

STOKE CLIMSLAND PARISH COUNCIL
MINUTES OF A MEETING OF STOKE CLIMSLAND PARISH COUNCIL
HELD ON MONDAY 21ST JANUARY 2019

PRESENT: Sarah Ross – Chairman (SR), Philip Barriball (PB), Caroline Vulliamy (CV), David Crawley (DC), Shirley Bruna (SB), Stuart Cazaly (SC)

IN ATTENDANCE: Ren Jackaman – Parish Clerk (RJ), Councillor Neil Burden (NB), four members of the public (one member of the public left after left at planning SC 19/1/6 Planning).

SC 19/1/1 Apologies for absence: Martin Howlett (MH), James Coumbe (JC), Jerry Forbes (JF), Nigel Cooper (NJC).

SC 19/1/2 Declarations of Interest and Requests for Dispensations: NONE

SC 19/1/3 Public Session: NO COMMENTS

SC 19/1/4 Minutes: To approve the Minutes of meeting held on 17th December 2018.

It was proposed by DC, seconded by SB and RESOLVED to approve the minutes of the previous meeting as a true record, all in favour (SC abstained as absent from last meeting).

SC 19/1/5 Matters Arising:

1. Venterdon Bus Shelter: Lee Quinney has been in communication with both SC and RJ and it is possible for the new shelter to be included as part of the One Public Transport for Cornwall Project (OPTfC), the new bus shelter design which is offered under the scheme was shown on the projector. It is glass and metal, not timber (which is what the residents have asked for). SC has got further with the other design and has applied for the £3000 grant from Cornwall Council to help with costs.

Alan Ibbotston, the Design Lead Project Manager for CORMAC has been in contact with SC and Mark Lahera made a site visit last week, he now has been given the details of the Littlethorpe shelter which has been chosen. He is happy with the proposals. One of the bollards need to be moved. Trial pits will be dug this week to confirm the drainage system underneath. A budget quote will be forthcoming within the next month. Any works will need an official road closure because the width of the road is less than 5 metres, this requires a period of three months official notice and will incur a £700 application fee. The power which is needed for the bus shelter display is on the other side of the road and so probably it will not have a powered display at this stage. CORMAC will liaise directly with the bus company and Littlethorpe.

DC asked why the electrical works are not picked up by the bus company? SC has not asked this question but commented that solar options are not available at the moment.

The OPTfC project may pay for the electrical set up, SC will ask Lee Quinney.

DC raised concerns about spending £7.5K plus foundation works on a shelter when the OPTfC option is free and commented that the glass design is also better for safeguarding issues.

A member of public asked to comment: 'As a resident and a bus user at Trevendon, I understand this this issue has gone on for several years, I suggest seeing the quote from CORMAC and the OPTfC option, compare the two and make a decision.' He

also commented that the bus shelter offered under OTPfC is a good design from the point of view of the user.

This suggestion was agreed upon and the matter will be discussed at the next meeting.

ACTION: RJ and SC to confirm with Lee Quinney as to costs of installing a shelter under the OTPfC and if possible, get a representative from OPTfC to come to the next meeting.

2. Luckett Playground: RJ has visited Anthony Earl who has confirmed that everything is in place to proceed. He has sent a list of questions which need to be answered in order to facilitate progress. The following remain unanswered:
 - o A Management agreement is necessary, one was found in the paperwork which appears to be the standard one which we have for all our existing playgrounds, is safe to assume that this will also be applied to the Luckett area once the PC own it? Committee wants to be kept in touch meeting once a year. CV confirmed that the paperwork referred to is what was agreed upon.
 - o We need the paperwork for any grants which were used to buy the equipment, this is so they can check for any clauses which might jeopardise the conveyance of the land. CV is going to locate these documents.
 - o The position re: registration as a Field in Trust has been clarified by FiT, the playground is protected under 'Green Spaces for Good' but does not yet appear on the website for technical reasons. RJ is to meet with Terry Housdon of FiT to discuss options for putting all playgrounds on the register.
 - o The Luckett Swings Committee has not been registered as a charity, since there is no obligation to do so with an income of under £5K, voluntary registration does not seem to have happened and therefore there is no charitable status.
 - o There is a clause in the original deed which required a fence to be built around the ground. This has not been done because of concern over child safety. RJ has asked Anthony Earl to check how binding the clause is in relation to safety concerns.

ACTION: RJ to check with Sarah Mason and Anthony Earl about adopting the equipment now that lack of charitable status has been confirmed.

