

**STOKE CLIMSLAND PARISH COUNCIL
MEETING HELD ON MONDAY 16TH DECEMBER 2019
AT 7:30PM IN THE PARISH HALL
MINUTES**

PRESENT: Cllr Sarah Ross – Chair (SR); Cllr Nigel Cooper – Vice Chair (NC); Cllr Philip Barriball (PB), Cllr Stuart Cazaly (SC); Cllr Bonnie Lightfoot (BL); Cllr David Crawley (DC); Cllr Martin Howlett (MH)

IN ATTENDANCE: Ren Jackaman – Parish Clerk (RJ), Cllr Neil Burden (NB);
5 members of the public

1. Councillor matters

1.1 To receive apologies for absences:

Cllr Caroline Vulliamy (CV); Cllr Shirley Bruna (SB); Cllr JF Forbes (JF)

1.2 To receive declarations of pecuniary interests: None

1.3 To receive declarations of non-registrable interests:

MH for the AED defibrillator approval of agreement and as co-author of the letter relating to SCCCAG

1.4 To approve written requests for dispensations: None

2. Previous Parish Council meeting 18th November 2019:

2.1 To approve the minutes:

An amendment was made to remove the pre application of Mr. Durand under 5.1 Planning Applications, as this had been entered into the draft minutes in error.

It was proposed by NJC seconded by BL and RESOLVED to approve the amended minutes as a true record of the meeting of the 18th November 2019, all in favour

2.2 To note matters arising from the minutes:

i. Rowden Field:

The Duchy Estate Office in Bath confirm that they have no objection to the Parish Council registering the Duck Pond, War Memorial and Rowden Field. The only interest of the Duchy is mineral rights at Rowden Field.

RJ has looked at the process for registering these lands but needs to seek some legal advice with regard to Rowden Field in particular, due to the complex nature of the management and lack of clear ownership. Earl & Crocker can do this for less than the de minimus of £100. RJ has sent preliminary information to Michelle May (without commitment) and seeks permission to consult with her formally.

A short discussion of potential uses for the field took place and MH noted the need for winter work, especially the need to trim roadside hedges before the February deadline. And put a lock on the gate.

It was proposed by PB, seconded by MH and RESOLVED that RJ should consult with Michelle May of the Callington Branch of Earl & Crocker to establish the legal status of Rowden Field with regard to registering it as Parish Council owned, all in favour

ACTION: RJ to liaise with Michele May and also check for any relevant records with Blight, Broad & Skinnard, following the recent closure of the firm by the SRA.

ii. Lockett Swings:

The following issues were presented by SR:

- a) SR has spoken to Sarah Mason to discuss legal position.
- b) NJC has spoken to Terry Houston of FiT to establish exactly what the fee is for and has been told that on several occasions, LSC were advised that a transfer fee of c£500 + VAT would be payable should it be registered to LSC prior to transfer to SCPC and were advised to wait until transfer had taken place, in which instance it would have cost £40 for SCPC to register with FiT themselves. LSC were also advised that this fee could be waived if Downgate Playing Field (which is owned by Duchy of Cornwall, who would need to give permission) and the Village Green were registered with them. LSC were advised of this in 2017 and 2018. He could not advise why LSC chose this course of action but they were fully aware of the later fee.
- c) NJC also asked whether SCPC could own the land and LSC own the dedication from FiT, thereby avoiding transfer fee. FiT have confirmed that this is not possible.
- d) Registering Downgate Playing Fields would incur considerable clerk hours at the expense the taxpayer. Also FiT have suggested they would expect to register at least 75% of the Village Green, which is unacceptable.
- e) It is very unhelpful that LSC have decided to register the area with FiT as it has incurred extra costs, of which the Parish Council were not made aware. At the November meeting the following was formally recorded:
"It was proposed by NJC, seconded by PB and RESOLVED that the Parish Council only take on Lockett Swings if there is no charge incurred and that until this is possible the Lockett Swings should remain in the care and expense of the LSC; eight in favour one abstention."
- f) The transfer document has arrived for signing but cannot be signed until this situation is resolved.
- g) A letter has been received from John Prescott on 15th December indicating that an anonymous donor in Lockett will generously pay the fee in the interests of forwarding the transfer to conclusion for the good of the community, subject to subject to a number of conditions.

NJC questioned the legality of the trusteeship as LSC is not a registered charity.

BL pointed out that spouses of LSC have witnessed the transfer document which may not be legal.

