

STOKE CLIMSLAND PARISH COUNCIL
MINUTES OF A MEETING OF THE STOKE CLIMSLAND PARISH COUNCIL
HELD ON MONDAY 18TH FEBRUARY 2019 AT 7.30PM IN THE AH ROOM AT THE OLD SCHOOL

PRESENT: Sarah Ross - Chair (SR), Nigel Cooper – Vice Chair (NJC), Martin Howlett (MH), Caroline Vulliamy (CV), Stuart Cazaly (SC), Shirley Bruna (SB), James Coumbe (JC), Philip Barriball (PB). (PB left the meeting at SC 19/2/11/3).

IN ATTENDANCE: Ren Jackaman – Parish Clerk (RJ), (one member of the public, arrived at SC 19/2/5/1).

SC 19/2/1 Apologies for absence: David Crawley (DC), Jerry Forbes (JF) Cllr Neil Burden (NB)

SC 19/2/2 Declarations of Interest & Requests for Dispensations: CV requested a dispensation for Lockett Swings Committee, which was granted for one month in order that she may share vital information to facilitate the transfer of Lockett Playground to Stoke Climsland Parish Council.

SC 19/2/3 Public Session: NONE

SC 19/2/4 Minutes: To approve the Minutes of meeting held on 21st January 2019. Amendments made as follows:

SC 19/1/5/1 Venterdon Bus Shelter - SC requested that the name of Mark Lahera be added as the person who made a site visit and that the sentence 'It is unclear whether the £3K grant will cover the groundworks because the CORMAC quote has not yet come through. CORMAC will also cover the road closure' be removed for reasons of factual accuracy.

SC 19/1/1/1/2 Lockett Playground – CV asked that the word 'attempting' be altered to the word 'going'.

RJ requested that in future notification of amendments be made when the minutes are still in draft form, these are sent to councillors during the week following the meeting, leaving at least a fortnight for any amendments to be made.

Following these amendments, it was proposed by SC, seconded by SB and RESOLVED to accept these minutes as a true record of the meeting of 21st December 2019, all in favour.

SC 19/2/5 Matters Arising:

1. Venterdon Bus Shelter: SC the grant application has been processed and £1500 has been allocated to this project, rather than the maximum amount of £3000. SC has queried why a lesser amount has been granted. Clarification offered that the funds are allocated based on cost of shelter. SC has queried this with Rob Waters and has now been asked to query this in writing. SC has chased Alan Ibbotson about the quotation and has discovered the Mark Lahera is now leaving CORMAC. Alan Ibbotson has now said that we may need planning permission for the shelter. These matters were agreed up to two years ago. SC has researched this and has found that planning permission is not required as a rule. He has also spoken to the Planning Department about this who could not provide a satisfactory answer, so he was referred to someone at Customer Relations who has received the whole of the correspondence and is now reviewing it. SC will also contact Cllr Burden to chase the matter up.

SR asked if it was possible to put the bus shelter somewhere else, SC confirmed that the location has been chosen as the most sensible in relation to the bus route.

SC will report again next month on developments with customer relations and CORMAC.

2. Lockett Playground: RJ is meeting with Terry Housdon of Fields in Trust on 21st February to discuss the process of registering the Downgate playing field and possibly the Village Green. Earl & Crocker have established that there is a clause in the Fields in Trust agreement which means that the Lockett Swings Committee have to seek their permission

to convey the land. RJ has asked Terry Housdon about this and he confirms that permission will be granted; a form needs to be completed by Lockett Swings Committee and then the matter is reviewed at a bi-monthly meeting. CV has the relevant forms ready to complete.

Grant Application documents are still needed to establish any clauses which may leave the Parish Council liable to repay funds.

ACTION: CV to locate these documents and pass to RJ ASAP before the next meeting.

RJ has visited the site which needs some weeding and maintenance.

Richard Davies, a resident of Lockett has registered concern that there is an uncapped mine shaft not far away and that the fence required by the Duchy deed was never put up. CV confirmed that there is a pump shaft in neighbouring land, which is 6ft deep but which has been securely capped.