3. Grit Bins: The bins at Luckett Hill, Luckett post office and Downgate have been registered as in need of replacement, Cornwall Council have agreed to replace the Luckett Hill one. They have been filled.
4. Churchyard Maintenance: RJ has sent the details of CALC recommendations with regard to planning and insurance. The Planning Department at Cornwall Council has advised the church to put in a pre-app advice request for the container as it is unlikely to get planning permission and this would clarify that. A new location out of the church grounds is likely to be required.

DC suggests that the option of the Parish Council purchasing the container outright is likely to be the only financially viable one. It was noted that there is a need to fully establish the position re: planning permission before any further progress can be made.

ACTION RJ to find out if it is possible to close sections of a churchyard.

5. Items successfully actioned since last meeting:
 - *Millennium Stone Renovation*: Alex Piper has been in touch and will be getting to work in the New Year, date tbc.

- *Parish Clerk training:* ILCA has been successfully registered and first module of five completed, next meeting of the Society of Small Councils is on 29th January where RJ will meet her mentor.

SC 19/1/6 Planning:*

Applications:

PA18/10853 Mr and 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).

Mr. Selwood was present at the meeting and reported that the previous application was withdrawn after the architect spoke to World Heritage. They want to extend kitchen and square off the building, remove existing conservatory which is out of place. The next-door neighbour is overlooked from a distance but the new design would not be visible from the road

CV talked about what had happened previously and the relationship to the original building, she acknowledged the great improvement to window design but expressed concern about the increasing size of the property and the number of outbuildings, station platform is on a separate deed from the house.

Mr. Selwood commented that the previous owner put an extension on the house and the kitchen is very narrow, a 'through zone' is needed.

SR, SB, PB and SC commented that the new designs are a great improvement on the existing conservatory.

It was proposed by SC, seconded by SB and RESOLVED to support this application, five voted in favour, one against.

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.

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

ACTION RJ to record the above decisions on the Cornwall Council online planning register.

Enforcement, Refusals, Approvals and Appeals:

PA18/11080 Mr Lloyd, Trelane House, Road from Higher Hampt To Lockett Hill, Lockett, Callington PL17 8NH

Proposal: Oak tree, large heavy weighted limb overhanging oil tank and greenhouse, we propose to remove this limb back to point of origin leaving the main upright stem that has good form.

Decided not to make a TPO (TCA apps)

PA18/11045 Mr Patrick Newberry, Pendragon House Stoke Climsland, PL17 8NZ

Lifting of crowns, cutting down four weak self-sown trees and reshaping crowns (four trees) in the garden of Pendragon House.

Decided not to make a TPO (TCA apps)

Other Planning:

- *Current developments at Stoke Road:* a phone call has been received from a member of the public complaining that there appears to be some unauthorised development, including extensive fencing and some tree felling. NC has spoken to the owners who claim that the small building being constructed is intended to be a pig sty.
ACTION RJ forward to enforcement.
- PB noted that the issue of the new building at Taylor's Shop has still not been addressed by enforcement.
ACTION: RJ to report Taylor's Shop issue to enforcement again.

SC 19/1/7 Regular Updates

1. Duchy College: SR, MH and RJ attended a meeting at Duchy College on the 15th January, these meetings will happen on a regular basis to facilitate communication and cooperation between the College and the Parish Council. The decision was made to add Duchy College as a regular agenda item. Items discussed included responsibility for footpath between Duchy College and the village (the College are going to check the deeds) and the potential for students to do some work on re-surfacing; the prompt response by the college to reported problems with student behavior in the village and the improvements in onsite accommodation provision for under 18s. MH has been invited to biweekly farming meetings.
2. Parish Hall Project update: DC reported that a bat survey and an asbestos survey have been completed (no bats or asbestos were found), a drain survey will take place on Wednesday. The publication of the report has been put back to a date in spring (tbc). The architect will hopefully be coming down in February.
3. Community Facilities Group update: Nothing to report
4. Report on Community Network Highway Panel: Nothing to report

SC 19/1/8 Items for Report and Discussion:

1. Report from Cllr Burden:
 - Digital displays have come to Treburley bus shelters.
 - Council tax will be 3.99% rather than the lower figure given last month.
 - Advertising for a pop up on Kit Hill, ice cream van or burger bar, no one has taken it up in the last 3 years
 - The Environmental Service are coming under pressure to register footpaths in a more efficient way as the waiting list is currently 15 years.
 - NB has visited Duchy College, who were very generous and gracious about complaints which have been made. Cornwall Council offered them £500K to help with the new dairy unit and it has not been spent. They promised that they would be actioning it, the College Group have now been subsidised by £14 million by Central Government.
 - The St. Dennis incinerator is not working and has technical issues, there are some design problems.
2. Footpath Maintenance: Our local footpath officers are: Sophie Hunkin and James Clapp, all issues raised at the last meeting have been reported via the CC interactive map.
3. Telephone Kiosks: RJ has communicated with Charlotte Hicks and Steve Matthews of SWAST who have been very helpful with regard to the use of telephone kiosks to house AED Defibrillators.

