

STOKE CLIMSLAND PARISH COUNCIL

MINUTES OF MEETING OF STOKE CLIMSLAND PARISH COUNCIL HELD ON
MONDAY 15TH OCTOBER 2018 AT 7.30PM IN THE PARISH HALL

PRESENT: Sarah Ross – Chairman (SR), Nigel Cooper – Vice Chairman (NC), James Coumbe (JC), David Crawley (DC), Martin Howlett (MH), Philip Barriball (PB), Jerry Forbes (JF), Caroline Vulliamy (CV)

IN ATTENDANCE: Ren Jackaman – Parish Clerk (RJ), Councillor Neil Burden (left at 18/08/7/7) and 4 members of the public (two left at SC 18/08/10/1).

SC 18/08/1 Apologies for absence: Stuart Cazaly and Shirley Bruna

SC 18/08/2 Declarations of Interest: MH declared an interest in PA18/02566/PREAPP as this property is a neighbour to his own.

SC 18/08/3 Public Session: Bonnie Lightfoot commented on the large amount of water which flows down Stoke Hill and washes material into the drain on the left at the bottom, thereby flooding the area around the entrance from Alren onto the road. She requested that CORMAC be asked to take out the left-hand side of the bank immediately prior to Alren Farm when they next resurface the road so that the drain on that side works permanently. She noted that at the moment the drain is repeatedly cleaned out only to get blocked again.

ACTION: RJ to contact CORMAC and pass on the request.

SC 18/08/4 Minutes: To approve the Minutes of meeting held on 17th Sep 2018.

It was proposed by MH, seconded by PB and **AGREED** by all to accept the minutes as a true record of the meeting.

SC 18/08/5 Matters Arising:

1. **Venterdon Bus stop:** update on plans for construction: As SC was unable to attend, this item was deferred to the next meeting. It was noted by MH that there has been healthy progress so far as SC gave a very detailed update when he last reported on this matter.
2. **Luckett Playground:** update on transfer to Parish Council: RJ has completed a schedule of all the relevant documents for SCPC properties and circulated it to councillors (see SC 18/08/5/3 below). RJ has checked and confirms that none of the SCPC owned playing fields are recorded on Fields in Trust. CV has contacted Earl & Crocker, RJ to take a copy of the land search record to Liskeard office. There is potential a conflict of interest if CV is the contact, as she is involved in both the Luckett Swings Committee and the Parish Council, therefore RJ as parish clerk to take over as contact.

It was proposed by MH and seconded by NC and **AGREED** by all that RJ become the point of contact with Earl & Crocker.

ACTION RJ contact Earl & Crocker and arrange to visit the Liskeard Office.

3. **Village Green registration update:** RJ has created a schedule of all the deeds and documents in her hands which relate to lands under SCPC ownership or lease (see SC 18/08/5/2 above) This has indicated the following:
 - Attempts to register the Village Green, Hingston Down and Kit Hill as common land appear to have been made following the 1965 Act, all failed on the basis of complaints from the Duchy and others. The complaints were likely based on the fact that Duchy land is not and never has been Common Land.

- Since this time the Duchy has gifted Kit Hill to the people of Cornwall and sold the Village Green and Lockett Car Park to the Parish Council in 1987 (no information about the Hingston Down lands)
- The village green remains unregistered and therefore this does not appear to have been pursued beyond 2009 (this is possibly because Vicky Tattersall resigned around this time and she was looking into it).
- The deadline for registering the green is 31st December 2020.
- None of these properties are registered on Fields in Trust

DC raised the issue that if registration is pursued at this time, it might negate the possibility of using a small section of the village green for new car parking, this would enhance facilities in the village as brought up in parish hall project workshop of the 6th October. There is the possibility of creating a ribbon around three sides of the green for car parking 'nose-in'. This would need to be done professionally and there is lots of topsoil to dig out, it was noted by CV that much of this soil contains mine waste. This would create a significant amount of parking and would resolve a number of issues including school drop off and obstructive parking for residents of the green. Alternatively, take a section from the top end as currently used for the flower show and by the Primary School when they have an event. This would be the area where the stones are currently set, which are moved to allow parking. This area could be prepared and tarmacked with marked spaces for efficiency, maybe three rows, 30-40 feet at top end.

