

MINUTES OF THE ST SAMPSON PARISH COUNCIL MEETING HELD ON TUESDAY, 17TH OCTOBER 2017 AT 7:30PM IN GOLANT VILLAGE HALL, GOLANT

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

3 members of the public

Sue Blaxley (Parish Clerk)

The Chairman opened the meeting at 7:15pm.

Public Participation

Graham Estlick said that there are six salt bins in the parish and that the parish council should check whether they need replenishing and consider cutting the grass growing around them. He said that, at the last meeting of the parish council, support was given for the planning application at Golant Quay Boathouse, Golant for occasional holiday use (PA17/07002). He said that he was unsure as to the definition of occasional holiday use. The Chairman said that this would be dealt with by conditions attached to any planning permission which may be granted. Graham Estlick asked if the visitors staying at the Golant Quay Boathouse would pay to park in the car park on an ad hoc basis as opposed to having a parking permit. The Chairman confirmed that they would pay on an ad hoc basis. Graham Estlick said that not enough visitors realise the existence of the sundial on the village green and that it would be a good idea to mark its location on the village map.

Liz Anderson thanked the parish council for all their help in tidying the far end of the Pill last weekend. This vote of thanks was reiterated by Jeremy Lloyd Evans. Liz Anderson said that the top road leading into Golant has now been cleared of slurry.

1. Apologies

Apologies for absence were received from Cornwall Councillor A Virr. It was noted that PCSO Lloyd Paynter has not been well. The Chairman, on behalf of the parish council sent him very best wishes for a speedy recovery.

2. To confirm the minutes of the meeting held on Tuesday 26th September 2017 and the extra ordinary meetings held on 3rd August 2017 and 22nd August 2017

The minutes of the meetings held on the 26th September 2017 and the extra ordinary meetings held on 3rd August 2017 and 22nd August 2017, having previously been circulated, were agreed as accurate records.

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

Fit basketball hoop (AVB)

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

Paint white lines in car park (AVB)

Councillor A Van den Broek said that the paint for the lines and the metal barrier to the rear of the car park has now been ordered.

Organise a village clean-up day (SP)

The Chairman thanked Councillor S Phillis, on behalf of the parish council, for organizing a very successful day last weekend. Councillor D Johns said that if a spring clean event was held annually, parishioners would become accustomed to the idea over time and as more parishioners volunteered, other areas of the village could also be spring cleaned. Councillor D Jenkinson said there is an area next to Chris Yexley's drive which needs to be tidied. It was agreed that it may be possible to plant salt water reed beds in this location but advice would be needed from Natural England. Councillor D Jenkinson said there are four dumpy bags which belong to a parishioner which have been abandoned and need removing. Councillor S Phillis said that it will be interesting to hear parishioners' ideas as to how the village can be improved.

Put item in Pill asking parishioners for their views as to how the village can be improved (RA)

The Chairman reported that this will be in the next edition of the Pil.

Count the number of drains that need attention in Fore Street and Gumms Lane (SP)

Councillor S Phillis said there are no drains in Gumms Lane that need attention but there are approximately seven in Fore Street.

Ascertain cost of sign asking people to take their rubbish home (RA)

The Chairman reported that he had not yet actioned this matter.

Pass information regarding project supporting grandparents to Maurie Parsons (SP)

Councillor S Phillis reported that he had actioned this matter

Compile list of duties (SB)

The Clerk reported that she had actioned this matter.

Work on new village sign placement (AVB/RA)

The Chairman said that this matter was ongoing and that the next step was to gain the consent of the owner of the site on which it is proposed to erect the sign.

Raise mobile phone problems with Community Network Area (RA)

The Chairman said that he had actioned this matter but there was not a great deal of support from the CNP.

Set up direct debit with British Gas for payment of electricity invoice for toilets (SB)

The Clerk reported that she had actioned this matter.

Re-circulate Financial Priorities document (RA)

The Chairman reported that he had actioned this matter.

Ascertain cost of new toilet roll holder for the public toilet (SP)

Councillor S Phillis said that the cost of a plastic vandal proof toilet roll holder with a key is approximately £20. He said that he needs to ensure that the toilet rolls that are currently used will fit this holder. It was proposed by Councillor R Anderson and seconded by Councillor D Johns that Councillor S Phillis purchases a new toilet roll holder up to the value of £50. All Councillors voted in favour of this proposal. The proposal was therefore carried.

Ensure car parking machine is printing tickets correctly (SB)

The Chairman said the machine now appears to be working correctly.

Arrange for slot that takes old £1 coins to be blocked (SB)

The Chairman said that AS Parking will attend to this matter.

Consider draft Parking Regulations (All)

It was agreed that this matter would be discussed under item 13 on the agenda.

