

**MINUTES OF THE ST SAMPSON PARISH COUNCIL MEETING HELD ON TUESDAY, 22ND MAY 2018 AT 7:20PM IN GOLANT VILLAGE HALL, GOLANT**

**Present:** Councillors A Van den Broek (Vice Chairman), D Pugh-Jones, D Johns, D Jenkinson and S Phillis.

4 members of the public

Sue Blaxley (Parish Clerk)

The Clerk opened the meeting at 7:24pm.

**Public Participation**

None

**1. Apologies and Signing of Declarations of Acceptance of Office**

The Chairman welcomed everyone to the meeting. All Councillors signed a declaration of acceptance of office. Apologies for absence were received from Councillor R Anderson.

**2. Election of Chairman**

It was noted that Councillor R Anderson was prepared to stand as Chairman but is absent due to being on holiday. It was proposed by Councillor D Jenkinson and seconded by Councillor S Phillis that Councillor R Anderson be elected as Chairman. No other nominations were received. All Councillors voted in favour of the proposal. The proposal was therefore carried.

**3. Election of Vice Chair**

It was proposed by Councillor D Pugh-Jones and seconded by Councillor S Phillis that Councillor A Van den Broek be elected as Vice Chair. There were no other nominations and the proposal that Councillor A Van den Broek be elected as Vice Chair was carried unanimously.

In the absence of the Chairman, the Vice Chairman took the Chair.

**4. To confirm the minutes of the meeting held on Tuesday 24<sup>th</sup> April 2018**

The minutes of the meeting held on the 24th April 2018, having previously been circulated, were agreed as an accurate record.

**5. Declaration of interest in items on the agenda**

None

## **6. Matters Arising from the previous meeting**

### **To receive and consider reports on the action points from the previous meeting**

#### Paint white lines in car park (AVB)

It was noted that this matter has not been actioned and will be carried forward.

#### Repair hand drier in toilet ( AVB)

It was noted that this matter has not been actioned and will be carried forward.

#### Identify ways of informing parishioners about Speedwatch and how they may get involved (RA)

In the absence of Councillor R Anderson to report on whether this matter has been actioned, it was carried forward.

#### Clarify the tasks covered by the SLA with CORMAC (SB)

The Clerk said that she had actioned this matter and had circulated the details to all Councillors. Councillor S Phillis commented that the SLA is comprehensive and there are duties detailed in it which have not been undertaken by the cleaner, such as the cleaning of the walls above the tiles. Councillor D Pugh-Jones said that the toilet bowl is black.

#### Repair loose step to the parallel bars (AVB)

Councillor A Van den Broek confirmed that he had actioned this matter.

#### Send copy of draft NDP to Cornwall Council's Neighbourhood Planning Department, Graham Estlick and David Skerrett and put copy in the village hall and the pub (RA)

In the absence of Councillor R Anderson to report on whether this matter has been actioned, it was carried forward. Councillor D Pugh-Jones asked if there was guidance on what should be included in the NDP as the document seems to be very wordy. Councillor S Phillis said the document has been incorporated into a template provided by Cornwall Council which is significantly reduced in size compared to the original document. Councillor A Van den Broek said that Councillor R Anderson had invited comments should she wish to make any.

**To receive and consider reports on any other matters arising from the previous meeting**

None

**7. To receive the Chairman's Communications**

The Chairman said that there was no significant correspondence to report.

**8. To answer any questions from Councillors, previously notified to the Clerk**

None.

**9. To receive a report from the Clerk**

None

**10. To receive reports from -**

**a) Police**

The Chairman said that he had received an email saying that the Police will not be providing monthly reports to the parish council. They will provide a report on an annual basis.

**b) Cornwall Councillor**

There was no report. Councillor D Jenkinson commented that Cornwall Councillor A Virr has not attended parish council meetings. It was agreed that the Clerk would email him and say that the parish council would welcome a report from him and to be copied in to any reports he makes to Fowey Town Council.

**11. To authorise the signing of orders for payment, including -**

Mrs S Blaxley (April 19th 2018 – May 15th 2018 salary/ expenses) - £407.72  
Cornwall Council (Rent for car park) - £166.67  
Glenn Humphries Landscaping (Grass cutting) - £174.00  
HMRC (PAYE income tax/national insurance) - £49.60  
BHIB Ltd (Insurance policy renewal) - £542.85  
Fowey Harbour Commissioners (Electricity for Boatwatch Hut 1<sup>st</sup> December 2017 – 27<sup>th</sup> March 2018) - £55.07

Cormac Solutions (Toilet cleaning – April 2018) - £188.87  
South West Water (Water for toilets) - £29.36

It was proposed by Councillor D Pugh-Jones and seconded by Councillor D Jenkinson that all of the above orders be authorized for payment. All Councillors voted in favour of this proposal. The proposal was therefore carried.

