

**STOKE CLIMSLAND PARISH COUNCIL**  
**MINUTES OF A MEETING HELD ON MONDAY 17<sup>TH</sup> JUNE 2019**  
**IN THE PARISH HALL**

**PRESENT:** Sarah Ross – Chairman (SR), Nigel Cooper – Vice Chair (NJC), Cllr. Jerry Forbes (JF), Cllr. Martin Howlett (MH), Cllr. Philip Barriball (PB), Cllr. Caroline Vulliamy (CV), Cllr. Stuart Cazaly (SC), Cllr. David Crawley (DC), Cllr. Shirley Bruna (SB)

**IN ATTENDANCE:** Ren Jackaman – Parish Clerk (RJ), 7 members of the public (4 left at SC 19/6/7).

**SC 19/6/1 Apologies for absence:** None

**SC 19/6/2 Declarations of Interest & Requests for Dispensations:** CV declared for Lockett Swings Committee and was granted a dispensation for this meeting, as she had vital information regarding the original grant documentation

**SC 19/6/3 Public Session:** No requests

**SC 19/6/4 Minutes:**

*Parish Council Meeting of 20<sup>th</sup> May 2019:* There was one amendment to a typo on page one. It was proposed by SC, seconded by PB and RESOLVED following this amendment, to accept the minutes of the ordinary Parish Council meeting of the 20<sup>th</sup> May 2019 as a true record of the meeting, all in favour

*Annual Parish Council Meeting of 20<sup>th</sup> May 2019:* It was proposed by SC, seconded by PB and RESOLVED following this amendment, to accept the minutes of the Annual Parish Council meeting of the 20<sup>th</sup> May 2019 as a true record of the meeting, all in favour

**SC 19/6/5 Matters Arising:**

1. Rowden Field tenancy agreement: MH has followed up the original tenancy agreement and ongoing issues with drafting a new one, he has spoken with Mark Bunt of Kivells. The present agreement is a Farming Business Tenancy which is probably the wrong document, instead a General Annual Grazing Agreement for horses would be more appropriate but to draw up another document would negate income from rent. However, we can make minor changes on document in pen and initial it and it will be legally binding. What does Council feel would be best to have in place? The issue of fencing being the responsibility of landlord (the Council) or the tenant at some cost? Neighbouring farmers have the right to expect stockproof fencing to be maintained. If we proceed with the tenancy it would commence on 29<sup>th</sup> September 2019.

Discussion followed. SR commented that the rent seems too little for what it costs the Council to maintain. It looks like it was once a continuation of the Rowden Lane footpath and would it therefore be better to reinstate a permissive pathway.

CV confirmed that it was once a continuation of the Lane.

PB suggested that to keep it tidy, the field needs a tenant.

SC asked if there was any chance of increasing the rent, it was noted that as there is no water supply and meadow grazing only, the answer is negative.

MH commented that the hedges are in decent condition but will need laying ultimately and fencing.

**ACTION: RJ to ask PROW at Cornwall Council about establishing a new permissive path? To establish Land Registry record re: ownership of it and whether it can be sold? Invoice the current tenant for this year, £200 + VAT.**

2. Luckett Playground: Earl & Crocker have been contacted as per LVA request to give a legal ultimatum to Luckett Swings Committee but no advice has been received. CV has emailed Awards for All and they have signed off after a year from grant being given, they have sent copies of the conditions as near as they can estimate them. NCDC no longer exists, so documentation cannot be sourced but only had a short life interest, so only the only outstanding body is Fields in Trust. It was noted again that the liaison with Earl & Crocker is RJ and that CV should not deal directly with the solicitor but must communicate via RJ.

**ACTION: CV to email all relevant items to RJ for consultation with Earl & Crocker.**

3. Sheba Wood willow sculptures: Duchy Estates have confirmed that they are not willing to sell the piece of land with the sculptures on, but they are keen for the Parish Council to take out a licence on it. This licence would cost £100 + VAT per annum. RJ has confirmed that a risk assessment will be undertaken at the Council's expense and has asked Steve Langsford for advice about whether this should be a RoSPA inspection, or whether another approach should be used. The response was as follows:

*The cost for RoSPA to complete the annual inspection and risk rating of your willow sculptures will be £147.50 + VAT, which is a reduced rate.*

RJ has also approached Zurich to quote for extra coverage. The response was as follows: *As there will be a licence in place, we can cover these under your policy. There is no additional premium for this. Please ensure risk assessments inspections and maintenance programmes are in place.*

It was proposed by NJC and seconded by CV that RoSPA be asked to proceed with the risk assessment and the results be reported at a future meeting, all in favour.