Richard Davies has also asked who is on Lockett Swings Committee and why none of their information is available in the public domain. CV confirmed that this is because the Lockett Swings Committee has no website or means of making these records publicly available. It may be possible to resolve this by making former minutes and a list of officers available via the parish council website when the proposed upgrade happens next financial year.

ACTION: RJ to contact Richard Davies and update him. RJ to contact Lockett Heritage CIC, as the new owners post Duchy of Cornwall, reference the proximity of any open mineshafts to play area.

RJ is enquiring with CALC and Earl & Crocker about the possibility of adopting the equipment. After discussion it was concluded that this will probably be overtaken by the conveyance of the land.

3. Millennium Stone Renovation: Still awaiting confirmation from Alex Piper of date that work will commence.

Items successfully actioned since last meeting:

- *New Village sign for Stoke Hill:* RJ has made enquiries with Cornwall Highways East to see if this matter is being addressed, no response yet.
- *Pot Holes by school and on the Lockett area roads:* RJ has reported these via the interactive map.

RJ reminded those present that the interactive map can be used by anyone to report potholes, fly-tipping, footpath issues etc.

SC 19/2/6 Planning:*

Applications:

PA19/00104 Mr & Mrs T. Selwood, Old Lockett Station, Lockett Hill, Stoke Climsland, PL17 8HB

Retention of log cabin for use as holiday accommodation - Mr And Mrs T Selwood

CV commented:

"This is a world heritage site, Lockett station is an unusual survivor of the industrialisation of rural Cornwall, and the infrastructure created to serve the mineral extraction. The proposed building would be on the specially created slipway up to the Mineral Railway, for transporting product from the large mine at Lockett (copper, tin and arsenic) to be taken away for smelting, processing and export. The slipway should continue to be left clear, as an original feature of the group and World Heritage Site.

The Station House, its platform buildings on either side, railway track and bridge adjacent form a very well-preserved example. As a group it should not have any more intrusions (there are already approximately three extra buildings, but further out of sight).

The view from Monks Cross down to Lockett Station and on to the River Tamar is a key point in this exceptional landscape. Any further intrusion into the setting of Lockett Station and its relationship with the view beyond would have to be very exceptional and fully justifiable. There is no sign of any soil testing, although during the later 19th century this is where the product of Lockett's 12 arsenic calciners would have been taken out, Lockett was a major producer of arsenic."

A lively discussion followed, during which it was noted that the location plan doesn't actually show the building.

It was proposed by SC, seconded by PB and RESOLVED not to support this application. 7 in favour, 1 against.

PA19/00784 Mrs. D. Parker, 46 Kyl Cober Parc, Stoke Climsland, PL17 8PH

Works to trees in a Conservation Area namely to reduce size of mature sycamore tree from 10m to 8.8m

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

PA19/00850 Mr & Mrs Williams, Manor Cottage, Barn, Stoke Climsland, PL17 8NZ

Listed Building Consent for provision of gas supply to curtilage listed building, including gas boiler and radiators.

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

PA18/10853 Mr & Mrs T. Selwood, Old Lockett Station, Lockett Hill, Stoke Climsland, PL17 8HB

To review updated plans, information only. CV noted that the amended plans appear to be wrong, the two drawings mainly show two alternative roof shapes for one end. The error relates to disagreement between the plan and one of the elevations, which has its two ends reversed.

ACTION: RJ to note these comments and resolutions on the online planning register.

Enforcement, Refusals, Approvals and Appeals:

PA18/10853 Mr & Mrs T. Selwood, Old Lockett Station, Lockett Hill, Stoke Climsland, PL17 8HB

Construction of Single storey extension with balcony over and alterations (re-submitted plans). AWAITING DECISION

PA19/00156 Mrs Hayley Butler, The Retreat, Lockett, Callington, PL17 8NJ

Works to trees in a Conservation Area, namely works to trees T1 Willow; T2 Holly; T3 Magnolia and T4 Tree covered with Ivy. AWAITING DECISION

Other Planning:

Planning & Enforcement at Taylor's Shop and Stoke Road: Both these items have been reported to the enforcement team. The former is under investigation and the latter has been confirmed as not in breach.