To fund this the Princes Foundation may help as part of the Parish Hall project. Regardless of this project, it would solve a problem which has been around for many years.

SR commented that if this would be of benefit to whole parish then it would be an appropriate use of PC funds and asked for a rough estimated cost. NC estimated a £25K + cost.

MH suggested that the Community Facilities Group could talk about this and have already discussed using part of the Old School car park.

It was generally noted that any attempt to plan for such a scheme would start with a consultation with parishioners.

JC asked if there are other alternatives around school drop-off, such as the school improving the driveway to allow a 'kiss and go' option but NC confirmed that this option has been abandoned as impractical.

DC emphasised that this is not just about the village hall project, it's about all facilities, including the Old School, The Primary School, Church, Social Club and Post Office.

4. Items successfully actioned since last meeting:

- **Downgate Bin:** RJ has contacted Biffa directly at the suggestion of CC but has had no response, emailed on 12.09.18 rang on 08.10.18
ACTION: RJ will attempt to contact Biffa again.
- **Venterdon Duck Pond:** ADM Pest Solutions Reports have been received on a bi-weekly basis since baiting began, the bait is being taken but no dead rats have been found.
- **Early years slide:** RJ has contacted the supplier of the most recently identified option to ask about installation costs and RoSPA certification but has had no response. RJ has found some more firms and has contacted these. All advice indicates that to solve this problem will cost more than is in the budget for the

whole playground. The existing equipment is ten years old now and will need replacing at some point in the next few years, MH suggested that it be added to the list for the next playground upgrade, since purchasing the early years slide as a sole piece of equipment appears to be prohibitively expensive. CV has had contact from a parishioner who says that a small slide would not survive long as teenagers tend to use the equipment.

- **Remembrance Wreath:** RJ has spoken with Edna Evely, she no longer makes the wreath so advised that we ask a florist. RJ has got quotes for a medium sized circular wreath from three local florist, who all quote between £25-£45. This is much more than has traditionally been spent, so JC and MH suggested that RJ asks other local organisations who also lay a wreath to see where they source theirs. NC noted that the Royal British Legion provide wreaths. RJ will also ask Helen Dowdall or Callington Town Council to see if she knows of cheaper options. NC will lay the wreath the wreath at the service.

ACTION: RJ to source a cheaper option for a wreath and purchase before the service on 11th November.

- **Gunnislake New Bridge:** RJ has contacted Devon Highways and Cornwall Highways to enquire what system they have in place for coordinating works. The responses below were read out to the meeting.

Response from Tony Jasper at CC: I would like to start by mentioning the most recent closure of the A390 bridge at Gunnislake, which you are correct it's the responsibility of Devon County Council, and their responsibility to create the appropriate traffic regulation order to do so.

Due to them requiring the bridge closure, they are required to inform us of their intentions, and to engage with the bus operators, businesses, and the local county councillors.

Once this request is received, I would coordinated the diversion route and give approval to use Cornwall Council road network.

However the request and seeking approval was quite slow coming on this occasion by them, which meant a lot of hard work from myself and Cllr Dorothy Kirk (Gunnislake). We both sent numerous amount of emails to both Devon CC and their contractor Jacobs requesting additional signage, general correspondence with all regarding this closure, and arranging additional buses etc.

Unfortunately the closure at the bridge was managed and carried out by Devon CC maintenance contractor Jacobs, which resulted in there being a lack of communication for all concerned.

However we are in the process of taking this up with Devon CC, and looking at ways for them to improve their notification to us, and in an appropriate and timely manner.

I would just like to confirm that we (Cornwall Council) send all our request for approval to Devon CC with at least three or two months' notice of our intentions, and seeking approval for the diversion routes.

Therefore we seem to have a good system of working and provide them with enough notification to coordinate between ourselves.

Steve Dawe of Devon CC responds:

Thank you for your recent enquiry regarding the coordination of works between authorities. Under the New Road and Street Works Act 1991, section 59 stipulates that, a street authority shall use all their best endeavours to co-ordinate the execution of works of all kinds:

- * In the interests of safety
- * To minimise the inconvenience to persons using the street.
- * To protect the structure of the street and the integrity of the apparatus in it.