**ACTION: RJ to ask RoSPA to proceed with risk assessment at Sheba Wood.**

Items successfully actioned since last meeting:

Broken Seat at Pound Lane: Neil Holding has been asked to quote for putting new posts in and is going to have a look within the next week.

Allotment Rents: Invoices for year ending 2020 have been sent out with tenancy agreements for 12 months on the rear of each. Most have now been returned signed with payment. This appears to be a popular way to administer with allotment tenants.

### **SC 19/6/6 Planning:\***

#### **Applications:**

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

Change of use from a holiday let to a business office.

It was proposed by PB, seconded by SC and RESOLVED to support this application, all in favour.

**ACTION: RJ to update the planning register with comment of approval.**

#### **Enforcement, Refusals, Approvals and Appeals:**

**PA19/01134/PREAPP Mr & Mrs T. Selwood, Old Luckett Station, Luckett Hill, PL17 8HB**

Pre-application advice for relocation of log cabin. **STATUS closed, advice given.**

**PA19/01972 Cornwall College Group, West Coombeshead, Stoke Climsland, PL17 8PY**

The construction of a replacement agricultural dairy facility, including milking parlour and cow accommodation buildings, silage clamps, slurry store, access tracks and landscape works. **STATUS: Awaiting Decision.**

**PA19/03907 Mr & Mrs N. Warnock, Highfield Kingston Callington Cornwall PL17 8PQ**

Revision to Approval PA18/01329 to provide flat roof terrace in lieu of dual pitch roof. **STATUS: Awaiting Decision.**

**PA19/01487 Mr R and B Bennett, Lower Norton Farm, Stoke Climsland, PL17 8QF**

Variation of condition 2 (occupancy) of decision 1999/0890 allowed at appeal (T/APP/C0820/A/99/1034885/P9) (Revised design for agricultural dwelling on site for agricultural dwelling) to include cattery and kennels business. **STATUS: Approved with conditions.**

**PA19/01493 01487 Mr R and B Bennett, Lower Norton Farm, Stoke Climsland PL17 8QF**

Application for the Modification or discharge of a planning obligation in relation to Application reference number E1/2003/02833 (date of obligation 12/7/04) **STATUS: Approved with conditions**

**Other Planning:**

*Old Mill Development And TPO:* SR opened this item to public discussion.

Mr McBride: Lots of development has been taking place including felling of trees, there is also a boundary dispute and it begins to look as if it is being turned into a traveller site, a shed with compartmentalised sections has been erected. All the trees had TPOs on them. Enforcement have been notified and Cllr. Burden has been following the case. It has been separately reported by several Old Mill residents. Both police and fire brigade have been summoned recently due to incidents on site.

**ACTION: RJ to write a missive to enforcement following this meeting and ensure that investigation is being undertaken and to establish a date when the investigation will be completed. Also, to write to Environmental Health & Protection about turf fires and possible asbestos from old buildings, especially with regard to polluting the watercourse.**

*Meet the Planners:* the Planning Team have suggested 16<sup>th</sup> September as a suitable date to visit the Council, they will attend 30 minutes prior to the ordinary meeting. This date met with general agreement.

**ACTION: RJ to confirm this date with the Planning Team.**

**SC 19/6/7 Regular Updates**

1. *Duchy College:* Meeting of 12<sup>th</sup> June was postponed, now rescheduled for July.
2. *Parish Hall Project update:* MH the Parish Hall Committee are in final stages of updating the Duchy lease. On the 17<sup>th</sup> July they will meet with the Prince's Foundation to look at progress.
3. *Community Facilities Group:* no meetings in the last two months
4. *Neighbourhood Development Plan:* currently been drafted by Steve Beresford Foster.
5. *Community Network Panels:* MH and RJ attended the meeting of Caradon on 13<sup>th</sup> June, which covered several items including the AGM, all officers were re-elected. The Police Report formed a discussion of lack of resources available and size of catchment area. There was a discussion on maintenance of milestones and historic signs in Pillaton, this item will be leading to further investigation by CC. Climate change was discussed at length, CC cabinet reports are being drafted and forward action plans being created, there is a public consultation in Callington on the 27<sup>th</sup> June between 10-12 am at TESCO. Phase 2 of the Highways projects update: none of the phase one schemes are on the ground yet so Bray Shop speed cameras have not yet been ordered but will take 3 months to install once ordered. David Skelton of Southill suggested purchase of a mobile speed camera to be shared in area at a cost of £18K, Callington to host this, the idea was met with general approval. There was also discussion of setting up a local Speedwatch Volunteer Group. Andrew Long and Andrew Harris were elected as representatives on the Economic Development Group.

