

**MINUTES OF THE ST SAMPSON PARISH COUNCIL MEETING HELD ON TUESDAY, 31ST MAY 2016 AT 7:55PM IN GOLANT VILLAGE HALL, GOLANT**

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

Cornwall Councillor David Hughes  
Sue Blaxley (Parish Clerk)

7 members of the public

The Chairman opened the meeting at 7:55pm.

**Public Participation**

Peter Edwards explained that Golant Quay Users could either buy a new bench as a memorial for Bruce Fletcher or put a plaque on an existing bench. The Chairman said that it was agreed at the last meeting of the parish council that a new bench would be bought by Golant Quay Users. Graham Estlick commented that the provision of benches on the village green is a good idea provided they are properly maintained.

Stuart Young said that he thought the parish council were going to be maintaining the upper downs footpath. The Chairman said that this matter has not been discussed by the parish council but it could be put on the agenda for the next meeting. In the meantime, he asked Stuart Young to email the Clerk the details of the maintenance that is needed and the reasons for that maintenance.

Barry Campbell-Taylor said that the car parking machine is out of order and has been for two days. The Clerk said that she had met with AS Parking prior to the meeting and the machine is out of paper. She said this will be rectified by AS Parking at 7am in the morning.

**1. Apologies**

Apologies for absence were received from Councillor R Anderson.

**2. Election of Chairman**

It was proposed by Councillor S Reardon and seconded by Councillor J Luddington that Councillor C Hunter be elected as Chairman. No other nominations were received. All Councillors voted in favour of the proposal. The proposal was therefore carried. Councillor C Hunter thanked everyone for their support and took the Chair.

**3. Election of Vice Chair**

It was proposed by Councillor C Hunter and seconded by Councillor S Fitzgerald that Councillor S Reardon be elected as Vice Chair. There were no other nominations and the proposal that Councillor S Reardon be elected as Vice Chair was carried unanimously.

#### **4. To confirm the minutes of the meeting held on Tuesday 26<sup>th</sup> April 2016**

The minutes of the meeting held on the 26th April 2016, having previously been circulated, were agreed as an accurate record subject to an amendment to minute 4 (page 3) and item 4 on page 12 to read Glenn Humphries Landscaping as opposed to the Lawn Ranger and an amendment to minute 5 (page 3) to read Simon Funnell as opposed to James Funnell.

#### **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**

##### Installation of salt bin (MW)

Councillor M Whell reported that he had not yet actioned this matter.

##### Informal chat with Mr and Mrs Laughton regarding gates and sign in the alleyway to the village green (RA/CH)

The Chairman reported that he had not yet had the opportunity to speak to Mr and Mrs Laughton. The Chairman said he would action this matter.

##### Contact CORMAC regarding pothole in Water Lane and road to Church and poor state of road near Wringford Farm (SF)

Councillor S Fitzgerald reported that she had emailed CORMAC and that they had not responded to her personally but she did receive a copy of the list of roads which will be repaired in the parish. She said that the potholes in Water Lane have now been delineated for repair but there has been no progress regarding the poor state of the road near Wringford Farm.

##### Ask Lawn Ranger to clear the pipe/bore the pipe on bank above turning circle and clear the area behind the toilets and the environs of the car park (JL)

Councillor J Luddington reported that she had met Glenn Humphries Landscaping on site with Barry Campbell-Taylor. She said that they will clear the

area behind the toilets and behind the railings in the car park. She said they will clear the pipe/bore hole next week and Barry Campbell-Taylor will oversee the work. Councillor J Luddington said she would contact Network Rail regarding the proliferation of budlea adjacent to the railway line. The Chairman thanked Councillor J Luddington and Barry Campbell-Taylor for their work regarding this matter.

Ask Andrew Van den Broek to undertake the restoration works to the fingerpost sign (CH)

The Chairman reported that he had telephoned Andrew Van den Broek regarding this matter but there was no reply. He said he will telephone him again.

Ask Tree Officer at Cornwall Council to inspect trees adjacent to village highways and advise of way forward (SB)

The Clerk reported that the highway steward has now inspected the site, and has advised that the large tree referred to on Church Hill is a mature multi-stemmed sycamore which appeared to be free of significant defects and there was no indication that whole or partial tree failure is likely so no action is required here. The highway steward also reported that Water Lane does have several trees with defects which would benefit from re-coppicing and management on a long term basis. However, he does not consider failure of any of the trees likely at this stage and any work recommended could be regarded as pro active management work at the present time. The Chairman commented that the specific tree to be inspected on Church Hill is a beech tree and not a sycamore tree. It was agreed that the Clerk would ascertain if the tree inspector had inspected the correct tree.

Complete application form to list pub as asset of community value (SB)

The Clerk reported that she has actioned this matter but was waiting for the Chairman to provide the title document to accompany the application.

**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 he had received a letter from Penny White thanking us for our generous donation towards the repairs to the organ. He also reported that he had received two communications from Nalders referring to correspondence from Mr and Mrs Wallace-Jones. He explained that the first letter said that they had decided to progress with all the easements. However, the second letter said they would like to proceed with the easements for the rights of way over the grass verge and the easement for the sewage pipe to connect to the mains but

not the right of way over the village green until the issue of the repairs and reinstatement of the car park has been resolved. The Chairman said that the Clerk will instruct Nalders to respond to the correspondence.

**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**

There was no further report in addition to the report given at the annual parish meeting.

**b) Cornwall County Councillor**

There was no further report in addition to the report given at the annual parish meeting.

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

Mrs S Blaxley (April 20th 2016 – May 22nd 2016 salary/ expenses) - £430.51

Playsafety Ltd (Annual Play Equipment Inspection) - £84.00

Cornwall Council (Rent for car park) - £166.67

HMRC (PAYE) - £10.60

AON Insurance (Insurance Renewal) - £605.46

Glenn Humphries Landscaping (Grass cutting/ weed spraying) - £238.80

Torpoint Town Council (Internal Audit fee) - £75.00

The Clerk confirmed that the insurance premium included the toilets. It was proposed by Councillor S Ratchford and seconded by Councillor M Whell 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 County Council

None.

b) Others

None.

### **13. Finance Report**

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

The Clerk reported that, this month, income of £468 had been received from the car parking machine, £50 for a car parking permit and £1,912.51 as the first half of the precept. She said the accounts balance at £24,473.95. The Chairman signed the cash book.

### **14. Golant Car Park**

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

It was noted that the car parking machine is out of order and has been for two days. The Clerk said that she had met with AS Parking prior to the meeting and the machine is out of paper. She said this will be rectified by AS Parking at 7pm in the morning and that in future, they will maintain the car parking machine.

### **15. Village Green**

#### **To receive and consider the Playsafety inspection report for the playground**

The Clerk read out the details of the Playsafety inspection report which entailed a number of minor repairs which need attention as a matter of urgency. It was proposed by Councillor M Whell and seconded by Councillor J Luddington that the Clerk asks Andrew van den Broek to attend to these repairs as soon as possible. All Councillors voted in favour of this proposal. The proposal was therefore carried.

#### **To consider the provision of new play equipment in the playground**

It was noted that no costings had yet been received from Milly. It was agreed that this matter would be discussed at the next meeting of the parish council.

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

Councillor S Reardon explained that the Air Ambulance landed on the village green on Sunday evening which made it very clear that one of the goal posts needs to be permanently removed to facilitate a safe landing and take-off. She said that the pilot of the helicopter had advised that the goal post nearest the play area should be removed. It was agreed that the Clerk would ask Andrew van

den Broek to remove it as soon as possible. Regarding the memorial bench for Bruce Fletcher, it was proposed by Councillor S Ratchford and seconded by Councillor S Reardon that Golant Quay Users purchase a bench from Duchy Timber to match the new benches purchased by the parish council last summer and this will replace the old, rickety bench which is currently on the village green. All Councillors voted in favour of this proposal. The proposal was therefore carried.