**12. To receive correspondence from :**

a) Cornwall Council

None

b) Others

None

**13. Finance Report**

**To receive a current financial statement of the accounts and review income, expenditure and budgeting**

The Clerk reported that, this month, income of £1,906.91 had been received being the first half of the precept and £1,064.40 VAT reclaimed for 2016/17. She said the accounts balance at £15,008.11. The Chairman signed the cash book.

Councillor D Johns asked how the bank balance compared to last year. The Clerk said that the opening balance on 1<sup>st</sup> April 2016 was £21,798, the closing balance on 31<sup>st</sup> March 2017 was £17,139.00 and the closing balance on 31<sup>st</sup> March 2018 was £12,214.00.

**14. Review of Accounts**

**To review the accounts for 2017/18**

It was noted that everyone has had a copy of the Analysis of Receipts and Payments for 2017/18 with their agenda. The Clerk said these figures have been audited by the internal auditor, Mr Chris Harris. The Clerk advised that the figures from the Analysis of Receipts and Payments for the year have been transferred to the accounting statements on the annual return which will be sent to the external auditor. She said that the annual governance statement refers to the parish council's responsibility to ensure there is a sound system of internal control and she detailed the nine statements as detailed on Part 1 of the Annual Governance and Accountability Return 2017/18 Part 2.

**14(a)** It was proposed by Councillor D Jenkinson and seconded by Councillor S Phillis that the annual governance statement 2017/18 be approved for

submission to the external auditor. All Councillors voted in favour of this proposal. The proposal was therefore carried.

**14(b)** It was proposed by Councillor D Pugh-Jones and seconded by Councillor D Jenkinson that the accounting statements 2017/18 be approved for submission to the external auditor. All Councillors voted in favour of this proposal. The proposal was therefore carried.

## **15. Golant Car Park**

### **To receive and consider any matters arising relating to the toilets and car park**

Councillor S Phillis said that the SLA with Cormac for the cleaning of the toilets is comprehensive and that some of the items detailed have not been undertaken, such as the cleaning of the walls above the tiles. It was proposed by Councillor S Phillis and seconded by Councillor D Jenkinson that the Clerk emails Cormac and details to them the tasks which have not been completed to an acceptable standard and explain to them that the parish council has had to rectify these matters themselves. These matters are the failure to clean the walls above the tiles and the frequent black toilet bowl. All Councillors voted in favour of this proposal. The proposal was therefore carried. Councillor D Jenkinson said that there are weeds growing against the toilet walls and to the rear of the toilet block. It was agreed that the parish council is paying Ollie Reed to undertake the weeding so this should be done in due course.

Councillor D Pugh-Jones said that the bin at the end of the car park next to the slip way is looking very unsightly. She said that people are placing black sacks of rubbish next to the bins which animals are breaking in to which results in the rubbish being strewn everywhere. She said that people are not respecting the signs which have been erected. Councillor D Johns said that a solution would be to remove the bin so people will not place their rubbish there and install something attractive in that location to provide an alternative focus. Councillor S Phillis said that it is an annual problem and that last year, he removed the rubbish himself and disposed of it with his domestic refuse. Councillor D Pugh-Jones said that another bin akin to the one the Sawmills Studio use may be a good idea. She said this is operating more effectively since they keep the bin locked. The Chairman said that people will place loose rubbish in such a bin and this will not then be emptied by Biffa. Councillor S Phillis said that another solution would be to place a mini skip at the end of the car park for the summer season. Councillor A Van den Broek said that a licence is needed to put a skip on the highway and it would be costly. It was proposed by Councillor D Johns and seconded by Councillor D Pugh-Jones that the bin at the end of the car park be moved to an area outside the toilet block and that the situation be monitored for a period of one month to ascertain if this reduces the amount of rubbish that people leave for collection by the bin. All councillors voted in favour of this proposal. The proposal was therefore carried. Some discussion took place as to

whether the bin will still be emptied by Biffa if it is moved. It was agreed that the situation will be monitored.

