orders to meet the statutory requirements for the holding of remote meetings, and this lasts until May 7th, 2021 or the repeal of legislation whichever is the earlier, all in favour.

ACTION: RJ to amend existing Standing Orders to include the supplementary Standing Orders and update the website accordingly.

2.2 Remote Meeting Policy for approval

It was proposed by SB, seconded by CV and RESOLVED to approve the Remote Meetings Policy, all in favour.

2.3 Ratification of Delegated Decisions made during lockdown

Between 16th March 2020 and 20th July 2020 the following matters were resolved upon via email or informal remote meeting:

- Payment Schedules for April, May & June 2020 were approved.
- The following planning applications were discussed and a consensus agreed upon: PA20/03824, PA20/04242, PA20/03734, PA20/03202, PA20/02633, PA20/02507, PA20/02182, PA20/00679/PREAPP, PA20/01137/PREAPP (a complete list of the details and responses is available from the Parish Clerk on request).

3. Previous Parish Council meeting (16th March 2020)

3.1 To approve the minutes

Not quorate due to SB and CV being absent from the meeting on 16th March 2020 and therefore unable to vote. Deferred until next meeting.

3.2 Matters Arising

- i. CV enquired whether the bracken at Rowden Field was cut as planned, RJ confirmed that Ricky Doidge did cut Rowden in late March.
- ii. CV requested a vote of thanks to local volunteers throughout the Covid 19 crisis.
- iii. MH requested a vote of thanks to Deri Parsons and John Wilmot for compiling the weekly Covid 19 newsletter.
- iv. CV questioned the wording of the tree management clause in the Old Mill application and SR confirmed we have accepted the clause as standard for roadside trees, any other breaches to be referred to enforcement.

3.3 Items Actioned since last meeting

- i. *New Noticeboard at Lockett* work has been completed and met with general approval by those present.

4. Questions from the public: NONE

5. Correspondence received: NONE

6. Planning matters (to include any applications received after this agenda is published but prior to the meeting)

6.1 Planning Applications: NONE

6.2 Enforcement: Refusals, Approvals & Appeals:

Planning Applications still Awaiting Decision since lockdown

- **PA20/01137/PREAPP Mr. D. Crawley, Mugford, Lockett, PL17 8LH**
Pre-application advice for the building of a new dwelling. **Status – Awaiting Decision**
- **PA20/04242 Mr. R. Durand, adjacent to Norton Barton, Stoke Climsland, PL17 8QF**
Bungalow dwelling to enable essential agricultural work on the field. **Status Withdrawn.**
- **PA20/03824 Mrs. S. Parker, land east of Briefels, Downgate, PL17 8JU**
Change of use of land and construction of two domestic garages with associated works.
- **PA20/03734 Mr. Richard Brendon, Land at Bealsmill, Callington, PL17 8LR**
Erection of a new agricultural building to house livestock over winter and store hay, straw and other fodder in a safe, weatherproof environment all year round.
- **PA20/02633 Cornwall Colleges, West Coombeshead, Stoke Climsland, PL17 8PY**
Construction of a replacement agricultural dairy facility, including milking parlour and cow accommodation buildings, silage clamps, slurry store, access and landscape works. (Revised scheme to that permitted under PA19/01972).
- **PA20/02507 S&R Martin & Davey, Land South of Higher Pempwell, Stoke Climsland, PL17 8LN**
Construction of one dwelling house.

6.3 Other Planning Matters: NONE

7. Highway & Transport:

7.1 CNP Highways Scheme update:

Caradon CNP Highways scheme update was reviewed in pre-reading, the Bray Shop speed sign being the only item which relates to the parish and which is now complete.

8. Council Property & Assets:

8.1 Asset Checks

The asset check spreadsheet was reviewed in pre-reading and volunteers from amongst the council members are requested to assign themselves to relevant checks. Physical inspection of assets on a quarterly basis can begin now that lockdown has eased.

8.2 Closure of Playgrounds under Covid 19

RJ explained that the reason the playgrounds remain closed is because Zurich Insurance have confirmed that cover will not be guaranteed unless all measures outlined in the Government Guidelines for re-opening playgrounds can be met in full. This would involve having a staff member on hand to sanitise equipment and to police use and social distancing. Such arrangements are beyond the resources available. A full explanation has been posted in the latest edition of the Covid 19 newsletter and posters are displayed at both the Village Green and Downgate Playing Field.

CV gave a brief biodiversity report on Downgate playing field and Lockett Car Park. Monitoring of these sites and Lockett Swings during the period of lockdown is ongoing, no mowing has taken place. There is a rare orchid at Lockett Swings, the bats have been feeding at Lockett Car Park and increased numbers of dragon flies have been noted. At Downgate a crop of flowering grasses is flourishing, along with a different set of flowering plants and associated insects. CV noted that the branches near the monkey bars at Downgate need to be trimmed back to allow use. It has been a unique opportunity to study.