Obtain quotations for new bench (DAJ)

Councillor D Jenkinson said that benches range in price from £185 to £600 depending on their size, materials and whether they are delivered assembled. He said that he has discounted public utility benches as they are unsightly. He said that softwood or teak benches seem to be the best option. He said that whilst teak is more visually pleasing, it needs treating on a regular basis and is more expensive than softwood. He said a pre-assembled softwood bench would match the other bench on the village green which was put there by GQUA. He said that that bench has an inscription on it and asked if the parish council has a policy on memorial benches. The Chairman said it did not but it was agreed that this would be something to consider at a later date. Councillor D Johns said that all benches need to be maintained and Councillor D Pugh-Jones said that the number of benches on the village green does need to be restricted. It was proposed by Councillor D Jenkinson and seconded by Councillor R Anderson that Councillor D Jenkinson purchases a pre-assembled softwood bench from Duchy Timber. All councillors voted in favour of this proposal. The proposal was therefore carried.

Chairman to ask Jim Russell for his opinion on vehicle weight limit issue (RA)

The Chairman said that he had received a very comprehensive response which will be reported under item 16 on the agenda.

Read draft CEP for discussion in October (All)

It was agreed that this matter would be discussed under item 18 on the agenda.

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

None.

5. To receive the Chairman's Communications

The Chairman said that he had received correspondence from the Ramblers Association regarding the inclusion of the bridleway from Torfrey to Pennytinny on the definitive map. He said they explained that they had made the request in 2011. It was noted that it takes 10 years for such a request to be adopted by Cornwall Council. Councillor D Johns said that as it is a bronze path, as opposed to a silver or gold one, it is not the highest priority. He said that he is investigating the appeals process.

The Chairman said that he had continued to receive emails from Mr Strode regarding his request under the Freedom of Information Act for a copy of the

parish council's Publications Scheme and Complaints Procedure. The Chairman said that he and the Clerk had responded accordingly and that no further correspondence had been received from Mr Strode since 6th October 2017.

The Chairman said that he had received an email from Maurie Parsons regarding drones around the village. He said that he had emailed him a copy of the drone code.

The Chairman reported that he had received a letter from the Royal British Legion Poppy Appeal's co-ordinator for the area. He said that, in the past, the parish council has donated £25 to the appeal. It was proposed by Councillor R Anderson and seconded by Councillor D Jenkinson that the parish council donates £50 to the Royal British Legion Poppy Appeal in November 2017. All Councillors voted in favour of this proposal. The proposal was therefore carried.

The Chairman said that he had attended a meeting of the CNP on 16th October 2017. He said that the project known as "Town Takeover" was discussed which is a project offering free business support and networking. He said there is a meeting on 8th December 2017 in St Austell for any prospective growing businesses who may be interested. He said that Cornwall Council has decided to support the community network principle more strongly as it is recognized that they are useful supportive groups for parish councils across the network especially as parish councils have increased powers and responsibilities. He said that, at the CNP meeting, the St Austell Resilient Regeneration Project was discussed. He said this project aims to assist Par in the event of flooding. He said that the project needs more funding than has been allocated as the scale of the task is now thought to be much larger than anticipated. He said that the CNP said that it is increasingly difficult to recruit new councilors and to recruit and retain Clerks.

The Chairman said that graveyard maintenance is a very sensitive issue in the parish with parishioners expressing the view that they want parish council money spent on maintaining the graveyard.

The Chairman said that he has received complaints regarding the mud on the roads in the parish. He said this makes the roads very slippery and people need to drive very carefully. He said the farmers and/or contractors are regularly cleaning the roads. Councillor D Jenkinson said that he had received complaints about the speed of the contractors' vehicles.

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

None.

7. To receive a report from the Clerk

The Clerk said that she now has a record of the code of conduct training which had been attended by councilors. It was noted that Councillors D Pugh-Jones and D Johns had yet to attend this training but would be doing so on 24th October 2017. The Clerk said that code of conduct training should be undertaken by councilors every two years. The Chairman said that the Clerk had raised some constructive points of comment in her annual appraisal. First, if parish councilors abstain from voting on a matter, they should give a reason for the abstention. Secondly, in discussing planning applications, reference should be made to policies contained within the Cornwall Local Plan as this is the adopted planning policy document for Cornwall Council.

9. To receive reports from -

a) Police

The Chairman said that the Police are aware of the shortage of PCSOs in the area, especially given PCSO Lloyd Paynter's long-term absence through illness. Councillor D Jenkinson said that Golant Boatwatch had written to the MP regarding their concern about the levels of PCSO support in the area.

b) Cornwall Councillor

None. The Chair reported that he has been in contact with Councillor A Virr and there are no matters requiring his involvement at the moment. Councillor D Jenkinson asked why the Cornwall Councillor would attend a parish council meeting and how information was exchanged. Councillor D Johns stated that our former Cornwall Councilor David Hughes was a very regular attender at our meetings. The Chairman said that the objective is to keep the parish council up to date with issues in Cornwall Council and other parishes but there are several ways that Cornwall Council communicate with us.

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

South West Water (water for toilets) - £24.64
Mrs S Blaxley (September 20th 2017 – 10th October 2017 salary/ expenses) - £356.01
Cornwall Council (Rent for car park) - £166.67
Glenn Humphries Landscaping (Grass cutting) - £336.00
Mrs S Blaxley (Wi fi booster (half of the total cost)) - £35.00
Grant Thornton (2017 Audit fee) - £120.00
Cale (Car Park Machine Repair) – £310.82
Robin Anderson (Stationery for CEP) - £27.47

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

11. To receive correspondence from:

a) Cornwall Council

None

b) Others

None.

