

**MINUTES OF A MEETING OF THE STOKE CLIMSLAND PARISH COUNCIL  
HELD ON MONDAY 15<sup>TH</sup> APRIL 2019 COMMENCING AT 8:00PM IN THE PARISH HALL**

**PRESENT:** Sarah Ross – Chairman (SR), Martin Howlett (MH), Philip Barriball (PB), Caroline Vulliamy (CV)

**IN ATTENDANCE:** Ren Jackaman – Parish Clerk (RJ); Cllr Neil Burden (NB), 9 members of public (three left at 4/t/3. NB left at 4/5/3),

**SC 19/4/1 Apologies for absence:** Nigel Cooper – Vice Chairman (NJC), David Crawley (DC), Stuart Cazaly (SC), James Coumbe (JC), Jerry Forbes (JF), Shirley Bruna (SB).

**SC 19/4/2 Declarations of Interest & Requests for Dispensations:** PB requested a dispensation with regard to maintenance tenders due to having previously employed one of the firms involved. This was duly granted to ensure a quorate vote.

**SC 19/4/3 Public Session:**

**Sandy Palmer:** When is the village green being cut? the main swings need a bit of oil and rope swings is missing one of the handles.

RJ confirmed that the tenders for maintenance are being considered at this meeting and that the RoSPA inspection of all the playgrounds is happening this month.

**Verity Green:** asked for an update about the willow sculptures at Sheba Wood

RJ commented that this item is on the agenda but could be dealt with as part of the public session instead. RJ has spoken to the Duchy Estates Office, they do not want to dismantle the sculptures but will have no choice unless the person responsible for them contacts them so that they can work on a solution. RJ has attempted to find out who this might be without success. It is a health and safety issue. RJ has taken the liberty of offering any assistance that the Duchy might need to keep the sculptures in place.

**Mr. P. Crago:** gave a brief description of his application to install solar panels on his south facing roof and a porch on the side of his house for a utility area. He later plans a garden room out the rear of the house. Neighbouring houses have solar panels and he hopes that the application will be approved by the council.

**SC 19/4/4 Minutes:** To approve the Minutes of meeting held on 18<sup>th</sup> March 2019.

Amendments: PB pointed out that he and not MH raised the issue of the Cornwall border sign at Horsebridge being missing under item SC 19/3/9, this amendment was noted.

It was proposed by PB, seconded by SR and RESOLVED to accept the minutes of the 18<sup>th</sup> March 2019 as a true record of the meeting, this was approved by SR and PB as the only two councillors in attendance who had been present at that meeting.

**SC 19/4/5 Matters Arising:**

1. Declaring a Climate Emergency (to debate and vote): Consideration was given to deferring this item to the next meeting, as the majority of councillors were absent but after discussion and input from the members of the public present, it was decided to continue. A brief presentation by RJ was given in which the scientific background of global warming and the implications of declaring a climate emergency were covered. The topic was then discussed, including public submissions. It was established that if approved, then a sub-committee would need to be created, which should also deal with Community Resilience plan as the two things are closely linked.

It was proposed by SR, seconded by MH and AGREED to declare a Climate Emergency and set up a subcommittee to work within the parish and in coordination with neighbouring parishes, three in favour one against.

**ACTION: RJ to prepare for a public awareness event to recruit for the sub-committee, to be discussed at the next meeting and to announce the declaration to Cornwall Council and via the Old School News and Facebook.**

2. Venterdon Bus Shelter: SC was not present to update so this item was deferred to the next meeting.

3. Rowden Field tenancy agreement: Kivells are drawing up the agreement, RJ has let Mrs Tweedle know by letter and she has responded to say she is happy to sign. She has asked if it would be possible to fence off the skinnier part of the field and let it lie fallow, depending upon the clauses in the tenancy agreement.

MH raised questions about upkeep of the field and how tenant has managed and should be asked to manage it in the future. Clauses in the original tenancy agreement ensure good management. It was suggested that a site meeting was appropriate before the agreement could be signed.