Councillor D Pugh-Jones said that Cornwall Council has now stopped charging for parking in the evenings. She said that the sign erected informing people how many tickets to purchase for an overnight stay is not working and people are still confused. She said that she considers parking in the evenings and overnight until 9am should be free of charge. She said that if it was free of charge to park in the evenings, people would not park on the road and take business away from the pub. She said that the parish council has voted not to change the software in the car parking machine to accommodate changes to the pricing structure because it was too expensive. She suggested that the software up date could be done when the machine next requires a repair in order to reduce the cost. The Chairman said that he doubts Cale will undertake both tasks at the same time. The Clerk said that, as this matter has been discussed and resolved within the last 6 months, in accordance with the adopted standing orders, further discussion on the matter should not take place at this time. It was agreed that the item would be put on the agenda for discussion after the expiration of six months from when it was last discussed.

## **16. Village Green**

### **To receive and consider a request to hold a tea party on the village green**

The Chairman said that he had received a request from the Parsons family to hold a tea party on the village green on Saturday 9<sup>th</sup> June 2018 to celebrate the life of Evelyn Parson who lived in Golant for 90 years. He explained that the family will organize a marquee at the far end of the village green and the tea party is open to anyone who knew Evelyn and wishes to attend. It was noted that the form for events on parish land had been completed. It was proposed by Councillor D Johns and seconded by Councillor S Phillis that the request be approved. All councilors voted in favour of the proposal. The proposal was therefore carried.

### **To receive and consider formulating a policy for commemorative acts**

Councillor D Jenkinson said that he had circulated documents, via email, to all councilors outlining the principles of the policy, an application form and the policy itself. It was agreed that a policy is needed to ensure consistency. Councillor D Jenkinson said that the proposed policy does not limit the number of benches but it exercises control. He said the proposal is that the type of bench to be installed is specified although a view will be taken on alternatives. He said that the price of the bench will be relative to the cost of the bench at that time. He said there will be no cost to the parish council. It was noted that the asset transfers to the parish council on installation. Councillor D Johns said that the policy refers to the lifetime of a bench as being 15 years which seems a long time. It was proposed by Councillor D Johns and seconded by Councillor S Phillis that the policy for

commemorative acts as drafted by Councillor D Jenkinson be approved. All councilors voted in favour of the proposal. The proposal was therefore carried.

### **To receive and consider a request to place a memorial bench on the village green**

The Chairman said that he had received a request to place a memorial bench for Evelyn Parsons on the village green. He explained that the Parsons family would like to source a bench from Baileys. Some discussion took place as to where the bench could be placed with suggestions including the end of the Pil or the playground. Councillor D Pugh-Jones said that Evelyn Parsons lived in Golant for 90 years and the bench should be placed where the family choose. It was proposed by Councillor D Pugh-Jones and seconded by Councillor D Jenkinson that the request to place a memorial bench on the village green for Evelyn Parsons be approved and that the family be asked to submit information on the type of bench they want to install and its life expectancy. All councilors voted in favour of the proposal. The proposal was therefore carried.

### **To receive and consider any other matters arising relating to the village green**

Councillor D Jenkinson said that the old quay area looks like a dumping ground for garden waste and building blocks. He said it is a part of the village that could benefit from improved maintenance. He said it could be an extension of the track from the Pil or be made into a wildlife garden. Councilor D Johns said that he thinks the area is owned by the quay users. Councillor S Phillis said that the quiz money could be used to renovate the area. He said there is a pipe running into the area which often becomes blocked. It was agreed that councilors would talk to parishioners and put forward some ideas for the future use of the area.

Councillor D Jenkinson said that the rubbish bin on the village green is looking very unsightly. Councillor A Van den Broek said the bin needs cleaning and painting. Councillor D Jenkinson said that the Castledore finger post sign and some of the road signs in the village need cleaning. Councillor S Phillis said this could all be done when the Pil clean up is undertaken. It was agreed that a list of jobs would be compiled which will form the basis of a village clean up to take place in early June.

## **17. Neighbourhood Plan**

### **To receive and consider matters arising relating to the neighbourhood plan**

It was noted that there had not been any comments made to councillors regarding the draft copy of the neighbourhood plan.