9. Project Updates:

9.1 Venterdon Bus Shelter:

CORMAC have indicated that the invoice will remain unaltered on the grounds that:

"In terms of reducing the value of the agreed and accepted quotation this isn't something that can happen as there was a significant alteration on the method of the works as road closure wasn't put in place to ensure a flow of traffic through the area during the whole duration of the works".

SC was absent from the meeting but RJ will consult with him prior to the next meeting.

9.2 Registration of Rowden Field, Duck Pond, War Memorial:

Nothing to Report.

9.3 Website:

DC was absent and so unable to advise on progress of Rob Flavin.

9.4 Lockett Swings conveyance:

Nothing to Report

9.5 Other Suggestions: None

10. Local Organisations & Stakeholders updates

10.1 Caradon Community Network Panel update:

RJ attended the meeting of 25th June which related mostly to re-opening public toilets, High Streets and Playgrounds.

10.2 Launceston Community Network Panel update:

RJ attended the meeting of 16th July 2020 which related to Road Safety in the light of the Covid 19 lockdown.

- There was a presentation by the Speedwatch volunteers who are actively recruiting more volunteers.
- Data reveals that during lockdown traffic reduced but speeds increased.
- Data was provided relating to the A388, indicating that the Kelly Bray to Launceston section has had less accidents than other stretches.
- The recent tragic accident is waiting on Coroner's findings and recommendations.

10.3 Councillor Burden: (this item was moved at request of NB from 10.1)

- Lots of single car accidents have happened during lockdown
- Car speeds are coming down now that lockdown is over.
- The 'Forest for Cornwall' presentation was held last week to the Launceston CNA, the project is looking for land.
- Virtual planning continues with emergency procedures, members are excluded.
- A Full Council meeting was held last week via remote technology, this is challenging and members are desperate to get back to physical meetings.
- NB encouraged the pursuit of the A388 issue, as there is a problem with accidents on this stretch.
- Children are becoming isolated because of Coronavirus, which is a concern.

10.4 Disaster Planning Group:

MH updated that a Zoom meeting was held last week to look at the potential contents of the Community Resilience Plan and surrounding issues. The measures in place to cope with lockdown are now winding down but the benefits in terms of community cohesion (especially volunteers) should be harnessed for the future of the community.

10.5 Neighbourhood Development Plan:

Deri Parsons has provided an update via email:

"After a hiatus over the Covid crisis, the NDP Team have met recently and are progressing with the Draft Neighbourhood Plan and Green Space Assessments. A meeting with the Parish Council should be arranged so that the NDP can present the contents of both of these documents."

11. Parish Council finances

11.1 To approve monthly payment schedule for July 2020

The payment schedule was reviewed in pre-reading.

It was proposed by MH, seconded by SB and AGREED to approve the payment schedule for July 2020, all in favour

11.2 To approve the results of the Annual Audit & set period of public consultation.

The following documents were reviewed in pre-reading and displayed via screen share:

- Internal Auditor Report
- AGAR Part 3
- Bank Reconciliation
- Explanation of Variances

It was proposed by MH, seconded CV and AGREED to approve the Annual Audit documents, all in favour.

The period of the exercise of public rights must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must commence on or before 1 September 2020). The dates suggested by RJ are 27th July to 4th September 2020.

It was proposed by CV, seconded SB and AGREED to set the period of the exercise of public rights as 27th July to 4th September 2020 inclusive, all in favour.

ACTION: RJ to produce a notice to this effect to be displayed on the local noticeboards and website.

11.3 Quarterly Financial Review

The Cashbook, Cashflow, Bank Reconciliation and Actual vs. Budget documents were reviewed in pre-reading and displayed via screen share.

It was proposed MH, seconded by SB and AGREED to approve the quarterly financial review, all in favour.

(NB left the meeting)

12. Items for next Parish Council meeting agenda:

- New noticeboard proposed at Bray Shop
- Duchy College Meeting update including footpath
- Website progress report
- Potential purchase of new printer
- Rowden Field update on management needs and solutions
- Parish Hall Planning Application (option for extraordinary meeting).

13. Date and time of next meeting: TBC

Meeting closed at 21:39

Stoke Climsland Parish Council				
Payment Schedule Current Account				
DATE	July 2020			
PAYEE	Invoice Date	Invoice #	Description	Amount
R. Jackaman - Parish Clerk	n/a	n/a	Salary and Reimbursements	£431.79
AG Accountancy Ltd	03.07.2020	2937	Payroll administration	£11.20
AG Accountancy Ltd	01.04.2020 & 02.06.2020	2845 & 2909	Re-issue of cheque nos 1405 & 1415 rejected by Starling Bank	£22.05
Dave 'Kiwi' Labruyere	14.07.2020	1464	Provision and installation of new notice-board in Luckett	£186.00
Dawe, Hawken & Dodd	15.07.2020	C9768	Internal Audit Fee	£390.00
NEST Pensions	17.07.2020	n/a	Employer's Contribution @ 5%	£31.11
TOTAL				£1072.15