**Action: RJ to add this to the agenda next month and contact Mrs Tweedle to arrange a site visit, MH to review the new tenancy agreement.**

4. Lockett Playground: CV reported that the forms have been sent to apply for FiT permission to convey the land and will be reviewed at their next bi-monthly meeting. CV has yet to locate the original grant application forms to send to Earl & Crocker.

The urgency of this matter was stressed. Richard Davies latest email is to be responded to by CV directly and RJ has forwarded this to her.

**ACTION: CV to locate the grant documents and contact Richard Davies.**

Replacement bench at Pound Lane: Louise Power says she thinks the original bench came from Kelly Bray Woodlands which no longer operates, she cannot remember if there is a spare bench still available. RJ has visited the bench and photographs were displayed on screen. The legs appear to be broken but the top is still sound and could possibly be repaired. RJ has sourced some options for replacement, the cheapest are recycled eco-friendly plastic benches at about £150.

**ACTION: RJ to add this item to the agenda for the next meeting.**

Items successfully actioned since last meeting:

- Purchase of a New Grit bin: the purchase form has been completed; payment is on this month's schedule.
- Polhilsa junction on A388: RJ has sent an email on behalf of SCPC and SHPC to roads and transport at Cornwall Council, the response received was displayed on screen and indicates that this location is 166th on a list of 200 currently under consideration. Discussion of the response concluded it was disappointing, SR suggested contacting Police Safety Office. David Skelton has sent his thanks for sending the joint email.  
**ACTION: SR to source contact details for the Police Road Safety Officer.**
- SORN vehicles: have been reported to CC and will be removed either by owners or by Cornwall Council. Some have already been removed or MOT'd and returned, some are still present.
- Land Registry: a search for all properties registered to SCPC has been ordered.
- Missing Cornwall Border sign at Horsebridge: H&EE now know about this and have added it to their replacement programme.

## **SC 19/4/6 Planning:\***

### **Applications:**

#### **PA19/00755/PREAPP, I. & E. Fuller, Winsor Court Kelly Bray Callington Cornwall PL17 8HE**

Pre-application advice for proposed conversion of existing disused 2 storey agricultural stone barn detached outbuilding to a single C3 use residential dwelling house.

MH asked if there has been any advice from the planning office, none received.

CV questions suitability given difficulty of access via Windsor Lane and unmade road

MH visited this site two or three years ago to support neighbouring barn as an agricultural use. The boundary is not actually on the property and there was no question of access on to that lane, the area behind the main house is used instead. MH concluded that a full dwelling is inappropriate, a holiday Cottage would be more appropriate.

It was proposed by MH, seconded by CV and RESOLVED not to approve this pre-application.

#### **PA19/01652 11 Mr. P. Crago, Duchy Cottages Stoke Climsland Callington Cornwall PL17 8PA**

Installation of solar panels. Single storey extension to kitchen to form utility room. Single storey extension to rear of property to extend lounge/diner.

CV suggested that solar panels may not be appropriate on this roof and that preferable renewable energy solutions may be possible.

MH commented that conservation area rules are being abided by, solar panels are proposed for parish hall refurbishment and therefore there will be a precedent.

It was proposed by MH, seconded by PB and RESOLVED to approve this application, three in favour, one against.

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

#### **PA19/01772 Mrs Erdmute Dickenson, Clematis Cottage, Lucket, PL17 8NJ**

Works to trees in a Conservation Area, namely works to group of trees G1 and individual trees willow T1 and clematis arch T2.

*Decided not to make a TPO*

#### **PA19/01530 Mr Daniel Bees, Count House, Lucket, PL17 8NH**

Application for works to trees in a conservation area, namely :

Willow T1, To re-pollard as outgrowing its situation. Willow T2, This is a semi mature willow which is beside a garage, has a raised root plate and also growing into road and is to be dismantled to ground level.