Launceston CNP is to meet on 20<sup>th</sup> June when the officer dealing with Climate Change will be giving a presentation. RJ will attend.

### **SC 19/6/8 Items for Report and Discussion:**

1. *Report from Cllr Burden*: Cllr. Burden was not present
2. *Telephone Kiosks & AED Defibrillators*: Fundraising continues to go very well, more money raised at Duck Day on 15<sup>th</sup> June, c.80 calendars sold or ordered on the day. Upcoming fundraising events include the 'Healthy Hearts' walk on 30<sup>th</sup> June, Summer Quiz and Autumn fundraising event-based talent show.

It has been decided to commence with refurbishing the phone kiosk to its original state as an anonymous donation has been received expressly for this purpose. It will be re-painted and re-glazed. A renewed attempt is being made to find out from BT if the power supply is still in place and can be reconnected relatively easily. RJ has had a limited response to the request for committee members for a Downgate Village Association via social media and the Old School News, so is going to design flyers to put through letter-boxes in the village.

3. *Venterdon Bus Shelter*: SC has received a quote from CORMAC for the road closure, excavating verge, concrete protection to drain into pond, installation of base and raised kerbs, providing a small retaining wall at rear and adjusting the location of existing bollards £8493 + VAT. The chosen shelter costs c.£6K, Lee Quinney has suggested that 2<sup>nd</sup> phase of OTPFC covers the Launceston-Callington-Plymouth bus route, so there may be some funding in future. Once more information with regard to the 2<sup>nd</sup> phase funding, costs, timescales etc. has been received a decision on the type of shelter/route can be made. There is a reserve of £10K in capital and £3K grant for shelter. Total cost at the moment is £16K. The base is a non-negotiable cost. SC asked if the base should now be ordered or whether it would be preferable to wait on possible funding.

SR opened this to the public:

Question from a Venterdon resident: Is it complicated and expensive because of the site. SC confirmed that there are issues relating to the site but it is not primarily expensive because of these.

DC commented that given the costs involved it is advisable to wait for phase 2 money and asked if we proceed would we jeopardise the possibility of receiving a reimbursement?

SC suggested that this is possible but could not confirm.

It was also noted that damage to village bus shelter has occurred, cedar shingles have been damaged.

It was proposed CV, seconded by SB and RESOLVED that David Wadland be approached to quote for repair and if over £100, the work will be put out to tender.

**ACTION: RJ to contact David Wadland for a quote to repair village bus shelter.**

4. *Climate Emergency & Community Resilience*: The Old School has been booked for the evening of 17<sup>th</sup> July and the event has been advertised in the Old School News. Attempts are being made to book speakers from Cornwall Council and TVAONB. The proposed structure of the meeting and of the subsequent committee has been worked up by RJ and JF. It will consist of a presentation about the science of climate change, discussion of what the declaration means, ideas of what individuals can do to reduce their carbon footprint, a Q&A session and then recruitment of volunteers for the sub-committee.

### **SC 19/6/9 Highways and Maintenance:**

*Road Closures:*

Location: Road From North West Of Venterdon To Builders Yard, Stoke Climsland, Callington

Timing: 13th to 16th August 2019 (24 hours)

Location: Road From Stoke Road To Higher South Coombe, Lower Downgate, Callington

Timing: 12th to 30th August 2019 (24 hours, weekends included)

PB commented that the stone depot at Kelly Bray has some fly-tipping in it.

**ACTION: RJ report online via Cornwall Council website.**

**SC 19/6/10 Correspondence\*:** email from Geoff Giles about the worn-out Telecom road grate at the Venterdon turning outside the primary school. H&EE confirm that it will be inspected next week and the Utility company alerted if found to need replacing.

