

**MINUTES OF THE ST SAMPSON PARISH COUNCIL MEETING HELD ON
TUESDAY, 24TH FEBRUARY 2015 AT 7:15PM IN GOLANT VILLAGE HALL,
GOLANT**

Present: Councillors C Hunter (Chairman), S Reardon (Vice Chairperson), J Luddington , S Ratchford, S Fitzgerald and M Whell.

Sue Blaxley (Parish Clerk)
Cornwall Councillor D Hughes

2 members of the public

The Chairman opened the meeting at 7:15pm.

Public Participation

Graham Estlick said that the minutes of the parish council meetings continuously refer to Riverbank Cottage as opposed to Riverside Cottage. He explained that he and Robert Gore are employing a structural engineer in respect of the party wall issue concerning Riverside Cottage. He said it would be unfortunate if building work started in April or May on Riverside Cottage as the village green is used more during the summer months.

Maurie Parsons said that he understood his email to the Chairman was not read out at the last meeting. The Chairman confirmed this and pointed out that it had been overlooked in error, apologised for this and then read out the email which said that Maurie Parsons was disappointed at the fact that only one councillor was able to attend the pre-Christmas "meet and greet" held in the village hall. The email went on to say that he believes that councillors have a responsibility to represent the parishioners and to know their views on matters parochial and that this was an opportunity missed. Maurie Parsons commented that other parishioners have also said that they are disappointed at the lack of attendance by councillors at village events. He said that village events are an opportunity for councillors to meet villagers and obtain their views over certain issues. He said there was general concern that decisions are not being made in accordance with the opinion of the majority and that councillors should try to find out the views of

parishioners before making decisions. The Chairman said that Councillors do, to his knowledge, attend Village events. This is however not always possible and some Councillors have work/business/family commitments which can impinge on this. In any event there is ample opportunity, through the public participation section of meetings, for parishioners to attend and express their views on Council matters and many do so. He also commented that this was possibly the most the appropriate place to hear about parishioners views over matters relevant to the Parish Council. He also said that maybe councillors should nevertheless attend more village events where they can. Councillor M Whell said that he thought Maurie Parsons had a fair point and not everyone feels comfortable in speaking at public meetings. The Chairman said it can be a difficult matter for example where one is approached in the street or pub about a very contentious issue and then be expected to comment or express a view. In his view, the forum for such discussions was properly the public forum of a public Council meeting but he recognised that parishioners may not see it this way. He said that parishioners can always email or telephone him or other Councillors if they cannot attend a meeting but wish to raise an issue of concern which needs to be brought to the Council's attention. He is more than happy for that to happen. Indeed it already does. Cornwall Councillor D Hughes said that he has been a Cornwall councillor for two years and has attended a limited number of public events in the parish. However, he commented that he would like to be invited to events occasionally but does not want to have attendance at them imposed on him. Maurie Parsons said that the criticism is aimed at the parish council as opposed to Cornwall Council. The Chair suggested this matter be addressed further under the correspondence item in the meeting.

1. Apologies

There were no apologies for absence.

2. To confirm the minutes of the last meeting, held on 27th January 2015

The minutes of the meeting held on the 27th January 2015, having previously been circulated, were agreed as an accurate record.

3. Declaration of interest in items on the agenda

None

4. Matters Arising from the previous meeting

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

Keep users of village green parking area informed of progress regarding Riverside Cottage (SR)

It was noted that this is an ongoing issue.

Purchase and site new salt bin and inform highways of its location (MW)

Councillor M Whell said that he had not actioned this matter.

Progress assets review (CH/JL/SR)

It was noted that this is an ongoing issue. Councillor J Luddington said that Peter Edwards had undertaken a repair to the fence in the playground. Councillor M Whell explained that three or four of the fence posts around the playground need replacing. It was proposed by Councillor M Whell and seconded by Councillor J Luddington that Councillor M Whell obtains some quotations for this work prior to the next meeting. All councillors voted in favour of this proposal. The proposal was therefore carried. Councillor J Luddington explained that the builders had accepted liability for the damage they had done to the village green but will not repair the damage until the building work at Waters Edge has been completed. She said that all the Network Rail items have been completed but there is still some signage at the car park which needs removing. Councillor J Luddington said that ROSPA will inspect the play equipment in April which will benchmark any works to the play equipment that need to be undertaken.

Respond to David Jenkinson's email (SB)

The Clerk said she had actioned this matter.