The issue of the potential donation was discussed and the public were invited to comment:

John Prescott: expressed the despair of the Lockett villagers at the worsening state of the playground and that they want their village to get over this issue, which seems interminable as matters stand, so now the offer of a donation is being made to see the transfer through to its conclusion. If the Parish Council decides to go ahead with it, he will act as guarantor and place the funds with the clerk.

Richard Davies: He expressed concern that in January 2017 the Parish Council minutes indicate that SCPC would register with FiT. It is still not on the FiT website and the deed is dated in 2018. (NJC at this point confirmed that FiT are still waiting for photographs of the playground so that they can create a website entry). FiT have confirmed that the LSC don't meet the management criteria that FiT require. Mr Davies also requested that the transfer document be checked to ensure that LSC will

have no further input into the management of the playground once the transfer has taken place.

John Prescott: explained the conditions that the anonymous donor wishes to impose.

Dennis Stevenson: Expressed concern about the condition of the equipment and the cost of insuring it given the poor state.

MH and SC responded that nothing could happen until transfer has taken place, once it has a RoSPA inspection can take place, followed by a closure notice if necessary, until the equipment can be repaired and made safe.

ACTION: RJ to check the legality of the transfer document signatures with Earl & Crocker and check for clauses relating to future management or other influence by LSC, to write formally to LSC asking for agreement to donation and insist on a response in early January. To also send a copy to the LVA. RJ to check the management criteria required by FiT.

iii. Playground Maintenance:

Tenders for repairs have been sought from Ali & Barnaby Guy (declined), Kiwi Dave, Tamartrades and Rural Services. One tender has been received from Tamartrades. All tenders will be reviewed at the January meeting.

NJC reported that Schoolscapes have gone bankrupt, they have completed repairs to the playboat on the village green but didn't complete all repairs, now they are being taken over by a third party. NJC has been in touch with the temporary contract manager who refuted this, but they have promised to be in contact when all is resolved, so for the present it is in abeyance.

iv. New Regulations regarding Septic Tanks:

As requested by PB at the last meeting, RJ has sought clarification about the new regulations:

"Homeowners with septic tanks that discharge directly into ditches, streams, canals, rivers, surface water, drains or any other type of water course will need to replace or upgrade their drainage either when they sell their property or before 1 January 2020 whichever is sooner. Homeowners are responsible for their choice, installation and maintenance of their wastewater system under a new code of practice introduced by the Environment Agency. They have a legal responsibility to minimise the impact of their sewage waste if they manage it within the bounds of their property e.g. with a septic tank or sewage treatment plant (Binding Rules - England, DEFRA, January 2015). All septic tanks that currently ultimately discharge into watercourses will have to be either:

- *Replaced using a sewage treatment plant with full BS EN 12566-3 Certification instead, or*
- *The discharge to the watercourse stopped and diverted to a drainfield, designed and constructed to the current British Standard BS6297 2007."*

2.3 To note items actioned since last meeting:

i. Highways & Environment East queries:

RJ has reported the damage at the Ford and the blocked drainage on Kingston Road again.

Pound Lane is closed currently whilst four BT posts are replaced.

ii. Trees on Village Green:

Barnaby Guy has been asked to do a light crown lift for free as offered. As yet RJ has not received a response.

iii. Luckett Noticeboard & Car Park:

Report on the site visit which took place on 23rd November:

- The location of the new noticeboard has been established following extensive discussion. The best and safest location would be a double-sided board attached or free standing on the far side of the existing fence by the pathway. This allows for an increase in space for notices whilst avoiding the danger of those accessing the information being exposed to traffic.
- Some discussion of potential improvements to the car park, including demarcation of bays was discussed. With regard to Electric Vehicle charging points, RJ is pursuing information relating to this via Caradon CNP, and has received this statement in response:
“CC are attempting to secure some external funding for an electric vehicle charging infrastructure project. If successful and we are able to get the project approved internally we hope to be able to provide an update by your next meeting in April as to whether we were successful in securing the grant and let you know how communities could make applications to get involved”.
- The question of EV points in rural areas is also being added to the agenda for the next Caradon CNP meeting on January 16th.
- David Seccombe has offered to see if some of his students from Plymouth City College can do a feasibility study free of charge, RJ has asked him to make a formal request to the council for permission but has not yet received a request.
- **ACTION: RJ to seek quotes for new noticeboard and explore options for grant funding for this and potentially also for general car park works.**

iv. Precis of minutes:

RJ has extracted from minutes of the last ten years all items related to: Village Parking and traffic, Luckett Car Park and traffic, Luckett Swings (circulated as pre-reading). RJ has also and will continue to scan relevant documents from the archive records.

v. Grit Bin Filling:

RJ has asked James Coumbe about recruiting Duchy students, James has confirmed that this is not an option, he suggests requesting help from Roy Davey who provided the road salt but that a charge likely to be incurred.