This also applies to the co-ordination of works involving statutory undertakers (utility companies) because of this act, local authorities and utility companies arranged in house street works teams so that works could be programmed in advance and avoiding clashes on the same network. We have now got to the stage where a map-based system highlights future works with individual icons for each utility or highway works, this I believe is available for public use via the Devon County Council website. With regard to specific co-ordination with our colleagues at Cornwall County Council, every effort is made to share information to utilise joint working where possible, however this is not always straight forward and is very much dependant on the type and duration of works. I hope I have answered your questions but as a Bridge Inspector I am only responsible for inspecting and minor maintenance of bridges in the south and west of the county, the recent works carried out at Gunnislake were conducted by a contractor working on our behalf and they would have been responsible for consultation with effected parties. If you require any further details regarding this matter I will try my best to answer them or re-direct your questions to someone better placed to answer.

SC 18/08/6 Planning:*

PA18/08476 Mr Andrew French, Dighouse Barn, Beals Mill, Stoke Climsland:

Extension which will provide a new kitchen and bathroom.

After lengthy discussion it was resolved to defer comment on this application until some clarification can be given as to whether an existing structure is being demolished or adapted as the extension named in the application.

ACTION: RJ to record this comment on the online planning register and get clarification from the Planning Officer

PA18/08281 Mr & Mrs R. Veal, Pendean, Lower Downgate, Stoke Climsland:

Proposed two storey extension to provide enlarged living space and an additional bedroom with ensuite.

It was proposed by PB, seconded by DC and **RESOLVED** to support this application.

ACTION: RJ to record this on the online planning register.

PA18/08427 Mr Timothy Lightfoot, Land North East of Higher Trip Cottage High Trip Lane Downgate, Callington:

Application for the construction of a storage shed for slurry/dung at the north end of existing cattle shed and the construction of a cattle shed with slurry/dung storage to the west of existing building.

Mr. Lightfoot was present at the meeting and confirmed that this application is being made in response to criteria set out by the Rivers Authority and others, which he is obliged to comply with.

It was noted that this development is in keeping with the uses of the site and is unlikely to cause problems to any residences, since it is remote enough to not be an issue. Further, it was noted that it is necessary to the operation of the farm.

It was proposed by DC, seconded by PB and **RESOLVED** to support this application.

ACTION: RJ to record this on the online planning register.

PA18/02545/PREAPP Mrs Verity Groom, Little Norton, Stoke Climsland

Pre-application: advice for a double bedroom dwelling , non-permanent for the use of holidays/pop up restaurant.

Comment from planning: The pre-app at Little Norton (PA18/02545/PREAPP) seems quite open in its description of proposal. Therefore, I do not have any comments to make until I obtain more information about the proposal.

The pre-application was discussed, and it was noted that it was unlikely to be supported in its present form as the location of the proposed building was at the top of the field with no road access to it. It was also suggested that there needed to be clarification as to proposed uses.

ACTION: RJ to record these comments pass on to the Planning Officer.

PA18/02566/PREAPP Daryl Rose, Hingston Farm, Stoke Climsland

Pre-application: advice for demolition of single storey extension to farmhouse replacing with larger double storey extension, conversion of existing double storey barn into residential annexes and build two detached properties one on either side of existing drive.

MH declared his interest in this application and removed himself from the discussion, he also handed a letter from neighbours of his Mr & Mrs D. Makin, addressing several concerns about this application, namely:

"This application is for building houses and alterations to existing property in an Area of Outstanding Natural Beauty. In view of two additional dwellings, this will presumably mean two additional accesses to the B3257, which at this particular spot is an accident black spot. One assumes that this is not affordable housing"

The pre-application was discussed, and it was noted that as it stands it would not be supported, it would benefit from being separated into four different applications, as some sections have merit where others do not. CV noted that there would be a need for a full archaeological survey as this is part of Kit Hill which has not been surveyed before. There is also the issue of semi mature trees on site and the remains of the railway line. The issue of access caused the most concern, since the opening onto the B3257 is extremely hazardous, there is a need for a splay but not enough ground available to create one. Similar proposals for 'new build' within the cluster (Clitters) have been previously refused.

ACTION: RJ to record these comments pass on to the Planning Officer.