Respond to David John's email (CH)

The Chairman said he had actioned this matter.

Ask pub landlord if he will provide a public toilet for a fee (SR)

Councillor S Reardon said that she thought it was unfair that the pub landlord had to have the pub toilet used as a public toilet at a cost to his business. She said that the premises belong to Punch Taverns. The Chairman said that the landlord unfortunately appeared resigned to it being used as a public toilet and observed that he is not asking the parish council for money for it to be used in this way. Councillor M Whell said that the landlord should be paid for the use of the toilet as a public toilet and then the redundant toilets could be demolished. Councillor S Ratchford said that if payment is made to the landlord for the use of the facility as a public toilet, it will affect the parish council's public liability insurance.

Respond to Christine Dodridge/Paul Meredith's email (CH)

The Chairman said he had actioned this matter.

Ascertain how long parish council documents have to be kept (SB)

The Clerk read out Section D, paragraphs 8.1 to 8.4 inclusive of the Society of Local Council Clerk's Manual. This read as follows: "all documents of permanent value, such as minute books, ledgers, staff records, title deeds and contracts ought not to be destroyed. Cash books, receipts, invoices, cheques, financial statements, stock books and the like may be destroyed when over six years old. Counterfoils, order check books, postage books, time sheets and tenders for goods may be destroyed on the expiry of twelve months from the completion of the audit of the last entry in the records. The above items are not, of course, exhaustive. Obsolete forms, out of date books, periodicals and miscellaneous records of no lasting interest may also be destroyed at the local council's discretion. Before any records, however, are destroyed or disposed of it would

be advisable to approach either the County Records Office or the County or District Archivist who are likely to know the legal position and the historical significance (if any) of the documents, and who may wish to take them for historical interest and preservation". It was proposed by Councillor S Ratchford and seconded by Councillor S Fitzgerald that this be adopted as a policy of the parish council. All Councillors voted in favour of this proposal. The proposal was therefore carried.

Sort parish council documents in village hall (SB/JL)

Councillor J Luddington said this would be done before the next meeting of the parish council. Councillor S Reardon said that there is one filing cabinet containing parish council documents, for which a replacement key is needed, and some plastic boxes which contain parish council papers.

Write to Peter Le Grys about the bus shelter (SB)

The Clerk said she had actioned this matter. The Chairman read out the response from Mr Le Grys which said that he did not know who has removed the shelter or where it is now. It was agreed that the Clerk would write a letter to Mr Le Grys thanking him for clarification on this matter.

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

None

6. To receive the Chairman's Communications

The Chairman explained that consideration needs to be given to the email from Maurie Parsons which was read out during the public participation session of the meeting. Councillor S Fitzgerald said that she has been to the "meet and greets" on occasions but that it had not occurred to her that this was part of her role as a councillor. Councillor J Luddington agreed with this view. The Chairman said that he accepted that parishioners like to meet councillors on their own ground but the difficulty is that if councillors feel the need to hold themselves out as being

'on duty' at all times then this may give rise to difficulties between balancing one's personal position as a parishioner and one's public position of councillor. There is a natural tendency to want to be helpful to parishioners in this scenario but this has to be balanced with conduct requirements which require councillors to be transparent and accountable in the public arena. The correct position is that public duties should be carried out in public in the designated format, that is via meetings called by the Council. It was however understandable that members of the public may not see it that way and Councillors may individually wish to consider how they reconcile these demands. Councillor J Luddington said that she takes exception to the contents of Maurie Parson's email. She said that she does not want to go to village events as a councillor and that she is very involved in many village activities. Councillor M Whell said that he thought councillors should attend the "meet and greets". Councillor S Reardon said that the parish council is perceived as being distant and that being a councillor is a leadership role. Councillor S Ratchford said he sees a lot of parishioners in the village on a daily basis. It was proposed by Councillor J Luddington and seconded by Councillor S Reardon that the parish council takes on board the comments made by Maurie Parsons although they are not accepted by all. Councillors will endeavor to attend more social events where and when they can but attendance is a personal decision for individual councillors. All Councillors voted in favour of this proposal. The proposal was therefore carried.

