

**STOKE CLIMSLAND PARISH COUNCIL**  
MEETING OF THE STOKE CLIMSLAND PARISH COUNCIL HELD ON  
MONDAY 20<sup>TH</sup> AUGUST 2018 COMMENCING AT 7.30PM IN THE PARISH HALL

**PRESENT:** Sarah Ross (SR) (Chairman), N. Cooper (NC) (Vice Chairman), S. Bruna (SB), M. Howlett (MH), S. Cazaly (SC), P. Barriball (PB), J. Forbes (JF), C. Vulliamy (CV), J. Coumbe (JC)

**IN ATTENDANCE:** R. Jackaman (Clerk)

5 members of the public (3 left after 18/08/03, 2 left after 18/08/8/6).

Cllr Burden (arrived at 18/08/05 left after 18/08/09).

**SC/18/08/1** Apologies for absence: None

**SC/18/08/2** Declarations of Interest: C. Vulliamy in 18/08/6.2

**SC/18/08/3** Public Session:

Three members of the public in attendance made a representation relating to the Tree Preservation Order imposed at Old Mill, which is only valid for six months and expires on 5<sup>th</sup> September 2018. Five of seven households in Old Mill have written to Cornwall Council asking to extend the TPO but have not heard anything back. Concern was expressed that the trees to north of stream absorb a lot of the water and help prevent flooding, trees on the hillside keep the topsoil in place, three properties have preservation orders attached to deeds as good husbandry clauses, these should also be taken into account. North of the stream preservation is necessary. Trees have been removed or cut by new owner on the south of the stream, he wants to keep the trees on the north. It is requested that a letter is sent from the Parish Council to Cornwall Council.

It was noted that irrespective of the preservation order any tree in excess of 6" diameter needs a felling licence. The Parish Council rejected planning of any description on site when the application was submitted and the TPO was put on by Natural England and Environment Agency. That being the case, nothing has changed and therefore there is strength to the request.

**ACTION RJ to write to Cornwall Council, Natural England and the Environment Agency to inform of potential breach of the TPO and request the existing TPO be made permanent.**

**SC/18/08/4** Minutes: To approve the Minutes of the meetings held on 16<sup>th</sup> July 2018.

Amendment request from JC: 18/07/7.2 should not read 'rumble strips' but 'peripheral hatching'.

Amendment request from PB: SC/18/07/7.7 The No. 2 account which is for playground equipment, is the surplus from money raised via HLF, Viridor, Hingston Down Quarry grant and others which was spent on playground refurbishment, it does not belong to the community as stated in the minutes. It was agreed to take out the sentence regarding the community.

It was proposed by JC, seconded by NC and RESOLVED that, following these amendments, the minutes of 16<sup>th</sup> July 2018 were accepted.

**SC/18/08/5** Conduct at Meetings: Declarations, Dispensations, Structure of Meetings

SR reported on the recent Chairman Training on the need to update Standing Orders. There is also a need to be strict with the order of speaking and avoid repetition to speed up business.

Declarations: if a councillor declares an interest on a matter to be voted on under 3.5a of the Code of Conduct, they can give a statement and answer questions and then leave the room when a discussion and voting is to take place. Dispensations can be issued if deemed appropriate when a matter is to be voted on but should be avoided; if no vote is required then the councillor is welcome to remain and discuss or comment.

**ACTION: RJ to draft new Standing Orders and SC, SB, NC to set up a committee to redraft the existing Standing Orders.**

**SC/18/08/6** Matters Arising:

1. Venterdon Bus stop: update on plans for construction:

SC has spoken to Queensbury Bus Shelters who have quoted for three potential shelters, he also consulted with Littlethorpe and Shelterstore. SC has produced a table with costs and designs clearly illustrated. Queensbury have offered to create the foundation, the other firms want a base in place before construction, they have sent plans of the base they need. SC is waiting for contact back from CORMAC as they normally provide the bases for Queensbury. If CORMAC produce the base and change the surface water drain to prevent problems later. Cornwall Council are providing a grant of £3k towards the shelter, the costs in excess

of £3K grant are c.£5K. Factors such as the practicalities of location, weather direction, and the narrowness of the site were discussed and the potential need for a small retaining wall behind it. SC needs to get confirmation from CORMAC to put the base in. There is an 8-10 weeks order time. Assuming that CORMAC come up with a price for the base which is competitive PB proposed that the Sherwood model be purchased from Queensbury, NC seconded, 8 agreed, 1 preferred another model, motion carried.