Enforcement:

Refusals, Approvals and Appeals:

PA18/07871 - Mr Andrew Sweeney, School House, Lockett, Callington

Works to trees in a Conservation Area, namely fell the sycamore tree T1 located on the high road side bank. DECIDED no TPO, TCA applies

PA18/07817 - Miss Nicole Wendover, Penleat Cottage, Lockett, Callington

Retrospective application for Listed Building Consent for replacement of existing rotten and leaking windows with new wooden windows of same design, colour and shape. TO BE REFUSED (NB associated PA18/07818 was approved).

The Planning Officer has contacted RJ to say that it is intended that this part of the application be refused as on inspection the windows fitted were not like for like but actually made of composite timber and included double glazing.

SC 18/08/7 Items for Report and Discussion:

1. Report from Cllr Burden:

Cornwall Council has sent out a letter to members saying that the need for houses has dropped because life expectancy is dropping and the birth rate is plummeting.

The 400-pupil school in Launceston is down to two classrooms. The outlook is that less school places will be required.

Cllr Burden has received complaints about Lockett being used as a rat run again. He enquired whether Cornwall Council paying any money towards Venterdon bus shelter.

He has received complaints about houses in Higher Downgate being sold at inflated prices. Genuine concern because originally meant to help young people. He has received complaints that the students at Duchy College are not getting the education they should and wondering what happened to the dairy unit. Is it still going ahead? Cornwall Council voted to give £600K towards it, JC confirmed that this project is ongoing.

Peter Congdon has passed on, are there any issues there with regards to stock on his land? DC confirmed that his partners horses are on the land, but she is responsible for them.

2. Grit Bins, maintenance and refilling:

JC usually checks these, there is a store of grit which will be enough for this winter. It is currently stored at his parent's farm, it may be more appropriate to store it elsewhere. There are ten grit bins in the parish which are owned by the Parish Council. JC confirmed that Roy Davy charges £200 for purchase and delivery a one-ton bag.

ACTION: JC & DC & JF will check the grit bins, fill them and find out if we need to order more. RJ to find out how much CORMAC charge to fill them.

3. Parish Hall Project update:

MH reported that both the public meeting and workshops were very successful and collectively gave a great vote of confidence and thanks for involvement of other councillors in the process. Sue Watts and Louise Power have been working towards formalising the process of creating the CIO for the Parish Hall, five trustees will be needed in the first year, these will be the three parish hall committee members to start, MH as PC rep shall act as a fourth one and SR as Chairman of the PC to be the other trustee, these are the regulations as set up by the Cornwall Rural Community Charity (CRCC), therefore protocol is being followed at this point, the trusteeship can be opened up at a later stage.

DC commented from the parish perspective, as the PC are completely behind the project and this is only for the first 12 months, added to the fact that the parish hall will not be operating within that time whilst being refurbished it is important that the PC be seen as involved at this stage, once the hall starts working it will be slightly different and SR can stand down if she wishes to, The trustees are effectively communicating the project to the parish and formalising support.

MH commented that the building will be a stand-alone project with a CIO to govern it and will not be a PC responsibility but at this stage its appropriate for PC to be closely involved. The public meeting indicated that there were lots of opinions, next step questions were asked and responded to at the Saturday workshop, which included essentially people who were using the hall, people who are instrumental in the use of the hall and people who are involved in other areas of the parish. The workshop went very well, was an extremely useful exercise and views were listened to. All the information has been taken away and will be disseminated by PF and translated into some building plans which will be drawn up by Sarah Robinson the Project Manager and architect. Timescales are end of this year or early 2019 for the presentation of proposals. Between then and now the Project Manager will pay a

couple or visits. The Princes Foundation process has been extremely thorough, and direction is very clear. All considerations have been noted.

It was proposed by MH and seconded by DC and **RESOLVED** that SR become the fifth trustee of the Parish Hall, all in favour apart from CV who abstained.

A Communication has been received from Sue Watts of the Parish Hall Committee: *The Parish Council were approached in 2016 to provide funds to support some remedial work on the roof and chimney of the Parish Hall.*

Funds of £2,895.00 were awarded, however the work has not been done as discussions with the owner, the Duchy, have been protracted and since October 2017 the Hall has been the subject of a potential regeneration project via the Prince's Foundation which has somewhat overtaken the need for the original work.

The funds are still ring-fenced in the Parish Hall Bank account.