*Decided not to make a TPO*

#### **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.

*Awaiting Decision*

#### **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).

*Awaiting Decision*

### **Other Planning:**

RJ reported on the 'Meet the Planners' event at Launceston on 28<sup>th</sup> March. It was a useful session, there is now have a dedicated team covering the Launceston area, the idea is that everything will run more smoothly with more direct contact and knowledge between PCs and Planning Officers. The presentation from the meeting was shown on screen.

### SC 19/4/7 Regular Updates

1. Duchy College: it transpires that the Parish Council is responsible for the upkeep of the footpath between Half Moon and Duchy college, it needs re-surfacing. Phil Brown may be able to organise help with this work from students.

**ACTION: RJ to add this item to next month's agenda for further discussion.**

2. Parish Hall Project update: Main discussion of this took place at the annual parish meeting. MH commented that the chief architect is coming at end of month with fresh proposals for review, the final decisions about the lease will be discussed with Chris Matthews on 2<sup>nd</sup> May.
3. Community Facilities Group update: Nothing to report.
4. Neighbourhood Development Plan: Deri has invited councillors to the event on 24<sup>th</sup> April at 6pm in the Parish Hall.
5. Report on Community Network Panels: Caradon CNP - Helen Fincham has met the One Public Transport Programme Commissioning Officer to follow up an issue raised at the previous Panel meeting concerning the lack of public transport in the network. The commissioning officer confirmed the Parish Councils would need to provide a local needs survey if they thought there was a local need. There was no guarantee that a local solution could be delivered, however this would give an opportunity to the Parishes to demonstrate a local transport need. The Chairman requested a pro forma of the information the Parish Councils would need to supply to the Council, as they did not have local need surveys in place.

**RJ to add the local needs survey to the agenda for the next meeting.**

### SC 19/4/8 Items for Report and Discussion:

1. Report from Cllr Burden: This took place at the Annual Parish Meeting.
2. Telephone Kiosks & AED Defibrillators: LVA fundraising sub-committee is going well and already has several fundraising events organised. RJ has put a piece in the Old School News asking for volunteers to form a Downgate Residents' Association, this will be published on the 25<sup>th</sup> April.

**ACTION: RJ to report back at next meeting.**

3. Allotments Register: RJ is still waiting for DC & CV to provide accurate details of allotment tenants, this is now urgent as it is a new financial year and RJ needs to send out this year's invoices. CV has sent a record of the Lockett allotment holders immediately prior to this meeting. PB commented that there used to be an allotment register, RJ confirmed that she has collated absolutely all the information available in the hard copy and electronic files and that no register has been found.

**ACTION: CV to send RJ a record of allotment holders at Venterdon.**

4. Community Resilience Network: RJ reported on the Community Resilience workshop at St. Breward on 21<sup>st</sup> March. Amongst other things it was stressed that Community Resilience plans are closely linked to climate change and that any Climate Change sub-committee should also be responsible for the CRP in order to avoid duplication of effort; a disaster plan may end up being implemented when neighbouring areas need to evacuate. Training for volunteers can be provided free of charge.

**ACTION: RJ to raise the issue of CRPs at the June Caradon CNP meeting and talk to Helen Fincham about options for cooperation within the district.**

5. Willow sculptures at Sheba Wood: This item was dealt with during the public session.

### SC 19/4/9 Highways and Maintenance:

- Gunnislake Bridge Closure:

A request has been received from LVA re: diverted traffic and Gunnislake Bridge Closure. RJ has responded by making a request to H&EE to implement measures to discourage the use of Lockett as a route to Horsebridge. NB has sent a like request and has received this response:

Oliver Jones “ I have spoken to my Highway Steward and we will be putting an advisory diversion in place tomorrow, so traffic will be diverted around Lockett rather than through it, we will also continue to monitor the location in the interim period”.