SC 19/2/7 Regular Updates

1. Duchy College: SR reported that recently someone was witnessed driving recklessly on the football pitch at the college. SR, MH and RJ will be meeting with the campus team again on 7th May 2019.
2. Parish Hall Project update: MH reported that there is a meeting with Chris Matthews on the 12th March to finalise the details of the lease with the Duchy of Cornwall. The survey results are in and have been handed over to the Prince's Foundation. Listed building status has now been accepted as Grade II.
3. Community Facilities Group update: Nothing to report.
4. Report on Community Network Highway Panel: RJ will be meeting with the new Caradon CNP community officer, Helen Fincham on the 25th February and will be attending the next CNP meeting, which is on the 7th March.

SC 19/2/8 Items for Report and Discussion:

1. Report from Cllr Burden: Cllr Burden was not able to attend this meeting.

2. Telephone Kiosks & AED Defibrillators: The Lockett Village Association have decided that installing the AED in the empty telephone kiosk is the preferable option. They have also created a sub-committee to organise fundraising. MH and RJ are to serve on this committee. They will raise funds towards the rental, connection of electricity and painting the kiosk (excluding VAT). The Parish Council is to pay for these items and claim back the VAT.

Since this last meeting RJ has received several quotes from Western Power which indicate that connecting the AED to the side of the Social Club and using the electricity supply of the building rather than the electricity pole would be considerably cheaper. To connect up the kiosk will now cost c£1K, whereas the cheaper option could be done by a local electrician. RJ has sent these quotes to the secretary of the LVA for further investigation. Raising funds for Downgate is a more complex issue as there is no community organisation or place to congregate. Solutions include using the 'Residents of Downgate' Facebook group to advertise a public meeting to ask for support and volunteers.

ACTION: RJ to progress raising interest in Downgate.

3. Village Parking: RJ has established that the 1987 conveyance of the Village Green specifically states that any enlargement of the car park at the southern end must be only with permission of HRH Prince Charles. Therefore, suggest that an approach with regard to this permission be made to the Prince's Foundation representatives, possibly also for help with funding. RJ has identified other potential sources of funding from Rural Funding Network:

The Aviva Community Fund:

www.avivacommunityfund.co.uk/voting/user/aboutthecompetition

The TNL Community Fund:

www.tnlcommunityfund.org.uk/funding/programmes/national-lottery-awards-for-all-england

MH pointed out that the deed refers only to the southern end car park and not the northern end. He also noted that in the deeds that Rowden Field needs a new tenancy agreement as the current one was only for three years.

ACTION RJ to review any documents held in the village archive for more recent tenancy agreements and if none found, to seek advice about renewing the tenancy agreement.

4. SORN Vehicles: SORN vehicles in Lockett and Village Green have been identified and checked on the DVLA website. Two are abandoned in Lockett and one SORN, two SORN at the Village Green plus the horsebox. Details of ownership applications cost £2.50 per vehicle. The DVLA has confirmed that the responsibility rests with the Parish Council to remove these vehicles.

ACTION RJ to contact Sarah Mason at CALC and ask for advice as to legal position with regard to removing the cars.

It was noted by SR that the Whitebeam Trees on green need tidying:

ACTION SR seek advice from local tree surgeon and report back at March meeting.

5. Grit Bins Update following recent snow: JC confirmed that the bin he has checked has not been used.

ACTION JC to check contents of all the grit bins before next meeting.

6. Allotments Register: RJ needs an accurate record of who rents which plots at both Stoke Climsland and Lockett, plus contact details for the same and a record of any empty plots. This is becoming urgent as end of financial year approaches.

ACTION: DC & CV to deliver any relevant paperwork to RJ for collation before March meeting.