As part of regularising the affairs of the Parish Hall generally we need to form a legal framework for the Hall to exist, therefore as already raised in previous Parish Council meetings we are intending to move from an unregistered unincorporated charity to a Charitable Incorporated Organisation (CIO) and eventually agree a lease with the Duchy. In support of these we will need specialist knowledge and input from CRCC who will guide us through the process including best practice and trustee training for the new organisation. A quote for this work is attached.

The Parish Hall Committee would like to request permission to change the use of the funds originally allocated as outlined and instead utilise these to support the inception of the CIO and potentially the development of the lease. We will of course itemise all expenditure separately and will report back to the Parish Council however required.

Please note that

1. Whilst the CIO development is clearly quoted and scoped, in the absence of draft heads of lease we are unable at this stage to identify the costs that will be required to put this in place. We are however requesting the Duchy to utilise the Model lease developed by ACRE alongside other model documents as adoption of this would have major cost/time benefits.

2. The regularisation of the legal status of the hall is a requirement regardless of any refurbishment Project by the Prince's Foundation. The current scenario leaves the Voluntary Committee exposed both legally and financially whilst the lack of a lease brings all kinds of problems from lack of detailed maintenance through to an inability to raise funds through grants etc.

It was proposed by NC seconded by PB and **AGREED** that the proposed change of use of the grant of £2895 be approved, all in favour apart from CV who abstained.

4. Report on Community Network Highway Scheme:

MH reported on the two CNP meetings he has attended, being the Caradon and Launceston groups. The Bray Shop speed control scheme has been presented to both and has been considered by both as a joint project. Caradon CNP has quoted £17K Launceston £10K. MH questioned why these amounts are being rounded up to the nearest £1K. The discrepancy between the two prices was because Launceston had only quoted for one speed camera not two. It has been confirmed that there could be some form of shared cost over the two districts. The other three schemes were Downgate speed control, Stoke Climsland traffic calming and Luckett improved signage, Luckett will be quite high up on priority list and the group are also looking at improved signs on the main road up at Monks Cross. There is potential to add further ideas to the four-year plan.

MH also described the presentation of the AONB which took place at the Caradon CNP meeting. This highlighted two issues, it is time for the regular five-year update

which can be reviewed and commented on via the AONB website, the second item is the Glover Report which is being issued by the Government to cover all AONBs and National Parks. Cllr Burden commented that Michael Gove is keen to enhance and enlarge AONBs and make them stronger in planning.

5. Duchy College: Report on meeting on 18th September

MH SR and RJ attended. It was confirmed that the Underponds Project is an imminent start. This will solve the problem of silt build-up and potential flooding at Alren and the bottom of Stoke Hill. The new point of contact is Jamie Crisp, who is now the Head of Site and is keen that the relationship between the village and students is as good as it can be, they will help to police any antisocial behaviour. Regular six-monthly meetings are planned from now on. SR also went to the staff meeting last week, which indicates their commitment to engage with the PC. There was a presentation about facilities in the village and what we could encourage students to take part in, such as pop-up café. It has been categorically stated that the Duchy College is not in financial difficulties.

6. Stoke Climsland Primary School: update from meeting with Headmaster on 8th October.

RJ SR NC met with Ben Towe, had a very successful meeting at which they discussed Stoke Climsland Charity Trust and trying to get them involved with communicating that money is available, they are taking steps to find people who are eligible to apply. Parking was discussed and from Ben's point of view things are improving as he is no longer being called out of his office at drop off time, he agrees that selfish parking is a problem. The idea of an improved drop off point on school grounds is not practicable as allowing vehicles onto the grounds causes too many staffing and insurance problems. It is intended to meet once every half term from now on, the next meeting will be in November.

7. Millennium Stone: RJ has managed to get a quote from Piper & Son to clean and re-paint letters on the millennium stone at Stoke Climsland £220.00 + VAT
It was proposed by JC, seconded by PB and **RESOLVED** to approve this expenditure, all in favour.

ACTION: RJ to confirm with Piper & Son.

