

**MINUTES OF THE ST SAMPSON PARISH COUNCIL MEETING HELD ON TUESDAY, 27<sup>TH</sup> SEPTEMBER 2016 AT 7:15PM IN GOLANT VILLAGE HALL, GOLANT**

**Present:** Councillors R Anderson (Chairman), J Luddington, S Ratchford, M Whell and D Pugh-Jones.

Sue Blaxley (Parish Clerk)

3 members of the public

The Chairman opened the meeting at 7:15pm.

**Public Participation**

Liz Anderson explained that she is requesting funding from the parish council in the sum of £270 to purchase 1000 daffodil bulbs. She explained that the daffodil bulbs are English and native to this part of Cornwall. She said that, one weekend in October, parishioners will plant the bulbs in hedgerows and public areas of the village as a community project.

The Chairman thanked Colin Hunter, who has now resigned from the parish council, for all his hard work and professionalism in dealing with parish council business. He said that the parish council is in a better position as a direct result of his efforts. The Chairman welcomed Debbie Pugh-Jones as a new councillor.

**1. Apologies**

Apologies for absence were received from Councillor S Fitzgerald. Apologies for absence were also received from Cornwall Councillor David Hughes but were received too late to be reported to the meeting.

**2. Election of Chairman and Vice Chair**

It was proposed by Councillor J Luddington and seconded by Councillor D Pugh-Jones that Councillor R Anderson be elected as Chairman. There were no other nominations and the proposal that Councillor R Anderson be elected as Chairman was carried unanimously.

It was proposed by Councillor S Ratchford and seconded by Councillor M Whell that Councillor J Luddington be elected as Vice Chair. There were no other nominations and the proposal that Councillor J Luddington be elected as Vice Chair was carried unanimously.

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

The minutes of the meeting held on 26<sup>th</sup> July 2016, having previously been circulated, were agreed as an accurate record.

### **4. Declaration of interest in items on the agenda**

Councillor R Anderson declared a prejudicial interest in item 21 on the agenda as his wife is requesting the funding.

### **5. Planning**

**To receive and consider the following planning applications:**

#### **PA16/08053 – Application for change of use of land for siting of a shepherds hut for tourist accommodation and associated works at Trebathevy Farm, Castledore**

The Chairman explained that a previous application for a shepherd's hut on this site was refused by Cornwall Council as it was considered to be detrimental to the AONB and to the flora and fauna in the vicinity of the site. Cornwall Council indicated that they would be more likely to support the application if the shepherd's hut was moved closer to the farm buildings. The Chairman said that in this application, it is proposed to site the shepherd's hut closer to the farm buildings and that it will not be visible in the landscape. It was proposed by Councillor M Whell and seconded by Councillor J Luddington that this application be supported. All Councillors voted in favour of this proposal. The proposal was therefore carried.

#### **PA16/06683 – Application for change of use of garage to a self contained annex at Robins Hill, Golant**

The Chairman explained that the site comprises a garage which it is proposed to change to an annex to accommodate friends and family. He explained that, on Cornwall Council's planning portal, the application has received one comment supporting the application and an objection by the Ramblers' Association as they consider the increase in footfall will be detrimental to the adjacent right of way. Councillor D Pugh-Jones said she supported the application provided the traffic slows down along the track. Councillor S Ratchford queried where vehicles will be parked if the garage is used as an annex. The Chairman said there is ample hardstanding on the site. It was proposed by Councillor R Anderson and seconded by Councillor J Luddington that this application be supported. All Councillors voted in favour of this proposal. The proposal was therefore carried.

#### **PA16/08140 – Application for two storey side extension forming an enlarged entrance hall and store with a bedroom over at The Old School House, School Hill**

The Chairman explained that this proposal will change the house from a four bedroomed dwelling into a five bedroomed dwelling. He said the proposed extension will be built on flat, level ground. Councillor J Luddington said the proposed extension will be at the rear of the dwelling so there will be no adverse visual impact. It was proposed by Councillor D Pugh-Jones and seconded by Councillor J Luddington that this application be supported. All Councillors voted in favour of this proposal. The proposal was therefore carried.