7. Community Resilience Network: RJ has begun work on the template, this is an ongoing project and RJ will report back when more complete.
8. Polling District and Polling Places Review: (SC left the room at 21:29 returned at 21:30) This review begins on Monday 4th March 2019. By law, Cornwall Council must conduct a polling district and polling places review every five years. Our latest review is due now and must be completed by the end of January 2020. In March 2019, there will be consultation with every town and parish council in Cornwall and invite comments on the suitability of polling stations and voting arrangements at elections in their area. The review will aim to ensure that voting arrangements for future elections suit the needs of the electors in each area.

After discussion it was noted that since the removal of the caravan option in Downgate a significant proportion of the parish has some difficulty in getting to a polling station. Stoke Climsland has a very good poll percentage turnout but this dropped slightly when the Downgate polling station was cancelled due to issues with disabled access.

ACTION: RJ will request arrangements for a polling station in Downgate and query the option of Cornwall Council funded transport options for residents in outlying areas.

SC 19/2/9 Highways and Maintenance:

CV raised issues at Old Mill, the occupant of Dingle Farmhouse, selling logs, has been running a cable across the road. NJC noted that this matter has been reported in the past.

ACTION RJ check the situation viz a viz existing enforcement report.

SC 19/2/10 Correspondence*:

- Email of 5th February 2019 from Michelle Turner: Regarding - the Kingston Road junction with Horsebridge Road, Stoke Climsland

*“May I ask that the following be raised at the next Parish Council meeting:-
In the last year, I have noticed that the road markings at the said crossroads are becoming less evident, making it difficult to identify that it is in fact a crossroads. Persons unfamiliar with driving in the area would also find it difficult to recognise where priorities lay at the junction. I have been present when there have been a couple of 'near misses'. May I ask that Highways be contacted and that the road markings can be reinstated to an acceptable and lawful standard?”*

Due to the recent snow I also wish to raise concerns regarding the lack of 'salt and sand bins' at this difficult and busy junction. Installation of such a valuable facility would do much to improve safety at the crossroads. This would in turn reduce the opportunity of any accidents.”

In response to this request, RJ has contacted Cornwall Highways East about line painting. It was noted Cornwall Council will not pay for new grit bins unless they are by a school, pedestrian crossing or similar. Therefore, the Parish Council would need to buy one. Costs range from £42 + delivery at gritbins.com but these are not as sturdy as required. CORMAC provides new grit bins from £186.78 including and delivery.

JC pointed out that this was not the only crossroad in the parish where these factors applied and that the cost of providing grit bins at all of them would be prohibitive; he therefore recommended that Cornwall Council be approached to see if they would provide a bin.

ACTION: RJ approach Cornwall Council and enquire about a new grit bin.

- Deri Parsons: the NDP committee has engaged the services of consultant Steve Beresford Foster via a grant from Groundwork UK and he will be working with the NDP team to produce a draft scheme for discussion. As part of this they will be holding a consultation event on Tuesday 26th March, in Parish Hall 6:30pm to 8:30 pm (pasties will be provided) to which the PC as primary stakeholders are invited. It is not an open meeting as this will be arranged later in the process but other reps of the community and major stakeholders will also be invited.
- Letter received from D. Kinsman of 6 Dingle Close:
"We would like to put mains gas into our bungalow and we would like to bring the pipe across the grass area at the junction of Dingle Close, where the noticeboard is, we spoke to Richard Sandercock and he said he gave the ground to the parish council. We would like your permission to dig a trench across the grass, we would make sure it was left neat and tidy after the pipe was laid. If it's OK to cross the grass area we need written permission to send to Wales & West Utilities to get an estimate of cost."

It was noted that there are no deeds for this piece of land or the duck pond in the Clerk's keeping and that this land gift was probably verbal in nature.

ACTION: RJ to send a letter to give permission, to seek relevant documents in the village archive and check with Land Registry if this land can be formally adopted, to be updated at next meeting.