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

None

8. To receive a report from the Clerk

None

9. To receive reports from -

a) Police

The Chairman read out a report from PC Lloyd Panter who was on leave. The report read as follows: "I have checked the Police computer and am delighted to

say that there have been no recorded crimes since I attended the January meeting. I am delighted to say that £100 worth of sponsorship has been given to the Boatwatch Association by Julian Foye, the furnishers. This will help to provide all of the dedicated people who give up their time the opportunity to have a tea or coffee whilst carrying out their duties. This is a very nice gesture by Julian Foye and a big thank you to Julie Ellis for her support. I really value the opportunity to work with the Boatwatch members who do an excellent job. The Police Surgeries continue to be very well supported and I hope this remains to be the case. I am always happy to see people attend whether they need Police help, have some information for us or just want to pass the time of day. The forthcoming surgeries will be held on 11th March, 8th April and 13th May. I hope to be able to extend the service beyond that date.”

b) Cornwall County Councillor

Cornwall Councillor D Hughes said he welcomed the parish council's decision at the last meeting regarding the South Torrey wind turbines. He said the planning application for a wind turbine at Penhale had been refused due to its adverse impact on the AONB. He said that it would be useful to speak to Fowey Town Council regarding the workings of AS Parking. It was agreed that the Clerk would do this.

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

Mrs S Blaxley (January 19th 2015 – February 16th 2015 salary/ expenses) - £228.42

It was proposed by Councillor J Luddington and seconded by Councillor S Reardon that the above order be authorized for payment. All Councillors voted in favour of this proposal. The proposal was therefore carried.

11. To receive correspondence from :

- a) Cornwall County Council
- b) Others

There was no correspondence reported.

11. Finance Report

To receive a current financial statement of the accounts

The Clerk reported that, this month, income of £221.30 had been received from the car park. She said the balance of the car park account stands at £22,616.11 and the balance of the other account stands at £3115.79.

Councillor J Luddington said that she and Councillor S Ratchford had emptied the car parking meter yesterday and there was £31.40 in it.

12. Golant Car Park

To receive and consider a presentation from AS parking regarding enforcement of the car parking charges

The Chairman reminded everyone that the lease for the car park is due for renewal and that there are no arrangements in place for policing the car park at the present time. He introduced Kevin Mc Manus from AS Parking. Kevin Mc Manus explained that his company would install signs, including reflective signs, in the car park, detailing the terms and conditions of the use of the car park. He explained that these terms and conditions would be set by the parish council. He said that AS Parking would enforce these rules and would also police those vehicles parked with parking permits. He said the car park would be patrolled on a regular basis by his employees and that if a breach of the rules has taken place, the employee will issue a penalty notice and photograph the penalty notice on the windscreen of the offending vehicle. The recipient has the right of appeal which would be dealt with by AS Parking and if the recipient is still unhappy with the decision, they can make an independent appeal. He explained that all rules, such as grace periods, are laid down by the parish council. Councillor S Ratchford asked how much the fines are. Kevin Mc Manus said the fine is £100 but reduces to £60 if it is paid within a 14 day period. Councillor S

Reardon asked how AS Parking obtains their revenue. Kevin McManus said their revenue is solely from enforcement of the parking charges. Councillor S Reardon asked how often the car park would be patrolled. Kevin Mc Manus said the car park would be patrolled on an ad hoc basis and patrols would be tailored according to needs and trends. The Chairman asked how long AS Parking has been operating. Kevin Mc Manus said they have been operating since 2007 and have operated for 3 or 4 years in Fowey and 7 years in Perranporth. The Chairman asked if the company has a standard set of parking conditions. Kevin Mc Manus said that they do but these can be modified by the parish council. The Chairman asked about the company's license. Kevin Mc Manus said they have to be licensed and they are audited three times a year. The Chairman asked if there would be a SLA in place and whether it would be a rolling arrangement. Kevin Mc Manus said the SLA would be in the form of written authority from the parish council and that the arrangement is flexible. He said it was possible to have a trial period. He explained that it could be set up within 2 or 3 days. Councillor M Whell asked how many appeals against the issue of the penalty notices are granted. Kevin McManus said that it was rare that the appeals are allowed as the grounds for appeal are solely whether the offence occurred or not. Councillor M Whell asked whether the arrangement would stop if AS Parking received no revenue for this car park. Kevin McManus said this would not happen as even if no revenue is generated, the signage is good advertising and it is beneficial to have parish councils on their portfolio. He said that two or three penalty tickets pay for the initial set up costs. The Chairman asked if AS Parking have received feedback from Fowey Town Council. Kevin McManus said that he has a good working relationship with his clients and a 100% retention rate. The Chairman confirmed with him that the parish council's financial outlay would be zero. Kevin Mc Manus confirmed that this would be the case. Councillor S Fitzgerald commented that vehicle owners would only get a parking ticket if they failed to pay the correct parking charge. The Chairman said that if AS parking erect signage, the existing signs could be removed. Councillor M Whell asked how flexible the rules could be. Kevin McManus said that setting the rules is a two way process between AS Parking and the parish council and they would set the rules that the parish council wanted unless the rules were ridiculous, such as 30 minutes grace on a 1 hour ticket. It was agreed that Kevin McManus would email the company's standard terms and conditions to the Clerk and that the Clerk would speak to the Clerk to Fowey Town Council regarding their