#### **SC 19/6/11 Governance:**

1. *Co-option of Councillor to fill casual vacancy:* The Monitoring Officer has confirmed that no election has been called and that the Parish Council can now co-opt to fill the vacancy. One expression of interest has been received from Bonnie Lightfoot.

It was proposed by CV, seconded by NJC and AGREED to co-opt Bonnie Lightfoot to the casual vacancy, all in favour

Bonnie Lightfoot signed the Declaration of Acceptance of Office with RJ as witness and counter signatory.

**ACTION: RJ to send induction pack and associated documents to BL before next meeting.**

2. *Trustee Vacancy on Stoke Climsland Charity Trust:* MH nominated and CV seconded Bonnie Lightfoot for this role, all in favour.

3. *GDPR/IT & Communications - Website rebuild:* A preliminary meeting to establish technical needs will take place on 16<sup>th</sup> July 2019 at 7:45pm at SC's house, RJ, SC, Deri Parsons and Kim Cazaly to attend.

4. *Standing Orders:* NJC outlined the update for approval, it was suggested that a clause be added requiring that any attendee wishing to record the proceedings ask permission for any form of recording.

It was proposed by MH, seconded by DC and AGREED to accept the updated Standing Orders with the suggested amendment, all in favour.

**ACTION: RJ to add this clause about filming as a footnote on each agenda.**

5. *Code of Conduct Training:* the new Standing Orders now require all Councillors to refresh Code of Conduct training every four years, Sarah Mason will come to Stoke Climsland to train all the councillors at once for a fee of c.£100 plus VAT. This could take place at any time but it was suggested that as there is no meeting in August, this would be an appropriate time, the last two weeks in September to be avoided.

It was proposed by CV, seconded by MH, and RESOLVED to book a training session with Sarah Mason, all in favour.

**ACTION: RJ to contact Sarah Mason and book a Code of Conduct training session.**

#### **SC 19/6/12 Finance:**

**Payments:** see attached payment schedule\*

It was proposed by SC, seconded by DC and AGREED to approve the payment schedule for June 2019, all in favour

**Receipts:** Allotment rents totalling £300 have been received, of which £160 have been banked and cleared, another £100 have been deposited but not yet cleared and a further £40 has been received and not yet banked.

**Quarterly Financial Review:** The Bank Reconciliation, Actual vs. Budget and Cashbook documents had been pre-circulated and were shown on screen

It was proposed by MH, seconded by SB and RESOLVED to approve the quarterly financial review as a true record of the Parish Council finances, all in favour, NJC signed the documents.

**ACTION: RJ Chase up the grant from the Solar Farm and add this item to the next agenda.**

**Vat Return:** (pre-circulated and shown on screen), It was proposed by SC, seconded by DC and RESOLVED to approve the VAT Return, all in favour.

**AGAR return:** (shown on screen) it was proposed by NJC, seconded by MH and RESOLVED to approve the AGAR section 2 document, namely the Exemption Certificate, Internal Audit Report, Governance Statement, Accounting Statements, all in favour.

**SC 19/6/13 Items for Agenda for next meeting:**

**Rowden field tenancy**

**Playgrounds: repairs following RoSPA reports**

**Parish aspirations for Cornwall Council (deadline July 22<sup>nd</sup>)**

**New HR Officer ratified.**

**Friends of Stoke Climsland Church rep to appoint**

**Assign money from solar farm**

**Car parking on village green**

**Millennium Stone update**

**SC 19/6/14 Date and Time of Next Meeting:** 15<sup>th</sup> July 2019 at 7:30pm in the Parish Hall.

SR closed meeting at 21:49pm

<b>Stoke Climsland Parish Council</b>					
<b>Payment Schedule Current Account</b>					
<b>DATE</b>	17 <sup>th</sup> June 2019				
<b>PAYEE</b>	<b>Invoice Date</b>	<b>Invoice #</b>	<b>Description</b>	<b>Amount</b>	<b>Cheque #</b>
R. Jackaman - Parish Clerk	n/a	n/a	Salary and Reimbursements	£526.56	1359
Angela Greenhough Accountant	03.06.19	2551	Payroll administration	£10.85	1360
NEST Pensions	19.06.19	n/a	Employer's Contribution @ 5%	£38.79	n/a
<b>TOTAL</b>				<b>£576.20</b>	

I hereby certify that these minutes are a true reflection of the proceedings of the meeting of 17<sup>th</sup> June 2019:

Chairman's Signature:

Date: