

**MINUTES OF THE ST SAMPSON PARISH COUNCIL MEETING HELD ON TUESDAY, 28TH JULY 2015 AT 7:15PM IN GOLANT VILLAGE HALL, GOLANT**

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

Sue Blaxley (Parish Clerk)  
2 members of the public

The Chairman opened the meeting at 7:15pm.

**Public Participation**

Graham Estlick reported that Robert Gore had received an email stating that work on Riverbank Cottage would be commencing in the autumn. He asked if the parish council was going to be more vigilant with issues such as parking on the green, the deposition of building materials and hazards than they had been during building work at Waters Edge. He also said that the alleyway adjacent to Waters Edge, which has always been used as a thoroughfare by members of the public, will be gated as a deterrent. He said that he did not foresee a problem with this as long as the gate is not locked. The Chairman said there was a list of licensed acts for the works abutting the green. Graham Estlick said that vehicles must be able to turn without impinging on the surface of the green. The Chairman confirmed that there is no news as to when works to lay the drainage pipes would commence. Graham Estlick said that when this work commences, wood should be placed across the trench so that vehicular access can be maintained at all times. He said that two councillors should be responsible for monitoring the general progress regarding Riverbank Cottage when the building work commences.

The Chairman said that this would be discussed at the next parish council meeting in September.

**1. Apologies**

Apologies were received and accepted from Councillor S Fitzgerald due to a work commitment, Councillor M Whell and PC Lloyd due to his being on annual leave.

**2. To confirm the minutes of the meeting held on Tuesday 26<sup>th</sup> May 2015**

The minutes of the meeting held on the 23rd June 2015, having previously been circulated, were agreed as an accurate record.

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

None

#### **4. Co-option of Member to Parish Council**

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

The Chairman said that Robin Anderson had applied to be co-opted onto the parish council. He said that his comprehensive curriculum vitae had been circulated to all members of the parish council prior to the meeting. It was proposed by Councillor S Reardon and seconded by Councillor S Ratchford that Robin Anderson be co-opted onto the parish council. All Councillors voted in favour of this proposal. Robin Anderson handed his completed declaration of interests form to the clerk and signed his acceptance of office form and handed it to the clerk. The Chairman welcomed Robin Anderson to the parish council.

#### **5. Planning**

##### **PA15/05745 – Application by Mr Michael Fitzgerald for proposed first floor extension to provide store and workshop over existing garage at Woodgate, Golant**

The Chairman said that there is an existing garage to the north east of the property and it is proposed to erect a first floor extension to this garage on the same footprint. He said the extension would form a workshop and store. It was noted that the walls of the extension would be constructed of timber shiplap. Councillor S Reardon said the building would not be visible from the river. Councillor S Ratchford said the proposal would not result in a detrimental visual impact. The Chairman said that the design was in keeping with its surroundings, the extension would be on the existing footprint and no neighbours would be adversely affected by the proposal. It was proposed by Councillor J Luddington and seconded by Councillor S Reardon that the application be supported. All Councillors voted in favour of this proposal.

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

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

Arrange link from golant.net and cornwall.gov.uk to parish council website (SB)

The Clerk reported that the link from golant.net had been actioned but despite requesting a link from the cornwall.gov.uk website to the parish council website, this had not been actioned by Cornwall Council. It was agreed that the Clerk would follow this matter up.

Keep users of village green parking area of progress re Riverbank Cottage (SR)

It was agreed that Councillor S Reardon would email Mr and Mrs Wallace Jones and ask them when the anticipated start date is for the building works.

Progress assets review (CH/JL/SR)

It was noted that this is an ongoing issue and at this stage, relates mainly to the toilets.

Speak to farmer at Lantayn Farm about highway through his farm (MW)

Councillor M Whell was not present to report whether he had actioned this matter.

Ask Glenn Humphries Landscaping to cut grass on east side of ditch and to cut village green 3 days before carnival (JL)

Councillor J Luddington reported that this matter has been actioned.

Complete CAT and submit to Cornwall Council (CH)

The Chairman reported that this had not been actioned and it was agreed that the Clerk would action this matter.

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

The Chairman read out an email from Richard Strobe which read as follows:

"I represented the Parish Council at the planning inquiry held in Roche during August 2014. I also attended a meeting at Cornwall County Council planning department with the chairman earlier in the year

These are the only occasions that I have represented the Parish Council in any official capacity regarding the wind turbines.

Whilst the press has contacted me on several occasions for comments on the development any comments made by me were made in a personal capacity as a resident of Golant and certainly not on behalf of the Parish Council.

As you are aware the development breaches the following local and national planning regulations:

Restormel Local plans 6 and 13

Emerging CCC plan 15

AONB policy CCE1

NPPF section 115

Restormel local plan 33

Cornwall local plan 24

NPPF policies 131 and 132

Restormel local plan 25

These are all confirmed on the enforcement notice that was issued to the developers.

Any comments made by me both in the past and the future are my personal opinions and do not or have not at any time been intended or implied as being made on behalf of the Parish Council.”

The Chairman reported that he had received an email dated 11<sup>th</sup> July 2015 from Maurie Parsons stating that the defibrillator at the pub cannot be used as Punch Taverns are ignoring requests to install an ethernet line at the pub. He said that the landlord is reluctant to become further involved in this matter due to ongoing issues with Punch Taverns but that a connection could be made to his computer to allow the equipment to be used but the internet connection is not reliable. It was agreed that peoples’ lives are potentially at risk by the lack of this facility. Councillor S Reardon said their inactivity was a disgrace and they should be reported to the local media. The Chairman said this may compromise the landlord. She said that Punch Taverns must have agreed to have the defibrillator on the premises. It was proposed by Councillor S Reardon and seconded by Councillor S Ratchford that the Clerk writes a letter to the Managing Director of Punch Taverns asking them to install an ethernet line at the pub without further delay. All Councillors voted in favour of this proposal. The proposal was therefore carried. Councillor J Luddington suggested having the internet connected at the village hall so that the parish council can take ownership of the defibrillator. Councillor S Reardon said that the village hall committee had asked various organisations in the parish to contribute to the installation of the internet at the village hall but insufficient funds were forthcoming. She said that the ongoing management of the internet connection was a concern to the village hall committee at the time. Councillor S Reardon said that the village hall committee could discuss this issue again especially if the defibrillator is unable to function at the pub.

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

Councillor J Luddington reported that Tinny’s Lane is almost impassable as it is overgrown. She said that she had met with Glenn Humphries Landscaping and they have quoted £130 to cut the lane and remove the resultant debris. The Chairman said that, historically, the parish council has cut Tinny’s Lane and it should be done annually as it is a bridleway and it encourages people to walk if it is in a good state of repair. It was proposed by Councillor J Luddington and seconded by Councillor S Reardon that Glenn Humphries Landscaping be instructed to cut Tinny’s Lane at a cost of £130 and that, in future, it would be cut in June each year. All Councillors voted in favour of this proposal. The proposal was therefore carried. It was agreed that the Clerk would inform Maurie Parsons and Penny Parsons of this as they had raised the issue in a recent email to the Clerk.

Councillor J Luddington asked that Councillors S Fitzgerald, M Whell and R Anderson email a photograph of themselves to the Clerk so it can be put on the parish council website.

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

The Clerk reminded all councillors of the need to attend Code of Conduct training on a regular basis. She said the next training sessions are on 31<sup>st</sup> July 2015 from 2pm until 4pm at Liskeard and on 27<sup>th</sup> October 2015 from 6pm until 8pm in Truro. The Chairman emphasised the importance of this training and told councillors that they are open to personal liability if they do not attend such training and it is mandatory.

**10. To receive reports from -**

**a) Police**

**b) Cornwall Councillor**

There were no reports.

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

Mrs S Blaxley (June 17th 2015 – 22<sup>nd</sup> July 2015 salary/ expenses) - £303.94  
Cornwall Council (Rent for car park July 2015) - £167.67  
Glenn Humphries Landscaping (Grass cutting x 2) - £156.00  
Grant Thornton (External Audit fee) - £120.00  
Torpoint Town Council (Internal Audit fee) - £75.00  
Glenn Humphries Landscaping (Grass cutting x 1) - £78.00

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

**12. To receive correspondence from :**

**a) Cornwall Council**

**b) Others**

There was no other correspondence reported in addition to the emails previously circulated by the Clerk.

**13. Finance Report**

**To receive a current financial statement of the accounts**

The Clerk reported that, this month, income of £1155.00 had been banked from the car park and that a VAT refund had been received in the sum of £136.45. She said that all the parish council's funds are now in one account which balances at £25,656.13. The Chairman said that it is acknowledged that the amount of reserves is very high and that both the internal and external auditors recognize this. Councillor R Anderson said that a strategic view should be taken in respect of this money so the parish council needs to decide its priorities for expenditure rather than incurring expenditure on an ad hoc basis. The Chairman agreed and said that, historically, funds, apart from earmarked reserves, have been used on an ad hoc basis. He said that structuring fund allocation in terms of capital expenditure would be prudent and it was agreed that this would be done as part of the budget setting process in October each year.

#### **14. Golant Car Park and Toilets**

##### **To receive and consider an update on the opening of the toilet;**

The Chairman reported that the toilet is open and the parish council extended their thanks to Andrew van den Broek for his hard work in renovating the toilet. The Chairman thanked the Clerk and Councillor J Luddington for their hard work in respect of getting the toilet open.

##### **To receive and consider a quotation for the provision of a nappy changing unit in the toilet;**

The Clerk reported that CORMAC had not been forthcoming in providing a quotation for the provision of a nappy changing unit in the toilet. Councillor R Anderson reported that an email had been received from Barry and Judith Campbell-Taylor saying that the parish council is in breach of the Disability Discrimination Act 1995 regarding the toilet. Councillor R Anderson said the relevant legislation is the Equality Act 2010 which relates to new builds and material alterations to existing buildings. He said the legislation states that reasonable steps have to be taken to allow use by the able and disabled but there is not a requirement to do more than it is reasonable to do. He said it is an accessible toilet so there is a degree of accessibility which offers more provision than no toilet at all and more accessibility than the gents or ladies toilet would. He said that he disagrees with Mr and Mrs Campbell-Taylor's assertion that the parish council has acted unlawfully in respect of the opening of the toilet in terms of accessibility. He said that what has been done is reasonable, proportionate and compliant. The Chairman agreed with this view and it was agreed that the Clerk would contact Mr and Mrs Campbell Taylor and inform them of this. Councillor R Anderson said the provision of a nappy changing unit would make wheelchair access more difficult and suggested that the parish council follows the spirit of the Building Regulations in terms of the provision of nappy changing units in unisex accessible toilets which is not to provide one as it makes the

facility more disadvantageous than it was before. All Councillors agreed that a nappy changing unit would not be installed in the toilet.

**To receive and consider the community asset transfer of the toilets and car park;**

It was agreed that the Clerk would submit the community asset transfer documents to Cornwall Council.

**To receive and consider the income generated from the car park in the last three years;**

The Clerk reported that the car park income for 2013 totaled £8,004.00 and £8,303.00 for 2014. It was noted that approximately half of the income in both years was generated by mid July in each year. It was reported that the car park income to date in 2015 is £4,800.00 so it is projected that it will be £9,600.00 for 2015. The Chairman said the car park income is capable of supporting the toilets going forward.

**To receive and consider the car parking charges and the seasonal charging system;**

The current car parking charges are: 20p up to 30 minutes, 60p up to 1 hour, £1.20 up to 2 hours, £2 up to 4 hours and £3 for all day between 8am and 6pm. The charge per night from 6pm until 8am is £2 with a maximum stay of 3 days. It was acknowledged that compared to many other car parks in Cornwall, these charges are relatively cheap. The Chairman said that he thought the majority of users of the car park do not live in the village but it is very positive to have people visit Golant. He said that, when considering whether to increase the car parking charges, councillors need to bear in mind that the projected car park income is up as well as the profit on the car park although this is offset to some extent by the running of the toilets. Councillor R Anderson said that the public perception is that car park takings have reduced as the car park is often half full. He said that maybe people are more vigilant about paying given the enforcement by AS Parking although he said the fear of receiving a penalty charge is not popular. Councillor S Reardon said that increasing car park charges would make the already too big reserves even bigger. She said that using AS Parking has been a significant change so further change should not take place at the present time. Councillor S Ratchford said that the car parking charges do not need to be increased at the present time. Councillor J Luddington said that she thinks the car parking charges should be increased as the disparity in charges between Golant Halt car park and other car parks will only become bigger. It was proposed by Councillor S Reardon and seconded by Councillor S Ratchford that the car parking charges are not increased and are reviewed annually in July. All Councillors voted in favour of this proposal except for Councillor J Luddington who voted against. The proposal was therefore carried. It was noted that seasonal charging currently operates in the car park with 1<sup>st</sup> March to 31<sup>st</sup>

October being the charging season. Councillor S Ratchford said that if the charging period is extended, it would affect locals as opposed to tourists. Councillor R Anderson said the car park is heavily used on autumn mornings and it seems odd not to control the car park during the winter as, effectively, the parish council is giving away revenue. Councillors agreed that the charging period for the car park should be all year. The Chairman said that Cornwall Council publishes the Car Parking Order annually which specifies car parking charges for the year. He said that he was unsure whether extending the charging period to all year round would have an adverse impact on this order. It was agreed that the Clerk would check this with Cornwall Council. It was proposed by Councillor J Luddington and seconded by Councillor R Anderson that the car parking charging season will be extended to year round charging. All Councillors voted in favour of this proposal. The proposal was therefore carried.

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

None.

#### **14. Village Green**

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

It was reported that the hole in the village green which used to take one of the posts of the old football goal has now been filled. It was reported that the grass around the sun dial and the long grass which is not owned by the parish council has now been cut. Councillor S Reardon said the local children who responded to the NDP questionnaire have requested that a basketball net be installed on the green. The parish council was neutral in their views on this but agreed to wait until the questionnaires on the NDP have been analysed so that all requests for additional facilities can be considered together. Councillor S Reardon said that one of the rubber mats that used to be used for bouncing a basketball is missing and has exposed concrete. It was proposed by Councillor S Reardon and seconded by Councillor S Ratchford that Andrew van den Broek be asked to fill the patch with topsoil and re seed the area with grass. All Councillors voted in favour of this proposal. The proposal was therefore carried. Councillor S Reardon said that it has been brought to her attention that not all of the village green parking permits are used every day. The Chairman said the rules for issuing parking permits for the green have historically been ad hoc which leaves some people feeling aggrieved. He said the rules will be looked at by the parish council at its meeting in October. Councillor S Reardon said that permits to park on the green were initially issued to all houses in the centre of the village which had no parking within their curtilage. The Chairman said that different rules have evolved since then. Councillor S Reardon said that one of the posts from the ball guard has rotted and nails are sticking out of it. It was proposed by Councillor R Anderson and seconded by Councillor S Ratchford that Andrew Van den B be asked to repair this ball guard. All Councillors voted in favour of this proposal.

The proposal was therefore carried. Councillor S Reardon commented that the new picnic tables and benches have not been labelled SSPC. She said that labelling them may deter people from stealing them. Councillor R Anderson said that it would not deter people from stealing them but it does help the police recover items and ideally, any property of the parish council should be marked. It was proposed by Councillor S Reardon and seconded by Councillor R Anderson that Andrew van den Broek be asked to investigate how and where the benches and tables could be marked without spoiling the aesthetics of them. All Councillors voted in favour of this proposal. The proposal was therefore carried.

Councillor S Reardon said that the memorial boat on the green does not belong to the parish council although it is on the parish council's property and that it may fall into disrepair and become unsightly. It was noted that it is a memorial to a gentleman's wife who has now also passed away and that there is uncertainty as to whether their son will maintain it. Councillor R Anderson suggested asking some volunteer groups to garden it. The Chairman said that some thought, as part of the assets review, needs to be given as to whether the parish council wants a public space as a memorial garden. It was agreed that the Clerk would write to their son and ask him if he has any plans for the boat or if he would like the parish council to ask some volunteer groups to garden it.

## **16. Refuse Bins**

### **To receive and consider quotations for the purchase of new refuse bins for Golant**

The Clerk reported that she had not received a response from CORMAC regarding replacing the refuse bins in Golant. It was agreed that the Clerk would follow up this matter. Some discussion took place as to whether CORMAC would empty bins that did not belong to them if the parish council decided to purchase some new ones. Councillor S Reardon said she would make enquiries of the Friends of Par Beach regarding this matter. It was proposed by Councillor S Ratchford and seconded by Councillor R Anderson that if CORMAC do not respond to the request to replace the bins or are proactively against replacing them, the Clerk be authorized to obtain quotations for replacement litter bins for consideration at the parish council meeting in September. All Councillors voted in favour of this proposal. The proposal was therefore carried.

## **17. Neighbourhood Plan**

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

Councillor R Anderson explained that the neighbourhood plan steering group is working on the second questionnaire to "drill down" into the information already obtained from the first questionnaire. He said the questionnaire must be used to assist in writing policies for the NDP. The Chairman asked if the second questionnaire will be multiple choice and whether it will be able to be completed

online. Councillor S Reardon said these matters were all being considered. Councillor R Anderson said that the base for seeking representations has now been widened to include outside agencies, local businesses, peoples' groups and outside users. Councillor S Reardon said that the neighbourhood plan steering group will also be undertaking a survey of existing housing provision.

### **18. Highways**

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

Councillor S Reardon thanked the person who had cleared the drain of silt in Downs Hill. It was noted that, following concerns raised at last month's meeting, the hedges have now been cut.

### **19. Footpaths and Benches**

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

Councillor S Reardon said that the Saint's Way path has been cut.

### **20. External Audit Report 2014/15**

#### **To receive and consider the external audit report for 2014/15**

The Clerk read out the comments made by the external auditor in his report attached to the approved annual return for the financial year ended 31<sup>st</sup> March 2015. The comments were noted.

**Under Section 1 Public Bodies (Admissions to Meetings) Act 1960, the Council excluded members of the public and press from item number 21 of the agenda, due to the confidential nature of the business to be discussed**

### **21. Clerk's Salary and Remuneration**

#### **To receive and consider the clerk's salary and remuneration**

A discussion took place regarding the Clerk's salary and remuneration. It was agreed that the Clerk will be paid at spinal point 25 of the NJC salary scales (£11.54/hour) backdated to 1<sup>st</sup> April 2015 and will be paid £15/month for the use of her home as an office plus reimbursement of postage, stationery and printing costs. It was agreed that she is entitled to 5.6 weeks holiday a year paid on a pro rata basis. It was agreed that she will be paid holiday pay until 22<sup>nd</sup> July 2015 and backdated to 18<sup>th</sup> October 2014 and thereafter it will be paid on a monthly basis.

### **22. Date of next meeting**

**To confirm the date and venue of the next meeting on Tuesday 22<sup>nd</sup> September 2015**

The date of the next meeting will be on Tuesday 22<sup>nd</sup> September 2015, commencing at 7:15pm in Golant Village Hall.

There was no further business and the meeting was closed at 10 pm.

**ST SAMPSON PARISH COUNCIL MEETING**

**23rd JUNE 2015**

**ACTION POINTS**

<b><u>Minute Number</u></b>	<b><u>Action</u></b>	<b><u>By Whom</u></b>
6 (page 2)	Arrange link from <a href="http://cornwall.gov.uk">cornwall.gov.uk</a> to parish council website	SB
6 (page 2)	E mail Mr and Mrs Wallace Jones to ascertain start date for Riverbank Cottage	SR
6 (page 3)	Progress assets review	CH/JL/SR
6 (page 3)	Speak to farmer at Lantayn Farm about highway through his farm	MW
6 (page 3)	Complete CAT and submit to Cornwall Council	SB
6 (page 3)	Write letter to MD of Punch Taverns asking them to install Ethernet connection at the pub without further delay	SB
8 (page 4)	Inform Maurie and Penny Parsons that Tinnys Lane will be cut soon and thereafter in June every year.	SB
8 (page 4)	Email photograph to Clerk for inclusion on parish council website	SB
14 (page 6)	Inform Mr and Mrs Campbell Taylor that	

	Works to the toilet are reasonable, Proportionate and compliant under the Equality Act 2010.	SB
14 (page 7)	Ask Cornwall Council if change to all year round car parking charging will impact on the Car Parking Order	SB
14 (page 8)	Ask Andrew Van den B to fill concrete patch with topsoil and reseed with grass	JL
14 (page 8)	Ask Andrew Van den B to repair ball guard	JL
14 (page 8)	Ask Andrew Van den B to investigate how and where the benches and tables could be marked without spoiling the aesthetics of them	JL
14 (page 8)	Write to Edward and ask him if he has any plans for the boat or if he would like the parish council to ask some volunteer groups to garden it	SB
16 (page 9)	Ask Cornwall Council to replace litter bins in Golant	SB