experience of dealing with AS Parking and the matter reviewed at the next meeting as an early decision needed to be made about future policing of the car park given the pending season..

To receive and consider any other matters arising relating to Golant car park

Councillor J Luddington said that the parish council has to apply to the Community Network Manager, Martin Eddy, for a community asset transfer of the car park and toilets if it wishes to do that. This application would need to be accompanied by details of what benefit to the community would accrue from the acquisition together with details of what the parish council would want to do with the assets. She said the advantages of a community asset transfer would be that the parish council would acquire the car park for £1 which would negate the lease, saving £2,000 per annum on lease rental. She said that she had telephoned John Rachomme at Cornwall Council to seek his opinion on whether a structural survey would be needed for the toilet building. He had said that the building is sound and that the only asbestos in the building is the fascia boards. He said that provided the fascias are painted and not disturbed, the asbestos is not a danger to the public. He said that he is happy to show the parish council the interior of the building. The Chairman said the immediate savings in of acquiring the asset have to be balanced against the potential disadvantages of owning this additional asset. The Chairman thanked Councillor J Luddington for the time she has spent investigating this matter. Some discussion took place as to whether the parish council wants to pursue the community asset transfer further. The Chairman suggested that it would in all likelihood be too costly to manage the toilets as they were, or even as a 'scaled down' arrangement. The figures had been looked at on several occasions over recent years. One option that had been suggested was that the building could be demolished, part of the area used as additional parking space(s) for income and a portaloo put in its place for the season reasonable cost. He said that on this there were clearly uncertainties about the costs of the demolition of the building, disposal of the resultant debris and resurfacing the ground as well as the implications of demolishing the building under the community assets transfer rules. He said that if the use is changed, under the community asset transfer rules, Cornwall Council may want 50% of the uplift value, if any, and therefore, if Councilors were minded

to consider a transfer, it may be a good idea to have the building valued and surveyed now to ascertain any faults in the fabric of the building, and to establish its value as a public toilet and as car parking spaces as well as the cost of demolition, removal of the resultant debris and resurfacing the ground. It was proposed by Councillor S Reardon and seconded by Councillor S Fitzgerald that the Chairman writes a brief for a surveyor containing these details and asking how much they would charge to undertake these tasks. All Councillors voted in favour of this proposal. The proposal was therefore carried. Councillor M Whell said it does not make sense to demolish a building containing toilets and replace it with a portalo. He said the cheapest option would be to demolish the building and use the resultant land as car parking spaces and to support the pub in providing a public toilet. The Chairman said that if the pub landlord is paid to provide a public toilet, it would of course have to be advertised as such while responsibility for insurance and other liabilities would need to be clearly understood. Councillor S Fitzgerald said the toilets building could be used for storage. Councillor S Reardon said the toilets cannot be supported through the precept.

It was noted that the Clerk will issue the parking permits in early March and the car parking charges for 2016/17 will be reviewed in November 2015. The Chairman said that at the next meeting of the parish council, a decision must be made as to the policing of the car park. He said the choices are not to police it at all, employ a car park warden or use AS Parking. Some further discussion took place regarding this matter. Councillor S Fitzgerald asked if the use of AS Parking would generate more revenue. The Chairman said it would be a break even situation at worst as the cost of a car park warden (approximately £2,000/annum) would be saved which would pay for the lease rent. Councillor S Ratchford said he feels uncomfortable about using AS Parking. Councillor J Luddington said it may act as a deterrent to people bringing cars into the village and force them to car share more. She said it would put a value on visiting Golant. Councillor M Whell said he feels uncomfortable about using AS Parking as the parish council has enough money in the bank and it will lead to grief among the locals. It was agreed that the matter would be discussed again at the meeting of the parish council in March 2015.