A letter from Richard Davies has been received re: damage to his garden wall and potential compensation:

13<sup>th</sup> April

*I understand that the traffic situation in Lockett will be discussed by the PC on Monday. You might like to be aware that my garden wall has been damaged as a direct result of this traffic. I expect the repair work will extend to several hundred pounds. Basically, the corner of the wall has been hit and several stones from the bottom dislodged thus destabilising the whole of the corner.*

*I have written to Councillor Burden on the matter and a copy of the letter is below for your information.*

*I appreciate that this is a highways matter but as the subject is being debated, I thought it worth being noted that not only is this increase of traffic inconvenient and dangerous but actual damage is also being incurred.*

RJ has replied to Mr. Davies and has asked NB to look into the matter for him.

SR commented that the incident must be recorded as an accident with the Police.

**ACTION: RJ to contact Mr. Davies and ask him if he has contacted the police about this incident.**

### SC 19/4/10 Correspondence\*:

- Invitation from CTC for Civic Service 19<sup>th</sup> May: NJC to be approached to attend.
- Letter of thanks from Old School for the donation to the Old School News.
- Card of thanks from the WI for the donation of £100 towards the seniors' lunch
- Card of thanks from Brigitte Cox for the response of councillors to the death of Michael Cox.

### SC 19/4/11 Governance:

1. GDPR/IT & Communications: a vote on website tenders is deferred until next month at the request of SC.
2. Annual Policy Reviews: assets and risk management are currently being reviewed by SC who was absent from this meeting.

**ACTION: RJ to add the proposal to have a rolling programme of policy review over the course of the next council year to the agenda for the annual meeting in May.**

3. Standing Orders Sub-Committee report: SC & NJC were absent from this meeting and therefore no report could be made

### SC 19/4/12 Finance

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

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

It was proposed by MH, seconded by CV and RESOLVED to approve the Cashflow record, all in favour.

**Receipts:** None

**End of Year Financial Review:** Andrew Farr of Dawe, Hawken & Dodd will be doing the internal audit, RJ is preparing it for him to complete by annual meeting in May.

**Tenders for Grass cutting and Footpath Maintenance:**

This year tenders have been received from Tristan Moon, Neil Holding and 'Tree Two One'. These tenders were reviewed and discussed.

It was proposed by MH, seconded by CV and AGREED to appoint Neil Holding to undertake the grass-cutting and footpath maintenance for the year ending 2020. All in favour.

### SC 19/4/13 Items for Agenda for next meeting

1. Actions on climate change
2. Venterdon Bus Shelter
3. AED defibrillators – Lockett & Downgate
4. Public Transport Local Needs Survey
5. Rowden Field lease and site visit
6. Fields in Trust: to review maps of village green and assess areas to be registered
7. Michael Cox memorial
8. Village Parking

**SC 19/4/14 Date and Time of Next Meeting:** 7:30pm in Parish Hall on 20<sup>th</sup> May 2019, following the annual general meeting at 7:00pm.

SR closed the meeting at 10:20pm

Apologies for the next meeting: MH & CV

**Clerk: Ren Jackaman, Treehill Cottage, Lower Downgate, Near Callington, PL17 8LA Tel: 07878368857**

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Stoke Climsland Parish Council				
Payment Schedule Current Account				
DATE		April 2019		
PAYEE	Invoice Date	Invoice #	Description	Amount
R. Jackaman - Parish Clerk	n/a	n/a	Salary and Reimbursements	£542.93
Angela Greenhough Accountant	29.03.2019	2484	Payroll administration	£10.49
Roy Davey Agricultural Contractor	28.03.2019	11412	3 bags of road salt	£342.00
CALC Ltd.	01.04.2019	1920-191	Annual Membership Subscription	£563.22
Downhouse Church Trust	n/a	n/a	Donation to upkeep of churchyard	£85.00
CORMAC Solutions	02.04.2019	IN080154	New grit bin	£239.09
NEST Pensions	18.04.2019	n/a	Employer's Contribution @ 5%	£37.40
<b>TOTAL</b>				<b>£1,820.13</b>