MH raised the issue that the replacement of some council bins has not happened as promised, in particular those in Luckett.

ACTION: RJ to contact CORMAC about bins to be replaced and continue to pursue options for finding someone to fill the council owned grit bins.

3. Public Session: No presentations were made.

4. Correspondence received:*

• AONB Survey for HLF funding:

MH explained that the TVAONB has been accepted for an HLF grant of £3 million within the Tamar Landscape Partnership. The first 18 months is the key stage and justification from community is needed to ensure that the funding goes ahead. An online survey has been designed and can be shared, he encouraged people to

complete it. NB commented that the twelve projects planned all address climate change. One of the projects is for soil tests over the year to establish how they release and sequester carbon, only 14 of these projects are being undertaken nationally.

ACTION RJ to put the AONB survey link on Facebook - Stoke Climsland Hub.

- Cornwall Council Budget Consultation:

Cornwall Council are holding an event on Tuesday 14 January from 6.30pm-8pm in the Council Chamber, County Hall, Treyew Road, Truro, TR1 3AY. This event will also be webcast live on the Council's website. If you would like to attend, email to haveyoursay@cornwall.gov.uk by 5pm on Wednesday 8 January 2020. Please be aware that spaces are limited.

5. Planning matters*

5.1 Planning Applications:

PA19/09812 Mrs S. Harvey, Spring Cottage, Tutwell, Callington PL17 8LU

Proposed alterations, refurbishments and conversion of outbuildings adjacent to a Grade II Listed Building to use as a Holiday Let.

It was proposed by DC, seconded by SC and RESOLVED to approve this application, all in favour, one abstention.

5.2 Enforcement: Refusals, Approvals & Appeals:

- **PA19/08303 – Mr & Miss Cox and Evetts, Sunnymead, Stoke Climsland, PL17 8NB**
Construction of a single-storey side extension. **STATUS – approved.**
- **PA19/03015/PREAPP – Roy Durand, 2 Longacre, Harrowbarrow, PL17 8NE**
Dwelling on Land at Norton Farm Stoke Climsland, PL17 8QF **STATUS – Awaiting Decision.**
- **PA19/08479 - Mr Lee Cammerer, Mugbury Cottage, Stoke Climsland, Callington, PL17 8LH** Proposed sunroom. **STATUS – Approved with conditions**

5.3 Other Planning: NONE

6. Transport & Highway matters:

6.1 Venterdon Bus Shelter:

- Installation is complete and the invoice from Littlethorpe has been received.
- The new shelter has been added to the insurance schedule valued at £7500, at the same time RJ also upgraded the cover on the Stoke Climsland Village Green shelter (of similar construction) from £3000 to £7500 at no extra charge. At renewal next June there will be an additional charge of £72 on the premium.
- VAT is to be reclaimed on all expenditure relating to the bus shelter once the CORMAC invoice is received.
- SC commented that he has been advised that there is some water pooling in the road which it is not clear where this is coming from, it may be coming from field run off. SC will investigate.

7. Regular updates:

7.1 Report from Cllr Burden:

- Highways has received complaints about Duchy College not cleaning up their road.
- Launceston CNP Climate change meeting has happened.

- Waste contract has still not been agreed but has been adjusted to reduce costs, fortnightly collections for rubbish and recycling weekly for food. Present contract renewed for six months.
- Council budget will be extremely late, it hasn't gone to Committee yet but consultation has been issued anyway.
- 10-year future development for housing and industrial sites has been approved.
- Hedges need to be trimmed by February deadline.
- At the recent Cornwall Council meeting where the new Spaceport was debated and approved, there was a very strong representation by XR who stood in the public gallery. Paper arrows were thrown and the police were called. He admired their dedication to the cause of climate change. Emphasis should be on a positive future.
- All committee have been subject to purdah in the run up to the general election.
- Cllr Burden commented that there is increasing concern that the younger generation are suffering from depression and associated mental health problems due to the climate crisis.

NB then left the meeting.

7.2 Duchy College:

MH reported on the meeting on the 9th December attended by RJ, SR, MH, Philip Brown, Jamie Crisp and Laura Black.