Councillor S Fitzgerald left the meeting at 9:15pm due to a family commitment.

14. Website for St Sampson Parish Council

To receive and consider any matters arising relating to a website for St Sampson Parish Council

It was agreed that the website will include all public documents relating to the Parish Council as well as photographs of Councillors and the Clerk together with an email address and contact details for the parish council. Councillor J Luddington said that she had contacted Western Web Ltd who set up and run websites for parish councils across the county. They have provided a quotation of £600 for a website for St Sampson which can be up and running within 6 weeks. It was noted that the parish council have, at a previous meeting, agreed the principle of a website. Councillors agreed that a parish council website is in the interests of the public and goes some way towards addressing the concerns of parishioners, highlighted by Maurie Parsons, in that it raises the profile of the parish council, makes parish councillors more accessible and increases the transparency of the business of the parish council. It was proposed by Councillor S Reardon and seconded by Councillor J Luddington that Councillor J Luddington instructs Western Web Ltd to set up a website for St Sampson Parish Council. All Councillors voted in favour of this proposal. The proposal was therefore carried.

15. Standing Orders

To receive and consider revising the parish council's standing orders

The Chairman said that it was imperative that the standing orders be revised as soon as possible. This had been previously identified but not actively moved forward due to constraints of time. It was proposed by Councillor S Reardon and seconded by Councillor S Ratchford that the Clerk circulates draft revised standing orders for consideration at the meeting of the parish council in April 2015. All Councillors voted in favour of this proposal. The proposal was therefore carried. The Chairman said that those who print the Golant Pill have suggested that the day of the meeting may be changed to allow the Chairman

more time to prepare his report in time for the printing deadline. The Chairman said he would ask them what their ideal scenario of dates would be.

15. Neighbourhood Plan

To receive and consider matters arising relating to the neighbourhood plan

Councillor S Reardon said that the Clerk has registered St Sampson as a neighbourhood plan area with Cornwall Council and that she has posted the necessary advertisements. She said that the neighbourhood plan steering group will hold its first meeting on 4th March 2015 and to date, comprises Councillor S Reardon and four other parishioners. She explained that a questionnaire to gain interest in the process, and to identify the main areas of concern in land use terms, would be sent out to all parishioners by Easter. The questionnaire will follow the Roseland Neighbourhood Plan model. The Chairman asked how the questionnaire would be funded. Councillor S Reardon said that additional money had been set aside in the precept for this and that if more is needed, grant funding may have to be applied for. She said the whole plan process is likely to take up to two years to complete.

16. Highways

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

None

17. Footpaths & Benches

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

Councillor S Reardon said she was concerned about the state of repair of three stiles on Penquite Drive. It was agreed that the Clerk would contact Cornwall Council regarding this matter. Councillor S Reardon asked if any clearance was going to be undertaken on the Upper Downs path this year. No one knew if any would be done.

19. Co-option of Member to Parish Council

To receive and consider an application for co-option onto the Parish Council

There were no candidates.

20. Date of next meeting

**To confirm the date and venue of the next meeting on Tuesday 24th
February 2015**

The date of the next meeting will be on Tuesday 31st March 2015, commencing at 7:15pm in Golant Village Hall unless a meeting to discuss a planning application is called prior to that date.

There was no further business and the meeting was closed at 9:40pm.

ST SAMPSON PARISH COUNCIL MEETING

24TH FEBRUARY 2015

ACTION POINTS

<u>Minute Number</u>	<u>Action</u>	<u>By Whom</u>
4	Keep users of village green parking area of progress re Riverbank Cottage	SR
4	Purchase and site new salt bin and inform highways of its location. Purchase salt and fill new salt bin	MW
4	Progress assets review	CH/JL/SR
4	Obtain quotations for repairs to fence in playground	MW
4	Sort parish council documents in village hall	SB/JL
4	Write letter to Peter Le Grys to thank him for his clarification regarding the bus shelter	SB
9	Speak to Fowey Town Council regarding workings of AS Parking	SB
12	Parking permits to be issued	SB
12	Prepare brief for surveyors for demolition, disposal and making good of toilet building and ascertain likely costs of carrying out the work	CH

14	Prepare draft revised standing orders	SB
14	Ask Golant Pil printers what their ideal scenario of dates would be for parish council meetings	CH
17	Inform Cornwall Council about poor state of repair of stiles on Penquite Drive	SB

SIGNED..... (Chairman)

DATE.....