

STOKE CLIMSLAND PARISH COUNCIL
MEETING MONDAY 16TH SEPTEMBER 2019, 7:30PM
MINUTES

PRESENT: Sarah Ross – Chair (SR); Nigel Cooper – Vice Chair (NJC); Cllr Bonnie Lightfoot (BL); Cllr Philip Barriball (PB); Cllr Caroline Vulliamy (CV); Cllr Jerry Forbes (JF); Cllr Martin Howlett (MH); Cllr David Crawley (DC).

IN ATTENDANCE: Ren Jackaman – Parish Clerk (RJ), Cllr Neil Burden (NB) (left at SC19/9/10), three members of the public (one arrived at 7:45pm).

SC 19/9/1 Apologies for absence: Cllr Stuart Cazaly (SC), Cllr Shirley Bruna (SB).

SC 19/9/2 Declarations of Interest & Requests for Dispensations:

MH requested a dispensation to report on the latest meeting of the LVA fundraising sub-committee.

CV requested a dispensation to allow an update for Lockett Swings Committee.

Both dispensations were granted.

SC 19/9/3 Public Session: No representations were made.

SC 19/9/4 Minutes of meeting 15th July 2019:

JF requested an amendment at SC/19/7/5/3 Sheba Wood that the phrase 'the map indicates the incorrect area' be changed for 'The area indicated in the map is incorrect'. This amendment was duly made.

It was proposed by JF, seconded by NJC and RESOLVED to accept the minutes of the meeting of July 15th, 2019 a true record of the meeting, all in favour.

SC 19/9/5 Matters Arising:

1. Rowden Field: The current tenant has given notice to surrender the tenancy at Michaelmas. MH has spoken to the tenant and has indicated to them they need to leave the field and boundary in good condition. An official letter to this effect should be sent and a request that the invoice for the year's rent be paid.

ACTION: RJ draft a letter for approval by council and reissue invoice.

2. Lockett Playground: CV presented a letter from Fields in Trust to the Lockett Swings Committee indicating that the Land and Planning Committee approved in principle the proposed transfer of the protected site to Stoke Climsland Parish Council. The approval is conditional on the Parish Council entering into a new Deed of Dedication with Fields in Trust simultaneously with the transfer. There is a charge which can be waived if the PC also registers the green and Downgate playing field (Duchy of Cornwall would need to do so on council's behalf).

ACTION: RJ to contact Fields in Trust and establish fee.

3. Sheba Wood: Duchy estates have been informed of the errors in the licence document. DC reports that there has no activity on the site for at least nine months and the person who created the sculptures is clearly no longer interested in maintaining them. It was proposed by DC, seconded by MH and AGREED that the offer to take on a licence be withdrawn as the site is no longer in active use. All in favour, one abstention on the grounds of lack of knowledge of the issues involved.

ACTION: RJ to contact Duchy Estates and make them aware of this decision

4. Playgrounds - RoSPA recommended remedial repairs: Schoolscapes guarantees indicate that most of the equipment installed in 2015 is still under warranty. This will not be the case for the older equipment, for which no paperwork survives. CV advises asking Brigitte Cox

about earlier paperwork. RJ has been seeking advice about installing cuffs to posts, there is no specialised piece of equipment for this, so another solution will need to be found. The rubber mat is still waiting to be installed.

ACTION: NJC, SC, DC, MH, JF to form a working party to look at solutions

ACTION: RJ to ask Schoolsapes if they have earlier paperwork and spare parts.

Items successfully actioned since last meeting:

Broken Seat at Pound Lane: has been fixed by Neil Holding

Millennium Stone: waiting on Alex Piper to come and do the work.

ACTION: RJ contact Alex Piper again.

Land Registry Searches: the online system now requires registration and the provision of a credit card number (which RJ cannot do). It will not allow searches for multiple targets, or searches for unregistered land using the interactive map and so to find the information on behalf of the council has proved impossible. Information relating specifically to Rowden's field is now being sought, which indicates that ownership is not parish council. Other areas, Duck Pond, War Memorial, Lockett Car Park, Village Green are unregistered but do not appear on the schedule of properties owned by Duchy of Cornwall. We now have a contact address for Duchy Estates Office in Bath

ACTION: RJ to research minutes, look at deed and contact Duchy Estates Office. Contact Richard Sandercock. Send a copy of the marked map to land registry.

Code of Conduct Training: The training has been successfully completed by all councillors, next training due in 2023.