- Footpath repairs are going very well in the preparation stages and labour from students has now been assigned with guidance and material from Chris Monks of CC. MH, SR and RJ put forward the request from Sue Watts that closure should take place around the business hours of the Post Office but this was not possible, however, they will try to keep it open to students but not public.
- Laura Black is the new lead on the Future Farm, they are pushing hard on the launch in March 2020 and they want to organise a tour and open afternoon of the future farm for representatives of local organisations. Provisional date of 23rd January 2020.
- The Duchy College would like to be involved with SCCCAG especially with the land-based group. RJ gave the details of the next meeting. The College is looking to be one of the first land-based colleges in the country to declare a climate emergency.
- Jamie Crisp noted that the staff and students were pleased with the new bus shelter at Venterdon.
- SR requested that the driveway lights should be on a sensor system so they are not so bright.
- Next meeting is on Monday 16th March 2020.

7.3 Parish Hall Project update:

MH reported on the open session and survey of 23rd November:

- This was a successful event and was well attended.
- The survey has had 85 responses to be passed on to the Prince's Foundation and will help form the planning application in the New Year.
- The Parish Hall Committee will officially become a CIO on January 1st, 2020.
- Public support directly through to planning would be very helpful once the application is live.
- Transfer of ownership from the Duchy to the Parish Hall CIO will take place at virtually no cost, the Parish Hall CIO will therefore be in a better position to obtain grant funding in future.

- The planning application will be put in by the Prince's Foundation and will be for the enlarged hall that the public have requested.

(SR and BL left the room for a comfort break and returned)

7.4 Community Facilities Group update: nothing to report.

7.5 Neighbourhood Development Plan:

NJC noted that there was a meeting on Wednesday 4th December. Steve Beresford Foster has had a tour of the village.

7.6 Community Network Panels: The next meeting is in January 16th, 2020.

- Helen Fincham has asked for three priorities to be identified for Stoke Climsland Parish Council before 3rd January 2020. Suggestions were Climate Change, EV Parking and Traffic.
- Shared Speed Camera – requests have been made for suggestions of areas where there are problems with speeding. RJ has passed Downgate and Lockett Hills as appropriate places to use the handheld speed camera.

ACTION: send additional suggestions to HF, Stoke Village and Bray Shop.

7.7 Stoke Climsland Climate Change Action Group:

JF was absent but gave the report below to be read:

“November meeting presentation by Alison Fogg unintentionally took up the whole meeting. Some shocking (& sometimes controversial) content. 28 people attended. No-one left the meeting (despite Alison's hard-hitting material) so presumably people were listening & found the content relevant. JF encouraged everyone to carry on putting suggested areas of activity into planning & action stages, with the hope that activity might start in some areas & result in January meeting feedback of any progress in those areas. More guest speakers with different areas of expertise are in the pipeline... but will not take up the whole of a meeting e.g. Robin Roper (ecology & ecosophy). Richard Sharland of Altarnun (30 years professional experience in climate related areas). JF has researched suitable online App platform to facilitate efficient way for all SCCCAG members (& anyone else) to engage in online communication across relevant areas, without unnecessary clogging up of email boxes. Research has resulted in helpful feedback from a very tech-savvy (younger generation) contact in London, who has been giving JF relevant tutorials.”

A letter of complaint has been received from Richard Davies and Cllr Martin Howlett, who was invited by SR to outline the content of his letter. The problems relate to the format of SCCCAG and the lack of structure and the need to keep it away from political extremism. The meeting referred to above did not have an agenda and the speaker was not advertised and did not meet expectations in terms of relevance. The constitution needs to be ratified and a structure put in place.

SR suggested having a management meeting in the new year with Richard and Sue Davies, SR, MH, RJ, JF and Louise Power. This needs to be addressed before the momentum is lost. Feedback to councillors is that membership will fall abruptly following the recent meeting and that the group is going in the wrong direction.

ACTION RJ to talk to Louise about announcing this meeting to reassure group members. Forward on the original complaint to all councillors.

(Three members of the public left the meeting).

7.8 Launceston CNP Climate Change Group: JF was to update but was absent, so sent the following update in absentia:

"JF and Barney Guy attended the inaugural Launceston area Climate Change Working Group meeting on Wed Nov 27th. [It was] well attended and many ideas put forward. Representation from many local parishes and keen collective desire to work together and extend across communities... same/similar motivations [with] reference [to] relevant areas for action as our group and all those in attendance. Next meeting [is on] Thursday Jan 9th [at] 18:00 Launceston Town Hall... any others interested in attending will be welcomed.