## **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 actioned this matter.

Provide title document for pub for community asset application (SF)

The Chairman reported that this matter had now been actioned.

Ask Glenn Humphries Landscaping to cut grass in front of and to side of Waters Edge and area behind parked cars (JH)

Councillor J Luddington reported that she had actioned this matter.

Contact the various parties regarding AS Parking to acknowledge their communications and inform them of our position/decision (SB)

The Clerk reported that she had actioned this matter.

Purchase new goal posts (SR/RA)

The Chairman reported that this matter had been actioned and thanked Councillors M Whell and S Ratchford for their work in this respect.

Ask Cornwall Landscaping to clear the vegetation that is obscuring the view from Mike Ager's bench (RA)

The Chairman reported that he had actioned this matter.

Email Cornwall Railway Society to say that the parish council supports the reinstatement of the Lostwithiel to Fowey line (RA)

The Chairman reported that he had actioned this matter. He commented that Lostwithiel Neighbourhood Plan also expresses support for the reinstatement of the railway line for passenger trains.

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

None

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

The Chairman reported that he had received complaints regarding the building work which is taking place at Whispers in terms of mud being deposited on the road, spoil being dumped in a nearby field and concrete lorries turning around on the village green. Councillor D Pugh-Jones said that building work is also being undertaken at Robins. The Chairman said that no damage has been done to the village green. It was agreed that the parish council would monitor the matter.

The Chairman also reported that Synthia Tabb had identified some road edges that need sweeping.

He also said that an application to hold a film night on the village green had been made during the summer recess and that this matter had been dealt with by the Chairman and Clerk and that permission had been given. However, he said that an addendum to the standing orders is needed to allow this delegated authority which is allowed under section 101 of the LGA 1972. The Chairman said he will draft an addendum to the standing orders for discussion at the meeting of the parish council in October.

**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**

None

**b) Cornwall County Councillor**

None

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

South West Water (water for toilets) - £35.51  
South West Water (water for toilets) - £20.62  
Mrs S Blaxley (June 21st 2016 – September 19th 2016 salary/ expenses) - £448.63  
Cornwall Council (Rent for car park) - £333.34  
Glenn Humphries Landscaping (Grass cutting and strimming) - £175.20  
Glenn Humphries Landscaping (Grass cutting) - £140.00  
CORMAC (Toilet cleaning) - £323.66  
Sports Warehouse (Goals and nets) - £884.99  
South West Water (water for toilets) - £8.50  
Martin Whell (salt bin and grit) – £248.38  
Robin Anderson (rubber matting for playground) – £27.98

It was proposed by Councillor J Luddington and seconded by Councillor S Ratchford 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 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 £30 had been received for a car parking permit and £1,306.50 from the car parking machine. She said the accounts balance at £21,433.45. The Chairman signed the cash book.

**14. Golant Car Park and Toilets**

**To receive and consider AS Parking's contract**

The Chairman reminded everyone that, at the last meeting, it was agreed that all councilors would give some thought to contingency plans for "policing" the car park if the services of AS parking were discontinued. He said that, at the outset, he was against using AS Parking but he now feels that this method of "policing" the car park has served the parish well although he acknowledges that it has led