SC 19/9/6 Planning:*

Applications: NONE

Enforcement, Refusals, Approvals and Appeals:

Pre-Applications

PA19/01983/PREAPP: Mr & Mrs G. Turner, Barn Cottage, Trehill, Stoke Climsland, PL17 8JU

Pre application advice for the erection of a single dwelling house within the existing garden of Barn Cottage. **STATUS closed – advice given**

Mr. Turner was present and confirmed that the advice was positive.

PA19/01475/PREAPP: Ms. K. Carnegie, Stoke Climsland Callington Cornwall PL17 8LN

Pre-application advice for affordable 3-bedroom dwelling, Land South of Higher Pempwell. **STATUS closed – advice given**

PA19/01691/PREAPP: Stoke Climsland Village Hall Stoke Climsland Callington Cornwall PL17 8NY

Pre application advice to refurbish building and increase usable space, demolish existing extensions and rebuild. **STATUS awaiting decision**

PA19/03847 Ms. K. Carnegie Higher Pempwell, Pempwell, Stoke Climsland, PL17 8LN

Change of use from a holiday let to a business office **STATUS awaiting decision**

PA19/06233 Mr & Mrs Stephens, 9 Kyl Cober Parc, Stoke Climsland, PL17 8PH

Demolition of existing conservatory and erection of two-storey extension. **STATUS: approved**

Note that PA19/06233 was not picked up during the summer recess.

Other Planning:

SC 19/9/7 Regular Updates

1. Duchy College: There have been discussions with Plant Operations curriculum staff at the College about attending to the footpath repairs as part of an Upskill project, this would involve level 2 Plant Operations students. The college would like an indication the level of resource that may be available from the Parish Council for materials for work. RJ has

asked if the materials would be eligible for an LMP payment but has not received a reply. It would be helpful for the Plant operations staff (Glen Miller & Connor Edwards) plus Ross Cooper (Site Services) to meet with a Parish Council representative(s) in order to agree the scope of the work, and timelines. These staff can generally be available between 0930 – 1130 on a Tuesday at the College during September/early October.

ACTION: RJ to contact Countryside Access about LMP again.

ACTION: MH and RJ to arrange a date to meet with college staff of site.

2. Parish Hall Project update: Nothing to report as awaiting decision on pre-app. Public meeting will most likely be in October.
3. Community Facilities Group update: Nothing to report
4. Neighbourhood Development Plan: Next meeting on Wednesday 18th September
5. Community Network Panels: the next Caradon CNP meeting is on 26th September, the next Launceston CNP meeting is also on 26th September, as is the next Parish Hall Committee. RJ is obliged to attend the Caradon meeting on behalf of St. Mellion Parish Council, so JF volunteered to attend the Launceston meeting.
6. Stoke Climsland Climate Change Action Group: JF has been elected chairman, 28 people are now actively involved as members of the new group. The first meeting went very well and there is a clear desire to concentrate on practical action rather than discussion. The next meeting will take place on Tuesday 1st October in the Parish Hall at 7:30pm. RJ has been acting secretary initially, but due to potential conflict of interest, there is a pressing need to also elect a secretary and treasurer and agree terms of reference and a code of conduct.

Richard Davies has sent the following email:

"The SCCCAG was proposed by the SCPC to be established as a subcommittee of the Parish Council. The Chair of the Parish Council has since indicated to the SCCCAG that a more arms length relationship between the SCPC and the SCCCAG would be a better and a more flexible working model."

- SR noted that this was minuted at the SCPC July meeting and announced at the commencement of the SC3AG meeting.

"The governance, constitution and aims of the SCCCAG have not yet been agreed."

- JF responded that there was great enthusiasm from those present at the meeting to be more proactive, so this has been set aside for the moment in order to avoid getting bogged down in procedures, but acknowledged that both Terms of Reference and Code of Conduct need to be in place.
- SR commented that she has had feedback from several attendees that if it had become too bureaucratic, they would have left.
- DC suggested that those who are keen to create the supporting reference documents should form a working party to do so. Setting up a CIO is advisable and a sub-group could pursue this.

"The draft constitution suggests that anybody whether they are residents or not can join the group, Is this a Parish group or not?"

- JF commented that this is a nationwide issue and it would be foolish to not involve people from outside the parish.

“A membership form requesting personal information has been sent out, if it's not part of the SCPC who manages GDPR? Having declared a climate emergency could the Parish Council indicate what their expectations are for the group.”