The Lockett Village Association met on the 12th January, RJ and MH attended to help provide factual information. A discussion took place and the response was as follows: *"21 pre-submitted comments in general support and welcome the idea of installing a Defibrillator somewhere in Lockett Village. The question of a serviceable, practical and public accessible location is less clear. Whilst we appreciate the need to utilize the 'newly purchased' Red Telephone Box, maybe the automatic link to housing a Defib in situ seem less popular. Alternative suggestions of the Social Club external wall had been considered, but due to the very narrow 'pinch point' in the highway, with only a concrete doorstep directly into the road for any protection, plus a history of accidents and scrapes from larger vehicles, any installation would be considered vulnerable to both the equipment and the casualty.*

However, a wider understanding of how the footfall and dynamics of the village have changed, from days gone by of the Village Shop and Post Office, Post Box, Public Telephone Box and Village Notice Board all being in one area, with the Social Club just down the hill and the Chapel, Graveyard and Cricket Field further up in the other direction. With everything now gone, closed or knocked down, bar the Club and Graveyard, (the Cricket Field is on private ground), it could be suggested the 'new' centre of the village and footfall is the PC owned Car Park. Widely used by both residents and visitors, plus directly on the route of the Tamar Valley Discovery Trail, we have the benefit of full ownership and control."

It was requested that RJ explore options for relocating the kiosk from its current site to the Car Park, subject to BT permission and conservation officer approval. Similarly, it was suggested some form of interpretation boards of Lockett History, etc. could be incorporated with a new Community Notice Board at the same time.

Finally, it was agreed to further canvas villagers' opinion in reference to the above and then look to possible fundraising activity, with support from the PC re-maintenance, after each representative group committee meetings in the coming weeks.

The LVA requested that it be officially confirmed and recorded in the minutes that Lockett Village Association will not be expected to pay for any ongoing costs or lease renewal once the initial 4-year lease has been entered into. This was confirmed by all present and duly recorded.

RJ has raised an enquiry with the local team from Western Power and will meet them for a site visit on the 22nd January, at which time location options will be explored.

CV commented that the car park is within the flood plain.

Village Parking: DC gave a report on findings so far and illustrative maps were displayed on the projector. A 'standard' car parking space measures 2.75 x 5.5 metres, or 9' x 18', a 'compact' space measures 2.40 x 4.8 metres, or 8' x 16'. An 'average' vehicle 'lane' is 3.7 m (12'), but can vary between 2.7 & 4.6 m, (minimum is 2.5 – 3.5 m), – however, we are assuming 4.0 m (13'). A modern 'large' SUV/4x4 rarely exceeds 6' 6" wide – this would give a 2' 6" clearance either side if using a 9' bay (significantly more than many urban car parks). For this exercise we have assumed using 'standard' bays for the benefit of those who prefer not to have to squeeze in and out of their vehicle once parked, provided of course everyone is able/willing to park in the centre of 'their' slot.

Village Green: The width of the current car parking area at the top end exceeds 48 m, so if you assume 17 bays wide (as indicated on the map), they fit into that space at 46.75 m. A bay length of 5.5m and an access lane of 4m wide entails coming

into the green by 20.5 m from the road/parking boundary, or 23.5 m from the edge of the grass.

Sports Field: The parking bays are the same size as the village green. Because the boundary on the RHS having gone through the gate is narrower than 5.5 m, the bays are set at an angle to facilitate the length required, until the width becomes wide enough to go perpendicular to the road.

If parking at an angle, vehicles would have to reverse out onto the road and then go forward to a turning point before coming out again. However, the access road is less than 9' wide for most of its length which makes it impossible for cars to pass without going onto the grass on the football field side! Road widening would be expensive!!

ACTION: RJ to find out about possible funding, check the deeds for the green for any clauses which prohibit such development, contact Deri to put on agenda for CFG and put on agenda for next month.