to a certain amount of disquiet among car park users. He said that Cornwall Council is in the process of transferring the freehold of the car park to the parish council which will result in the parish council having to prepare a Car Parking Order. He also said that the Department of Transport makes it clear that the parish council cannot use a contracted car park operation to manage the car park and therefore, the parish council will have to prepare a Traffic Management Order to comply with this devolution legislation. He said that he recommends that the services of AS Parking continue to be used until this is enacted which may not be until the 2018 season. Councillor S Ratchford said that the Chairman's recommendation makes sense although it is a shame the procedure will take so long as he is not happy with the services of AS Parking. Councillor D Pugh-Jones said that she was in receipt of an email from Dendy Easton complaining about AS Parking which, she said, provides more evidence as to AS Parking's tactics. She said that parking is free in Lostwithiel, Lerryn and Polruan and that whilst she is not advocating free parking in Golant, she does not consider an officious approach like AS Parking is needed to "police" the car park. She said that some confusion had arisen between AS Parking's start dates this season as the parish council minutes state that they started on 1<sup>st</sup> April 2016 when they actually started on 1<sup>st</sup> March 2016. The Chairman explained that the former was what the parish council wanted but this could not be implemented as Cornwall Council are in charge of the CPO which clearly states that the charging period begins on 1<sup>st</sup> March. Councillor M Whell said that he thinks an honesty box would be ideal for parking charges in Golant. Councillor J Luddington said that she thinks the parish council should be conservative in their estimate as to how long the preparation of the CPO will take. She said that some enforcement of the parking charges is definitely needed and that the services of AS Parking should be retained until the CPO is in place. Councillor S Ratchford agreed and said that AS Parking needs to be informed of this. Councillors D Pugh-Jones and M Whell said that they think the services of AS Parking should be discontinued at the end of this season and that if the CPO is not in place by 1<sup>st</sup> March 2017, the parish council can decide what, if any, enforcement of the parking charges is needed. It was proposed by Councillor S Ratchford and seconded by Councillor J Luddington that the services of AS Parking continue to be used until the end of the 2016 season, the Clerk and Chairman work towards getting a CPO in place and the matter concerning the "policing" of the car park be discussed again at the January meeting of the parish council. All Councillors voted in favour of the proposal. The proposal was therefore carried.

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

The Chairman said that the cleaning of the toilets was very haphazard during the summer and that he had had to clean the toilet on occasions as well as provide toilet rolls. He said that the Clerk complained to CORMAC at the time but they did not respond. He said that the situation has been rectified and the toilet is now being cleaned to an acceptable standard. Councillor J Luddington said that next summer, consideration should be given to cleaning the toilet more often

during the very busy weeks. The Chairman said the light is not working properly and needs to be replaced and a PIR installed. It was proposed by Councillor S Ratchford and seconded by Councillor M Whell that Councillor D Pugh-Jones arranges for this work to be done. All Councillors voted in favour of the proposal. The proposal was therefore carried.

### **15. Village Green**

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

The Chairman explained that he and Councillor J Luddington had looked at the village green and that no damage has been done by concrete lorries turning there to facilitate delivery to Whispers. He said that during the summer, a member of the public had reported an exposed piece of stone underneath a piece of playing equipment which was very dangerous. The Chairman said that he had rectified the problem immediately by installing rubber matting underneath the equipment but said that the parish council should be inspecting the play area weekly on a rota basis. It was agreed that Councillor D Pugh-Jones would draw up a rota.

### **16. Neighbourhood Plan**

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

The Chairman reported that Sue Reardon will be assisting him with the neighbourhood plan.

### **17. Highways**

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

The Chairman reported that the deep rut in Water Lane has now been repaired and a lot of the drains have been cleared. He said that the edges of the roads in the parish need sweeping. It was agreed that the Clerk would ask Cornwall Council to do this. Councillor D Pugh-Jones said that she had spoken to Western Power about their intention to close Fore Street to undertake some works to the power cables and they had assured her that the road will be re opened if there is a high tide to allow residents to access their properties along the water front. Councillor D Pugh-Jones said that several cars were flooded this summer during the high tides and that she thinks more signs are needed along the water front warning people of potential flooding. The Chairman said that GQUA are in the process of designing a sign.