#### **16. Neighbourhood Plan**

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

None

#### **17. Highways**

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

Councillor S Reardon reported that a considerable amount of water had been running down Water Lane from Hybadore. She said that she contacted South West Water who has now turned off the water supply to this property.

#### **18. Footpaths and Benches**

**To receive and consider quotations for benches for the village green**

Councillor S Reardon said that she agrees with Stuart Young that the upper downs path needs strimming in its entirety. She commented that it is annual vegetation growth which needs cutting. It was agreed that this is a community asset and should be maintained. It was proposed by Councillor S Fitzgerald and seconded by Councillor S Reardon that the Clerk asks Dave Jenkinson to trim the length of the upper downs path. All Councillors voted in favour of this proposal. The proposal was therefore carried. It was proposed by Councillor S Reardon and seconded by Councillor M Whell that the Clerk asks Glenn Humphries Landscaping to undertake the annual cut of Tinnies Lane. All Councillors voted in favour of this proposal. The proposal was therefore carried.

#### **19. Community Emergency Plan**

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

None

#### **20. Golant Pill**

**To receive and consider a request from Golant Pill for financial assistance towards the newsletter**

The Chairman read out an email from Simon Funnell which read as follows: "As you may remember, at this time of year I usually write to ask those village bodies whose reports we carry in our pages, and deliver to the whole village, for a donation. Last year we were in somewhat straitened circumstances, and the Parish Council very generously donated £200 to us, for which we were most grateful. I am delighted to report that we have put our house in order now, and our finances are much healthier. A donation of £50 would be greatly appreciated, and would be sufficient to cover our costs."

It was proposed by Councillor S Reardon and seconded by Councillor S Fitzgerald that a donation of £50 be made. All Councillors voted in favour of this proposal. The proposal was therefore carried.

## **21. Review of Accounts**

### **To review the accounts for 2015/16**

It was noted that everyone has had a copy of the Analysis of Receipts and Payments for 2015/16 with their agenda. The Clerk said these figures have been audited by 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 Audit Commission. It was proposed by Councillor S Ratchford and seconded by Councillor M Whell that the accounting statements and the annual governance statement be approved for submission to the Audit Commission. All Councillors voted in favour of this proposal. The proposal was therefore carried. The Clerk said that the parish council has also had an intermediate audit and she will send the requisite information to the external auditor with the annual return.

The Clerk left the room during discussion of item 22.

## **22. Clerk's Salary**

### **To consider the Clerk's salary for 2016/17**

It was agreed that the Clerk's salary would be increased from 1<sup>st</sup> June 2016 to spinal point 26 (£12.01/hr)

## **23. Date of Next Meeting**

### **To confirm the date and venue of the next meeting on Tuesday 23rd June 2015**

The date of the next meeting will be on Tuesday 28<sup>th</sup> June 2016, commencing at 7:15pm in Golant Village Hall.

There was no further business and the meeting was closed at 9:05pm.

**ST SAMPSON PARISH COUNCIL MEETING**

**31<sup>st</sup> May 2016**

**ACTION POINTS**

<b><u>Minute Number</u></b>	<b><u>Action</u></b>	<b><u>By Whom</u></b>
4	Installation of salt bin	MW
4	Informal chat with Mr and Mrs Laughton regarding gates and sign in the alleyway to the village green	RA/CH
4	Ask Andrew Van den Broek to undertake the restoration works to the fingerpost sign	CH
4	Ascertain if tree inspector inspected the correct tree on Water Lane	SB
4	Provide title document for pub for community Asset application	CH
5	Instruct Nalders to respond to the Correspondence from Mr and Mrs Wallace-Jones	SB
16	Ask Andrew van den Broek to attend to minor repairs to play equipment as Identified in the Playsafety inspection report	SB
16	Ask Andrew van den Broek to remove the goal post nearest the playground	SB
19	Ask Dave Jenkinson to strim the length of the upper downs path	SB
19	Ask Glenn Humphries Landscaping to undertake the annual cut of Tinnies Lane	SB