Additional, and related:

Barney Guy and wife Jemma attended a meeting in Bodmin [at the] beginning of this week, which included people involved in the Forest for Cornwall idea.. he had conversations with some key decision makers and opened lines of communication as a result."

8. Parish Council finances:

8.1 To approve monthly payment schedule:

SC requested an alteration to the description of the Littlethorpe invoice to remove the word 'installation' as this was inaccurate and should read 'delivery', this change was duly made. It was proposed by NJC, seconded by BL and AGREED to approve the monthly payment schedule for December 2019, all in favour.

8.2 Quarterly Financial Review:

This item was inadvertently omitted and will be added to the agenda for the January 2020 meeting.

8.3 To approve budget and precept for year ending 2021:

The budget meeting took place on the 2nd December at the Old School. The proposed budget was discussed fully and had been circulated as pre-reading. The proposed budget was shown on screen and discussed.

It was proposed by SC, seconded by MH and RESOLVED to approve the proposed budget for the year ending 2021, all in favour.

8.4 To approve the revised Financial Regulations 2019:

The budget meeting took place on the 2nd December at the Old School. The Draft Financial Regulations were discussed fully and had been circulated as pre-reading.

It was proposed by SC, seconded by NJC and RESOLVED to approve the updated Financial Regulations, all in favour

8.5 To review VAT Return:

The working copy of the VAT return from April 2019 to present was pre-circulated and shown on screen for information, once the invoice for works on the Venterdon Bus Shelter and AED defibrillator are received, the VAT return will be sent to HMRC.

8.6 To review funds available to the Parish Council and discuss potential uses:

i. Lockett AED Defibrillator:

- (MH and DC declared an interest as Lockett Residents and members of the LVA). The Western Power unmetered connection agreement has been received and needs to be signed. Cost will be c£8 per annum. There will be a need to choose a power supplier, with preference given to a Renewable Energy supplier in accordance with the Declaration of Climate Emergency. It was proposed by BL, seconded by NJC and RESOLVED that RJ should sign and return the agreement, all in favour, one abstention.
- Due to circumstances beyond RJ's control, the expected invoice for the AED unit has not yet been received, it is expected before the next meeting. As this is now an urgent matter, RJ requested that councillors vote to approve payment in advance of the next meeting, as soon as the invoice is received, this will enable the AED unit to be delivered and fitted as soon as possible. It was proposed by SC, seconded by NJC and RESOLVED to pre-approve payment for the SWASFT invoice as soon as it is received, all in favour, two abstained

8.7 Other suggestions arising:

Donation requests have been received from:

- WI for Senior Christmas Lunch - £100.
- Venterdon Methodist Church for graveyard - £85

(Grant application forms have also sent to Lockett Memorial Garden, Old School, PCC & Downhouse Church Trust but not yet returned).

BL declared an interest as a member of Stoke Climsland WI and recused herself from the discussion and vote.

It was proposed by DC, seconded by MH and RESOLVED to approve both donations, all in favour.

9. Parish Council Governance:

- Records Management: Preparation of records for deposit at Kresen Kernow is ongoing, RJ will create a list, scan relevant items and transcribe old minute books if time allows.
- Website Rebuild: There is a potential opportunity to get the website rebuild completed in collaboration with the Parish Hall CIO, potentially free of charge. DC has a friend who is a web designer, who may be prepared to construct the website on a pro bono basis. DC suggest that the wish list prepared by Kim Cazaly should be sent to him to see if it is within his scope and vision.

ACTION: RJ to coordinate a meeting for DC, Kim, SC, RJ, Deri and the web designer.

10. Items for next Parish Council meeting agenda:

- Incident Report Training
- Tree Council Training

11. Date and time of next meeting 20th January 2020

SR closed meeting at 21:59

Stoke Climsland Parish Council				
Payment Schedule Current Account				
DATE	December	2019		
PAYEE	Invoice Date	Invoice #	Description	Amount
R. Jackaman - Parish Clerk	n/a	n/a	Salary and Reimbursements	£436.18
Angela Greenhough Accountant	02.12.19	2732	Payroll administration	£10.85
Duchy of Cornwall	13.11.2019	135698	Rent of Downgate Playing Field	£120.00
Joanne Edwards	n/a	n/a	Duck Food	£97.73
Littlethorpe	25.11.19	2030	Supply and delivery Venterdon Bus Shelter	£9,036.00
NEST Pensions		n/a	Employer's Contribution @ 5%	£31.44
TOTAL				£9,732.20