It was proposed by JC, seconded by NC and RESOLVED that SC be permitted to go ahead when reply is received from CORMAC.

2. Lockett Playground: update on transfer to Parish Council:  
Louise Power has tracked down three quotes from solicitors for conveyancing. After discussion it was proposed by MH, seconded by PB and RESOLVED that Earl & Crocker be approached to undertake the work.  
**ACTION: RJ to contact Earl & Crocker**
3. Bray Shop Bus Stop: quotes on demolition. Three firms have tendered. After discussion it was proposed by NC, seconded by SC and RESOLVED that Tamartrades be asked to complete this work. RJ is requested to confirm that topsoil can be returned to the site.  
**ACTION: RJ to contact Tamartrades**
4. Venterdon Duck Pond: quotes for 'pet safe' removal of rats  
Three quotes sought, only two firms responded. After discussion it was proposed by MH, seconded by CV and RESOLVED to contact MAD Pest Control and ask them to proceed.  
**ACTION: RJ to contact ADM Pest Solutions.**
5. Stoke Climsland Village Green: quotes for purchase and installation of early years slide.  
RJ has had no more luck the LP in finding early years slides which can be secured into the ground. All the relevant pieces of equipment exceed the budget available. After discussion of the recent quote from Playscapes (who provided the existing equipment) it was suggested that this firm be approached to see if they can provide a slide which can be attached to one of the existing pieces of equipment  
**ACTION: RJ to ask playscapes about attaching a slide to existing equipment.**
6. Millennium Stone: renovation quotes. Three firms have been approached to tender but have declined or failed to respond. PB suggested that contact be made with Ian Piper at Minions who may be able to quote. RJ has also contacted the Town Clerk of St. Austell who has sent an enquiry to CALC about restoring their War Memorial and has asked her to pass on any helpful responses.  
**ACTION: RJ to contact Ian Piper.**
7. Venterdon Noticeboard: quote for replacement and repair. Tavistock Sawmills have been approached to quote. After discussion it was proposed by SC, seconded by SB and RESOLVED to order the noticeboard but to collect it so as to avoid the delivery fee, NC to fit it to the existing poles.  
**ACTION: RJ to contact Tavistock Sawmills and confirm order**

#### **SC 18/08/7 Planning:**

**PA18/07227: Mr & Mrs D Kinsman, 6 Dingle Close Stoke Climsland** Single storey extension to the side of the dwelling.

NOTES from planning officer:

There is no recent planning history for this property. The proposal will not impact the pedestrian or vehicular access to the property. The proposed extension will be on the Eastern elevation and internal measurements will be 3.6m x 2.7m (9.72m<sup>2</sup>) The proposed materials will match the materials used on 6 Dingle Close (white render finish on exterior walls, brown concrete roof tiles and white upvc windows and doors). There will be a window on the South elevation facing number 5 Dingle Close. Additionally, the proposed bedroom will measure approx. 3.3m x 4 m approx. and a bedroom with en-suite is proposed. There will be an entrance door small en-suite window and 1.2m x 1m window serving the proposed dwelling situated on the eastern elevation ( this faces the applicants own garden area) From an initial assessment I don't have concerns with this proposal, the scale and design seems appropriate and in keeping with the area.

It was proposed by PB, seconded by CV and AGREED that this application should be supported.

**PA18/07503: Mr G. Middleton-Batts, Karrjiow Stoke Climsland Callington Cornwall PL17 8QF**

Non-material amendment to amend the rear doors to sliding, an additional fixed panel to the bedroom area with a top opener. Creation of a division wall between the bedroom areas, to give privacy with retention to the front elevation, with amendments to the revised internal layout. To keep the existing stone wall on the west internal elevation in respect of decision notice PA17/07576.

**ACTION: RJ to check against original restrictions on approval and that this is a 16<sup>th</sup> century house.**

**Enforcement:**

**Refusals, Approvals and Appeals:**

**PA18/02897: Mr & Mrs Nigel Gunner, Land Adjacent to Laurel Cottage Higher Downgate Callington Cornwall:** Change of use of and extension of stable to provide dwelling. Approved.

**PA18/04667: Mr G L'Arbaestier, 3 Dingle Close Stoke Climsland Callington Cornwall PL17 8PL:** Proposed porch. Approved.