4. Luckett Noticeboard: Thanks were given to Richard Vulliamy who has done a preliminary repair which seems quite sturdy. If and when we put a new noticeboard, the LVA have requested that it be relocated nearer the car park and the Tamar Trail.
5. Community Resilience Network: Consists of disaster planning by identifying resources and skills in the community to be called upon in an emergency, there is a template and lots of advice and RJ is happy to draft it. It would need to be renewed annually. Duchy College already have similar policies and have agreed to amalgamating effort.

It was proposed by CV seconded by DC and agreed that a Community Resilience Plan be drafted using the template provided by Cornwall Council, all in favour.

SC 19/1/8 Highways and Maintenance:

- RJ has reported potholes outside Stoke Climsland Primary School, on the road to Trehill from Downgate Hill. RJ has asked Callington Town Council about the flooding at Windsor Lane on the Kit Hill Road, they had not been aware of it, so RJ reported this issue as well.
- John Prestcott has drawn attention to the potholes on the road from Stoke Climsland to Luckett via Lidwell and Broadgate. Possibly up to several hundred metres where the roadside had collapsed. About 83 potholes, some quite large and some quite small.

ACTION: RJ to report these issues via the Cornwall Council interactive map.

- The following notification has been received and works are expected to be complete shortly.

Road Traffic Regulation Act 1984 S.14: Temporary Prohibition of Traffic

Location: Venterdon to Builders Yard Stoke Climsland

Timing: 21st January 2019 to 25th January 2019 (24 hours)

Reason for Emergency Closure: Repair burst communication pipe

Contact: South West Water Tel: 0344 346 2020

- SC noted that funding for a replacement village sign for Stoke Climsland had been promised by Cornwall Council some time ago, but nothing had been heard.

ACTION: RJ to follow up on this with Cornwall Council.

SC 19/1/9 Correspondence*: NONE RECEIVED

SC 19/1/10 Governance:

1. GDPR/IT and Communications: RJ has purchased two flash drives from Viking Direct, these will be used to back up all files on a monthly basis. The Chair will keep one flash drive and RJ the other, to be swapped at meetings.
2. Standing Orders Sub-Committee report: NC have worked up a 1st draft of the amended Standing Orders and submitted for comment to SB and then SC, quite a lot of deletions but not many changes. RJ will review the amendments then the draft will be referred to full council for comment.
3. Register of non-pecuniary interests: RJ has designed a spreadsheet, Councillors are requested to contact her with a list of interests if they have not already done so.

SC 19/1/11 Finance

Payments: see attached payment schedule

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

It was proposed by DC, seconded by SC and RESOLVED to approve the Cashflow spreadsheet, all in favour.

Receipts: NONE

Donations:

- Grant Application received from Lockett Memorial Garden, sum sought - not specified

It was proposed by DC, seconded by SB and AGREED to donate £85 towards the maintenance of the Lockett Burial Ground, all in favour.

- Grant Application received from Venterdon Methodist Church, sum sought - £85. It was proposed by DC, seconded by CV and AGREED to donate £85 towards the maintenance of the Venterdon Burial Ground, the all in favour
- Grant application received from The Old School re: Old School News, sum sought - £600.

CV noted that there used to be a financial arrangement with the Old School News for payment of a page of editorial in each month's edition but that no invoices for this had been received for several years. It was questioned whether this donation constitutes payment for the editorial in the magazine. After some discussion it was clear that an answer to this question was not possible and therefore this donation request was deferred to the next meeting.

ACTION: RJ to find out what happened about regular payments to the Old School News and include this donation request on the next agenda.

SC 19/1/12 Items for Agenda for next meeting:

- Venterdon Bus Shelter
- Lockett Playground
- Telephone Kiosks
- Village Parking
- Community Resilience Network
- Old School News
- SORN vehicles on Village Green and at Lockett

SC 19/1/13 Date and Time of Next Meeting: 18th February 2019 at 7.30pm in the AH Room at the Old School.

SR closed the meeting at 9:38pm

Stoke Climsland Parish Council				
Payment Schedule				
Current Account				
DATE	21st January 2019			
PAYEE	Invoice Date	Invoice #	Description	Amount
R. Jackaman - Parish Clerk	31.12.18	na	Salary and Reimbursements	£424.28
Angela Greenhough Accountant	31.12.18	2416	Payroll administration	£10.49
Viking Direct	09.01.19	265150	Purchase of two flash drives	£20.71
NEST Pensions	20.01.18	na	Employer's Contribution @ 5%	£29.93
TOTAL				485.41