SC 19/2/11 Governance:

1. GDPR/IT & Communications: RJ has volunteered to be part of a sub-committee to establish a middle ground between archival retention schedules and GDPR.
2. Annual Policy Reviews: Annual meeting coming up requires a review of all policies. We must have Financial Regulations, Publication Scheme and Risk Assessments by law.
 - Risk assessment was last updated in 2015 need to remove Bray Shop bus shelter and do a re-assessment of others. Will need to add Lockett Playground when it is conveyed.
 - Publication Scheme: looks to be in order at first glance by RJ will check best practice to make sure.
 - Financial Regulations: our latest version is from 2014, RJ will check against the best practice template from NALC and see if they are lacking anything.

Other policies we may need to consider improving or creating:

- Retention Schedule
- General Privacy Notice
- Any Other Suggestions?

ACTION: RJ to send SC risk assessments and asset register for updating, to be updated at next meeting.

3. Standing Orders Sub-Committee report: NJC, SC, SB will be meeting next week.
4. Register of non-pecuniary interests: RJ still needs to have details of councillors' interests.

SC 19/2/12 Finance:

Payments: see attached payment schedule* note late editions of rent to Duchy and payment for External Audit which came in after the payment schedule was published, added in accordance with the caveat at the foot of the agenda.

SC Queried the expense of the Wi-Fi bill for the parish hall, this will be raised by SR and MH at the Parish Hall Committee on Thursday 19th February.

It was proposed by NJC, seconded by JC and AGREED to approve the payment schedule for February 2019, all in favour.

It was proposed by NJC, seconded by SC and AGREED to approve the Cashflow Record, all in favour.

Receipts: NONE

Donations: following the query from last month's meeting regarding the Old School News, RJ has established that there was never a payment agreement for the column in the Old School News and no invoices have ever been issued for such a payment. The annual donation is intended to simply help with the costs of running the magazine, in line with parish council grants generally supporting community efforts. This has been confirmed by the current and former editor and in consultation with the Old School Office. Furthermore, payment for a column would be inappropriate since the Old School News does not charge for editorial unless it comes in the form of advertising.

It was proposed by NJC, seconded by MH and AGREED to donate the sum of £400 available in the remaining budget to the Old School News, all in favour.

SC 19/2/13 Items for Agenda for next meeting:

- Venterdon Bus Shelter
- Lockett Playground
- Deeds, Leases & tenancy agreements
- Trees on the Village Green
- DVLA & SORN vehicles
- Village Parking
- AED Fundraising
- Policy Reviews
- Mining at Kelly Bray
- Clerk additional hours.

SC 19/2/14 Date and Time of Next Meeting: 7.30pm in Parish Hall on 18th March 2019

MH gave his apologies for the next meeting,

Clerk: Ren Jackaman, Treehill Cottage, Lower Downgate, Near Callington, PL17 8LA Tel: 01579 370323

e-mail: parishclerkscpc@gmail.com website: www.stokeclimslanparish.org

Stoke Climslan Parish Council				
Payment Schedule Current Account				
DATE	18th February 2019			
PAYEE	Invoice Date	Invoice #	Description	Amount
R. Jackaman - Parish Clerk	31.01.19	n/a	Salary and Reimbursements	£513.20
Angela Greenhough Accountant	31.01.19	2444	Payroll administration	£10.49

Viking Direct	25.01.19	338330	Multipack 27XL printer cartridge	£74.02
Lockett Memorial Ground	n/a	n/a	Donation toward upkeep	£85.00
Venterdon Methodist Burial Ground	n/a	n/a	Donation toward upkeep	£85.00
Stoke Climsland WI	n/a	n/a	Donation in aid of Seniors lunch	£100.00
Stoke Climsland Parish Hall Committee	31.12.18	5	Rental of Parish Hall for meetings	£157.50
Stoke Climsland Parish Hall Committee	31.12.18	16	Wi-Fi Charges	£523.86
PKF Littlejohn LLP	27.09.18	SB201802962	External Audit Fee	£240.00
Duchy of Cornwall	13.02.19	128706	Rent for Venterdon Allotments	£30.00
NEST pension	10.02.19	n/a	Employer's Contribution @ 5%	£30.86
TOTAL				£1,849.93