- RJ confirmed the arrangements which were explained at the SC3AG meeting, namely that any completed forms would be securely stored in the parish council lockable cabinet, this is also clearly stated on the membership form. Only one completed form has currently been received and is securely stored. Presently, all emails are being sent using the bcc function so that the addresses cannot be accessed by recipients.

SC 19/9/8 Items for Report and Discussion:

1. Report from Cllr Burden:

- Climate Repair: Launceston CNP is having a group meeting for local Climate groups and cross fertilisation is a very good idea. Be aware of the potential effect of climate change on mental health, especially amongst the young.
- Polhilsa/Camelot junction: there is an indication that the junction may be re-accessed shortly, although what is to be done has been reported differently by different sources.
- Customer access to council services: full cabinet have succeeded in ensuring digital access by choice not by default. Council officers have been very aware of the problems some people find with digital access.
- Residents satisfaction with the council: satisfaction is at just over 30% so an inquiry is to be launched.
- Speedwatch: is trying to revive itself, and they want suggestions; contact Chris Sims.
- Government says every council has to have Brexit champions, an officer and a member, Paul Masters has been appointed and the first briefing is next Tuesday, there will be issues whatever happens with Brexit.
- Cornwall college have stopped A levels at St. Austell, the college has failed a recent Ofsted inspection so Cornwall Council are going to provide a one-off funding grant.

MH asked about traffic problems in Lockett and at Monks Cross. In particular, about affixing convex road mirrors. Highways prohibit the putting up of a convex mirror, NB confirmed that CORMAC are not allowed to fit them.

2. Telephone Kiosks & AED Defibrillators: MH reported that LVA sub-committee has raised c.£3.5K. The Lockett Calendar is still on sale and the grand draw raffle tickets are still available for sale. The draw will take place on 30th November.

The phone kiosk is currently being refurbished using specific donations. The power is scheduled to be reconnected by Western Power shortly, thereafter a memorandum of agreement will be prepared for payment of the power bill (c.£12 per annum). Western power will also replace the backplate and fuses to make sure everything is in good condition. Thereafter an electrician will need to be commissioned to connect the units. It is therefore an appropriate point to address the purchase of the AED unit lease, in accordance with the advice offered by CALC, the monies for which will be refunded by the LVA and the VAT to be claimed back immediately upon payment of the invoice.

MH gave a vote of thanks to RJ for all her work on this project.

It was proposed by JF, seconded by SB and RESOLVED to order the AED unit from SWASFT, all in favour.

ACTION: RJ to contact SWASFT and progress the purchase of the AED unit lease.

3. Venterdon Bus Shelter: SC update in absentia "Cormac and Littlethorpe both have purchase orders in place, but Cormac still don't appear to have allocated a project manager to the scheme and I can't get out of them a programme or that they have put in the 3 month notice for the road closure. I'll keep trying this week and let you know if there's an update. Littlethorpe were about to start manufacture of the shelter for a delivery of 7th Oct, but I've had to delay them until I have some confirmed dates from Cormac".
4. Luckett Notice board: a request has been received from John Prescott as LVA secretary and as the person on whose land the current noticeboard is sited, to consider the purchase of a new noticeboard to be placed in the car park at the end of the footpath. The matter has been discussed at the last LVA meeting.
ACTION: RJ to research the costs of a new noticeboard before the next meeting. MH, CV and SR, DC to undertake a site meeting
5. Community Governance Review stage 2: The responses from both Caradon and Launceston districts were pre-circulated and shown on screen, no neighbouring parishes have made any requests for changes which will affect Stoke Climsland.
6. Allotments: to note that Mr. Beavers has given up Venterdon 3b and that Mark Taylor has taken on Luckett 6b, there is a free half allotment at Luckett 5a.

SC 19/9/9 Highways and Maintenance: Stoke Road. Surfacing team have been very forthcoming with information. They are now ahead of schedule.

For information the closure phase plan is as below: (subject to any unforeseen delays)

Mon 16th Sept: Downgate to Kelly Bray

Tues 17th – Fri 20th Sept: Downgate to Stoke Climsland.

The closure will be between 07:30 & 17:00.

Bus services

The only buses that will serve Stoke Climsland during the 16 to 20 closure will be the school/college service buses which you have agreed access for as below:

0759 to Launceston. (12)

0800 to Callington. (12)

0802 to Callywith College. (178)

1515 To Launceston. (12)

1546 to Plymouth. (12)

During this section of the closure the main Citybus Service 12 will operate via A388 and not serve Stoke Climsland.