## **18. Highways**

### **To receive and consider matters arising relating to highways in the parish**

It was noted that the on road white markings at the top of the village have worn away. The Chairman asked Councillor D Pugh-Jones to report this to Cornwall Council. The Chairman said there are some hedges adjacent to the highway in the parish which are very overgrown and which are detrimental to highway safety. It was noted that Martin Whell had organised for some of these to be cut in the past. Some discussion took place about the parish council taking responsibility for cutting parishioners' hedges that front the road. Councillor D Johns said that parishioners should be reminded that the hedges are the responsibility of the land owners. It was agreed that the Chairman would speak to Martin Whell and ascertain which hedges are so overgrown so as to narrow the road and therefore require cutting. It was agreed that Councillor A Van den Broek would report back to the parish council.

The Chairman said that the manhole cover on Water Lane has not been repaired but the one on Church Hill has been repaired. Councillor D Jenkinson said that he had reported the potholes on the road to the Church to Cornwall Council.

## **19. Footpaths and Benches**

### **To receive and consider matters arising relating to footpaths and benches in the parish**

The Chairman said that he had received a request from Stuart Young for the top and middle of the Downs paths to be cut. Councillor D Johns said the middle and lower paths do not need cutting yet. It was agreed that Councillor D Jenkinson would ask Cornwall Landscaping to cut the top path on the Downs and to undertake the cutting of Tenny's Lane.

Councillor D Pugh-Jones said that people are using the footpaths for trial biking and that this needs to be stopped before it becomes a major issue. It was agreed that the situation will be monitored.

## **20. Community Emergency Plan**

### **To receive and consider matters arising relating to the community**

None. It was agreed that this item will not be included on future agendas as a standing item.

## **21. Data Controllers**

### **To appoint data controllers for the parish council**

It was proposed by Councillor D Johns and seconded by Councillor D Pugh-Jones that Councillors R Anderson and D Jenkinson be appointed data controllers for the parish council. All councillors voted in favour of the proposal. The proposal was therefore carried.

The Clerk left the room during discussion of item 22.

### **23. Clerk's Salary**

#### **To consider the Clerk's salary for 2018/19**

It was proposed by Councillor D Johns and seconded by Councillor D Jenkinson that the Clerk's salary would remain at spinal point 26 (£12.37/hr) for 2018/19. All Councillors voted in favour of this proposal. The proposal was therefore carried.

### **23. Co option**

#### **To receive and consider applications for co-option onto the parish council**

John Pomeroy introduced himself. He said that he now lives in Golant on a permanent basis, having had a second home in St Breward for many years. He explained that he was very involved in the community in St Breward and in the community in SE England where he had a permanent residence. He said that he is passionate about where he lives. He explained that he has held responsible jobs having been on the Board of many companies and had many employees. He said that he is now retired and has time to devote to the community. At this point in the meeting, John Pomeroy left the room. It was proposed by Councillor D Johns and seconded by Councillor S Phillis that John Pomeroy be co-opted onto the parish council. All Councillors voted in favour of this proposal. The proposal was therefore carried. John Pomeroy returned to the room. The Chairman welcomed him to the parish council and said that everyone looked forward to working with him.

### **24. Date of Next Meeting**

#### **To confirm the date and venue of the next meeting on Tuesday 26th June 2017**

The date of the next meeting will be on Tuesday 26<sup>th</sup> June 2018, commencing at 7:15pm in Golant Village Hall.

There was no further business and the meeting was closed at 9pm.

## **ST SAMPSON PARISH COUNCIL MEETING**

**22nd May 2018**

### **ACTION POINTS**

<b><u>Minute Number</u></b>	<b><u>Action</u></b>	<b><u>By Whom</u></b>
6	Paint white lines in car park	AVB
6	Repair hand drier in toilet	AVB
6	Identify ways of informing parishioners about Speedwatch and how they may get involved	RA
6	Send copy of draft NDP to Cornwall Council's Neighbourhood Planning Department, Graham Estlick and David Skerrett and put copy in the village hall and the pub	RA
10	Email Cornwall Councillor A Virr asking him to copy the parish council into reports sent to Fowey Town Council and informing him that a report to this parish council would be welcome	SB
15	Move bin from end of car park to outside toilet block	AVB/SP
15	Email Cormac regarding tasks that have not been undertaken as part of the SLA for toilet cleaning	SB
16	Gather ideas for future use of old quay area	All
16	Organise village clean-up day	SP
18	Report worn away white road markings to Cornwall Council	DPJ
18	Discuss hedge cutting with Martin Whell	AVB
19	Ask Cornwall Landscaping to cut Tenny's Lane and top path on Downs	DJ