**PA18/03786: Mr Roy Durand, Land Adjacent Norton Barton Stoke Climsland Callington Cornwall:** Development of a dwelling. Refused.

**PA18/05966: Vanessa Martin, Land North West of Park Hill Cottage Higher Downgate Callington Cornwall** Application for a non-material amendment to PA17/009621. Approved.

**SC 18/08/8** Items for Report and Discussion

1. Report from Cllr Burden.

Four days ago, Cornwall Council announced that they're planning to build 3500 extra care units in Cornwall.

Talks are progressing on a new Launceston library as the current building is not fit for purpose and has inadequate disabled access; it is likely to be torn down and a new site has been identified. This is good news for Launceston, most importantly to have capacity, an IT suite and Registrar's Office.

The Chief Executive of Cornwall Council visited the division at the end of August, Cllr Burden took her to Kit Hill and Callington and also visited Stoke Climsland Primary School and saw the new traffic measures.

Primary school numbers have been dropping recently, the new school at Launceston is now only building two classrooms as a result.

SR asked about the TPO at Old Mill as discussed in the Public Session. Cllr Burden suggests contacting the Tree Officer for Cornwall Council for enforcement and requested that he be copied into any correspondence.

2. Discussion on Boundary Commission consultation: Cllr Burden says that no objections have been received in East Cornwall. Stoke Climsland is now linked with Altarnun, covering Kit Hill to Jamaica Inn. This will be maximum size with three more parishes added. MH commented that it is reassuring that the division will remain strongly a rural ward which was a concern. It was proposed by JC, seconded by SC and AGREED to ask if the name of the new division can be 'Stoke Climsland & Altarnun'

**RJ to contact Local Government Boundary Commission to suggest this.**

3. Update on Parish Hall meeting with Prince's Foundation:

MH reported on the meeting as the Parish Council's representative. A large meeting is planned with Village Hall Committee and Duchy of Cornwall, setting the scene for consultation. The survey deadline has been extended to the middle of September to give more people chance to respond, especially the schools. There has been a very good uptake, Deri Parsons is overseeing and is nearing 100 responses. The lease documentation will be examined with the aim of formulating a Charitable Incorporated Organisation (CIO), Sue Watts is heading this with Action with Communities in Rural England (ACRE). Documentation has got to be in tandem with the lease. There will be a meeting with Chris Matthews from Duchy of Cornwall to finalise. A two-part meeting on Friday 5th-Saturday 6th October 2018. The Friday will be an open meeting to comment and respond, the Saturday meeting will be invitation only and will include a workshop; selected groups and organisations within parish and beyond to attend.

4. Parish Council response to survey re opinions on Hall Grant:

**ACTION RJ to send suggestions from last meeting to PHC.**

5. Report on Community Network Highway Scheme: A letter was sent to Christopher Sim by Louise Power containing the request list, a reply was received with the necessary documentation attached, including form to complete. Multiple schemes can be put forward, complete a form for each one.

**ACTION: RJ to complete forms and send in to Caradon and Launceston, North Cornwall.**

6. Parish Council email protocols:

Advice from Sarah Mason

- i) It is important that members have an email address which is uniquely for their role as a councillor. It is their nominated email address for correspondence and therefore can be in the public domain if they permit. This email address can then be turned off when the member ceases to be a councillor, but also ensures that you meet the obligations of Code of Conduct and the requirement for confidentiality.
- ii) Members should avoid extensive email discussions outside of meetings. If there is a discussion to be had, it must be done in public so that the decisions are made as a result of the debate rather than in private by backroom discussion. Whilst emails are easy to use and are immediate, they are publicly available under Freedom of Information requests and should be avoided.
- ii) The General Data Protection Regulations require an individual to give express consent for sharing of attributable data such as email addresses. Members should be very wary of using the reply to all feature and local advice suggests that using the bcc function will help ensure that there is no unintentional breach.

It is advisable that we get gov.uk domain for the website and corresponding gov.uk emails for every councillor. More appropriate and more secure. The current website host TSO which is a subsidiary of Paragon, is registered with JISC as a suitable host.

**ACTION RJ to look into further and advise at next meeting, costs are a concern**

7. Dealt with in SC 18/08/5

8. Communications: Press and Social Media RJ is compiler of the OSN so has relieved SB of the task of producing the piece for the magazine. RJ admins a Facebook group called Stoke Climsland Hub, which has an associated group called Stoke Climsland Noticeboard.