8. Parish Clerk training: RJ has joined the SLCC and can now undertake the ILCA qualification in accordance with her Job Description and interview. The course costs £99 + VAT, St. Mellion Parish Council has already agreed to pay half of this fee. There is also a session of Standing Orders training on 12th November in Launceston, cost £30. St. Mellion Parish Council are paying for a course on budgets and precepts which also costs £30, so RJ requested that Stoke Climsland Parish Council pay for the Standing Orders training, as per agreement to split clerk's training costs between the two councils.

It was proposed by CV, seconded by JC and **RESOLVED** to approve this expenditure, all in favour.

ACTION: RJ to make sure that NC and SC know about the Standing Orders training and are booked a place if able to attend.

The HR sub-committee will meet on Sunday 20th October to finalise RJ's contract and pension contributions, since the three-month probation period has now expired.

SC 18/08/8 Highways and Maintenance:

The following notice has been received about a potential road closure:

Please note that this is only an Intention Notice and as of yet an order has not been issued. Location: Southcoombe Road, Downgate
Timing: 26th to 30th November 2018 (24 hours).
Contact: Colin Lewis, Cormac Solutions Ltd, Tel 0300 1234 222

DC commented that the road from Broadgate Cottage up to Mugford is becoming very poor.

SC 18/08/9 Correspondence:

- RJ reminded councillors of the Tamar Valley AONB 5-year management plan and that comments can be recorded via the website.
- RJ has received an email from Cornwall Hospice Care, with a request for funds. The Parish Council cannot help in this regard as it is against protocol to give money to charities.

SC 18/08/10 Governance:

1. **GDPR Matters:** NONE

2. **IT & Communications:**

- 2.1 **Website and emails:** As instructed RJ has been making enquiries about how much it would cost to have a gov.uk domain and associated email accounts. Most firms recommend a complete redesign of the website based on existing content and the upgrading to https for security. Most of them recommend that RJ maintains the site, and this saves costs. RJ is happy to undertake this. Quotes ranged extensively and it was noted that St. Mellion Parish Council is using Western Web to perform a similar project. SR suggested that progress be observed for the moment. DC asked if once committed to rebuilding the website, enquiries should be made as to whether the CFG can be incorporated into it at a later date. In the meantime, all councillors must create a designated Gmail account as a priority in order to avoid security breaches.
- 2.2 **Dual Sim phone contract:** RJ has contacted Three about getting a dual SIM phone, it transpires that there are hidden extra costs which put it beyond any reasonable budget. RJ proposes she uses the phone now in her possession, which was acquired for a previous job but never used and gets a reimbursement for calls each month. In the event of time off, the phone will still be in her possession, so she can set an answerphone message which directs enquiries to another contact. The contract is £20 pm, St. Mellion parish Council have agreed to pay £10 per month.
It was proposed by JF, seconded by CV and **AGREED** that the sum of £10 be included under clerk's reimbursement to cover the mobile phone contract for the clerk, all in favour.

SC 18/08/10 Finance

Payments: It was proposed by JC, seconded by DC and **RESOLVED** to approve the payment schedule, all in favour.

Cashflow: It was proposed by MH, seconded by JC and **RESOLVED** to approve the Cashflow spreadsheet as an accurate record of the Parish Council finances, all in favour.

Receipts: second part of precept has been received, see cashflow

Audit Review: External Audit Completed: comments were invited, no comments received.

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

Discussion of further Expressions of Interest for CNP Highways Scheme
 Lockett Playground
 Venterdon Bus Shelter
 Community Facilities Group update
 Website Rebuild
 Moving to Caradon CNP.
 Village Car Parking
 WI Christmas Party
 Glover Report

SC 18/08/12 Date and Time of Next Meeting:

7.30pm in Parish Hall on 19th November 2018

SR closed the meeting at 10:27pm

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

Tel: 01579 370323

e-mail: parishclerk@stokeclimslanparish.org

website: www.stokeclimslanparish.org

Stoke Climsland Parish Council	
Payment Schedule Current Account	
DATE	15th October 2018

PAYEE	Invoice Date	Invoice No.	Description	Amount	Cheque #	Signed by
R. Jackaman - Parish Clerk	30.09.18	n/a	Clerk - salary and reimbursement	£323.48	1313	SR, PB
HMRC	n/a	n/a	Income Tax	£23.20	1314	SR, PB
Angela Greenhough Accountant	29.09.18	2333	Payroll Administration	£33.56	1315	SR, PB

TOTAL	£380.24
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