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

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

None

## **19. Community Emergency Plan**

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

The Chairman circulated a summary explaining how the community emergency plan would work in practice. He said that the aim is to be able to provide help in the event of an emergency that cannot be dealt with by an individual. Councillor D Pugh-Jones queried who would have the supplies that may be needed such as equipment, blankets and first aid. The Chairman explained that local supplies would have to be relied on although Cornwall Council will give a grant of up to £400 to purchase such items once the plan is complete. It was noted that Councillors M Whell and R Anderson will each have a ring binder containing all the information, such as contact numbers and maps, which may be needed in the event of an emergency. Councillor D Pugh-Jones asked how the details of the plan will be communicated to parishioners. The Chairman said the plan will be available on the website and on the village notice boards.

## **20. Parish Council Communications**

### **To consider improving the parish council's communications with parishioners**

Councillor D Pugh- Jones said that reputation is an organisation's greatest asset and in order to get a good reputation, communication is paramount. She said that other organisations use social media. She said that the parish council need to make more use of the village email system for publishing agendas and dates of meetings and possibly key decisions made by the parish council. Councillor S Ratchford said he agrees that parishioners should be made aware of decisions as soon as possible but would prefer to use the official minutes, as is the current practise. The Clerk said that she and the Chairman can publish the minutes within 10 days of a meeting. Councillor M Whell said that he agreed that bullet points of the decisions made could be distributed quickly via the village email. Councillor J Luddington said that she was against the use of the village email system and that the Clerk, as the Proper Officer, should be responsible for drafting and distributing the minutes. She said that she agreed that parishioners need to be steered to use the website more. The Chairman said that parish councillors are bound by the guidance in The Good Councillor which clearly says that parish council information has to be available to everyone in the country. He said the village email system is a closed, private email system which is discriminatory and selective over which the parish council has no control. Therefore, it is totally unacceptable to use this as the means of communicating formal parish council business. Councillor S Ratchford said that if people are interested in the parish council's business, they will look at the website. It was proposed by Councillor S Ratchford and seconded by Councillor R Anderson that



a notice giving details of the parish council's website be put on the village notice board. All Councillors voted in favour of the proposal. The proposal was therefore carried. The Chairman said that he currently produces a report for the Pill detailing parish council business and that this could be done in collaboration with another councillor. It was proposed by Councillor D Pugh-Jones and seconded by Councillor J Luddington that the Chairman and Councillor D Pugh-Jones collaborate and write a report for the Pill. Three Councillors voted in favour of the proposal and two against. The proposal was therefore carried.

## **21. Daffodil Bulbs**

### **To receive and consider a request to purchase daffodil bulbs and plant them in the parish**

The Chairman left the room during discussion of this item. Councillor J Luddington took the Chair. She explained that a request had been received for funding in the sum of £270 to plant 1000 wild daffodils throughout public areas in the village on a date in October. She said the daffodils will be purchased from a local supplier. It was proposed by Councillor D Pugh-Jones and seconded by Councillor S Ratchford that the parish council funds this community project in the sum of £270. All Councillors voted in favour of the proposal. The proposal was therefore carried.

## **22. Fisherman's Arms**

### **To receive and consider an update on the Community Right to Bid application**

The Chairman reported that the community right to bid application has been submitted to Cornwall Council and is at the consultation phase. He said that Cornwall Councillor D Hughes has expressed his strong support for the application. He said that the landlord of the pub has been assured that this will not affect his tenancy.

## **23. Date of next meeting**

### **To confirm the date and venue of the next meeting on Tuesday 25th October 2016**

The date of the next meeting was confirmed as Tuesday 25<sup>th</sup> October 2016 in Golant Village Hall commencing at 7:15pm.

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

**ST SAMPSON PARISH COUNCIL MEETING**

**27<sup>th</sup> SEPTEMBER 2016**

**ACTION POINTS**

<b><u>Minute Number</u></b>	<b><u>Action</u></b>	<b><u>By Whom</u></b>
14	Prepare Car Parking Order	SB/RA
14	New light and PIR in toilet	DPJ
15	Draw up rota for playground inspection	DPJ
17	Ask Cornwall Council to sweep roads in the village	SB
20	Details of website to be put on notice board	RA