It was proposed by NC, seconded by MH and AGREED to put agenda on Facebook SCH, JF abstained.

9. Clerk Administration: Payroll and Training

CALC training coming up:

3<sup>rd</sup> October at Lanivet Minutes & Agendas £65 + VAT

15<sup>th</sup> October Carn Brea Forward Planning and Budgeting £30 + VAT

12<sup>th</sup> November Launceston Standing Orders workshop £30 + VAT Nigel and Ren

**ACTION book these ask to split costs with St. Mellion PC**

Payroll: needs to be administered for NI, Income Tax, Pension. St. Mellion uses Angela Greenhough who charges £10.49 per month and produces a payslip. Clive Kidman says c£5 a month. RJ would prefer the same person to do both and given there is an existing relationship with Angela would prefer she do it.

It was proposed by JC, seconded by SB and AGREED that Angela Greenhough should be asked to administer payroll.

**ACTION: RJ to contact Angela Greenhough**

10. Technological Requirements: Smart Phone, External Storage. RJ has found a suitable package for an iPhone with Virgin at c£18 a month, 32gb storage, 1gb data. RJ has researched purchasing two encrypted memory sticks which could be exchanged between the chair and clerk at meetings to ensure disaster planning. PC World has a suitable SANDISK Ultra Fit USB 3.1 Memory Stick - 64 GB for £17.99

It was proposed by JC, seconded by NC and RESOLVED to purchase the above items

11. Car Parking in village and at school drop-off: This item was requested by David Crawley, who could not attend, to be added to the agenda for the next meeting. Discussion of restricting SORN vehicles around the green, are there any restrictions we can put on this? Write a general letter round the houses on the green. Duplicate in OSN and in Facebook.

**ACTION SR and RJ to compile a letter/notice.**

**SC 18/08/9** Highways and Maintenance:

Little notice given of emergency road closures, RJ passes on emails as they come in but often the closure is already in place.

Recent Lockett closure was due to a water leak.

Chamber Lane in Hampt to Alston junction needs work as is being used as a shortcut when diversions in place.

**ACTION: RJ to contact Cornwall Street works Team to alert them to the situation at Chamber Lane.**

**SC 18/08/10** Correspondence:

Email from John Wilmut about possible use of office space in Old School:

*Not regular use but occasional would be useful.*

Email from John Prescott re: use of Lockett as a rat run during the diversion from Gunnislake.

*SC propose to pass on letter to highways SB all agreed*

Letter from John Prescott to the Treasurer of The Old School Trustees cc-ed to the Parish Council re: Parish Hall Project. *Read and noted*

**ACTION: RJ to respond as directed.**

**SC 18/08/10 Finance**

Bank mandates have been updated, signatories are now: SC, PB, SR, and NC, SB have been added. Discussion of Dave Labruyere's extra charge, suggest a requirement that invoices need to be received a week prior to meetings to be approved at that meeting.

**Payments:**

It was proposed by JC, seconded by NC and RESOLVED to sign the cashflow and payment schedule.

**Receipts:** NONE

**SC 18/08/11 Items** for Agenda for next meeting:

North Alston Planning issues (LOOK UP)

Car Parking in village and at school drop-off:

Community Facilities Group report

.gov.uk Domain names and emails

**MEETING CLOSED AT 10:36pm**

**SC 18/08/12 Date** and Time of Next Meeting: 7.30pm in Parish Hall on 17<sup>th</sup> September 2018

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

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**Stoke Climsland Parish Council**

**Payment Schedule Current Account**

DATE	Invoice Date	Invoice #	Description	Amount
	20th Aug 2018			
D. Labruyere	30.06.2018	1378	for fencing Ducklings Playground	£1,857.64
D. Labruyere	18.08.2018	1385	for additional expenditure re: above	£285.30
AED Locator	14.08.2018	2647	Monitoring charge	£378.00
L. Power (former clerk)	20.08.2018	96	Wages	£424.00
R. Jackaman (clerk)	20.08.2018	97	Wages (20 hours for July)	£202.14
R. Jackaman (clerk)	20.08.2018	97	Re-imburement for stationary	£5.50
CALC	26.07.2018	1819-355	Chairman Training	£36.00
<b>TOTAL</b>				<b>£3,188.58</b>