The service 12A operating between Kelly Bray and Downgate will operate its normal route.

BL mentioned the problem of the big puddle at the bottom of Stoke Hill, no works are planned to address this.

MH mentioned the damage to the concrete base of the ford at the Luckett end of Wheal Sheba, which has potential to cause damage to vehicles.

CV reported that outside Alston Farm, a big puddle and hole have appeared, possibly associated with recent construction work.

ACTION: RJ to report the above highway issues.

BL asked if a request could be made to Highway to install a Tractor sign at Alren, at present there is little to indicate the danger posed by the T junction at the entrance of the Farm.

ACTION RJ request a tractor sign to be installed at Alren Farm.

SC 19/9/10 Correspondence: Correspondence has been received from the Sycamores giving a full account of the problems of parking at school drop-off time. This was pre-circulated and viewed on screen.

Extensive discussion followed. The Village Parking issue has been discussed at meetings as a regular item on the agenda for many years, the ongoing problems are well known and the parish council have and are exploring several solutions at several potential sites. The school have no legal options open to them and all the solutions discussed at council over the last decade have proved impractical or unpopular but the parish council continues to explore options and will continue to do so. However, funding is a major issue which can not be resolved at this moment in time.

SC 19/9/11 Governance:

1. GDPR/IT & Communications website re-build: Kim Cazaly has prepared a list of criteria required for the new website which has been circulated in pre-reading.

ACTION: RJ, SC, Kim and Deri Parsons to arrange a date to meet and review.

SC 19/9/12 Finance:

Payments: see attached payment schedule

SR requested that RJ query CALC as to payments made by other parishes towards the Code of Conduct training.

It was proposed by NJC, seconded by PB and AGREED to approve the payment schedule, all in favour.

Receipts: VAT reclaim for ye 2019 £1716.53, £10 allotment rent

Solar Farm Grant: SR deferred this item to the next meeting.

Quarterly Review of Finances: The Cashflow, Cash Book, Bank Reconciliation and Actual vs, Budget documents were pre-circulated and shown on screen.

It was proposed by NJC proposed, seconded by MH and AGREED to approve the quarterly financial review.

Tenders for Tree Trimming on Village Green:

South West Lumberjacks: £250 + VAT

Bees Trees: failed to quote

Root & Branch: A light crown lift - free. To reduce the trees so the canopy of each doesn't touch one another this would take best part of a day for two people. Estimate works to be £375. -£400
All arisings would be chipped and removed. No vat is charged.

ACTION: RJ to chase up Bees Trees and ask for more details from South West Lumberjacks.

SC 19/9/13 Items for Agenda for next meeting:

It was noted that RJ will not be available for the next meeting and that therefore there will be a need to record the meeting so that RJ can audio type the minutes upon her return. The names of proposers, seconders and voting results will need to be written down.

PB and MH both gave their apologies in advance of the next meeting and DC noted that he may not be available.

- Tree Tenders
- Crockett Complaint To Be Raised With Enforcement.

- Lockett Noticeboard
- Duchy Footpath
- Fields In Trust

SC 19/9/14 Date and Time of Next Meeting: 21st October 2019 at 7:30pm in the Parish Hall.

SR closed meeting at 22:27

Stoke Climsland Parish Council				
Payment Schedule Current Account				
DATE	Jul/Aug 2019			
PAYEE	Invoice Date	Invoice #	Description	Amount
August				
R. Jackaman - Parish Clerk	n/a	n/a	Salary and Reimbursements	£454.44
Angela Greenhough Accountant	31.07.19	2606	Payroll administration	£10.85
AED Locator Ltd. UK	29.07.19	3614	Annual Monitoring Charge	£378.00
Duchy of Cornwall	09.08.19	132901	Venterdon Allotment rent	£30.00
NEST Pensions	19.08.19	n/a	Employer's Contribution @ 5%	£31.44
				£904.73
September				
R. Jackaman - Parish Clerk	n/a	n/a	Salary and Reimbursements	£429.60
Angela Greenhough Accountant	02.09.19	2640	Payroll administration	£10.85
Rural Services	02.09.19	1569	For repair to bench at Pound Lane	£144.00
CALC	23.08.19	1920-278	Code of Conduct Training	£294.00
NEST Pensions	19.09.19	n/a	Employer's Contribution @ 5%	£31.44
TOTAL				£909.89