12. Finance Report

To receive a current financial statement of the accounts and review income, expenditure and budgeting and to consider the budget for 2018/19

The Chairman said that priorities for expenditure were circulated in advance of the meeting to remind councilors of what the parish council should consider as reserves. He said that, in this respect, £5,000 has been ring fenced. He said that the parish council is aiming to draw down funds to reduce the capital, in line with the auditor's recommendation. He said that the parish council has spent money but it held money back as total responsibility for the toilets and car park will soon be within the parish council's remit. Councillor D Jenkinson asked what money was available to spend. The Chairman said that, in 2015, the parish council agreed that there is approximately £10,000 available for discretionary expenditure as part of a four year strategy. It was noted that the Clerk had circulated figures prior to the meeting detailing the receipts and payments for 2016/17 and the receipts and payments as at 1st October 2017. Councillor S Phillis noted that the parish council spent £17,462.18 in 2016/17 but has only spent £7,079.55 to date this year. The Clerk explained that one figure was annual, the other was year to date. Questions were invited on the figures as presented. The Chairman clarified that the £50 spent on the newsletter in 2016/17 was to assist the Pill as their funds at that time were low. Councillor D Pugh-Jones asked if the income from the car park was the net figure after AS Parking had been paid for their services. The Chairman said that we did not pay them for running the car park but there should have been a charge to us for cash handling and banking which councilors used to do. It had been agreed that cash handling and banking proceeds was better done by a professional firm rather than councilors. There was however no charge for their cash handling services in 2016/17 as they had failed to provide accounting statements from the ticket machine on a regular basis due to a technical fault in their accounts department. Consequently, they did not charge the parish council for those services as compensation. He said that it was unknown as to what AS Parking's charges will be for 2017/18 regarding the cash handling and banking service. It was noted that two grants had been given to the village hall, one in 2016/7 and one in this financial year. It was agreed that the expenditure for the canoe club in 2016/17 of £1,600 should be allocated as £1,000 for the rowing club and £600 for the canoe club. The Clerk reported that the accounts balance at £22,167.16. She

said that income from the car park in the sum of £6,943.80 had been received this month as had the second half of the precept in the sum of £1,911.31. The Chairman signed the cash book.

Some discussion took place regarding the precept for 2018/19. The Chairman emphasized that the parish council must be able to justify the precept. All Councillors agreed that there is no justification for increasing the precept or for reducing it or for not having a precept at all. It was proposed by Councillor R Anderson and seconded by Councillor D Johns that the precept for 2018/19 remain unchanged at £3,758.30. All Councillors voted in favour of this proposal. The proposal was therefore carried.

13. Golant Car Park

To consider the charging period for the car park under the TMO

The Chairman said that the enforcement of the parking charges seems to have worked well this year and there has not been the volume of complaints that were received last year. He said that he thinks people now seem to realise that the car park is not a piece of wasteland whilst he acknowledges that some others say they will never pay to park in the car park as it should be free of charge as it was in the past.

He said that consideration needs to be given to the charging period under the new draft TMO which we are working towards. He said the charging period currently runs from 1st March to 31st October. He said that people do visit Golant in early Spring and they also visit in October during sunny Autumn weather. He said that if the parish council wants to reduce the charging period, a full justification will need to be given. Councillor D Pugh-Jones said that she had undertaken a survey of 24 parishioners and 50% of them favoured a charging period from April to September. She said 25% said that the charging period should remain as it is. She commented that 15th March is the earliest Cornwall Council start charging for parking in their seasonal car parks. The Chairman said another option would be to charge for parking on an all year-round basis. Councillor D Pugh-Jones said that the income from the car park does not necessarily go back to the parishioners so to reduce the charging period is not necessarily depriving them of money. She said that, in terms of the times for charging for car parking, 83% said that the daytime charging should start at 9am not 8am. She said that an 8am start means that visitors have to get out of bed to buy a parking ticket. Councillor S Phillis said that he agreed that the daytime charge should commence at 9am but he thinks the charging period should remain the same. Councillor D Jenkinson said that a 9am start for daytime charging would make sense from a visitors' viewpoint but in order to be prudent with the parish council funds, he cannot see a justification for reducing the charging period. Councillor D Johns said that some people will not pay to park in the car park so they park in front of the pub. He said that an overnight charge could be levied or that a charge be made 12 months of the year between the

hours of 9am and 5pm only. The Chairman said he would be reluctant to extend the charging period. He said that he would favour retaining the charging period as it is in force due to the specific nature of the visitors to Golant and their desire to visit their boats in early Spring and late Autumn. Councillor A Van den Broek said that he was happy to change the charging time to 9am but would favour retaining the charging period as it is. The Chairman said that there was not a massive unambiguous show of preference for changing the charging period in the survey undertaken by Councillor D Pugh-Jones. It was proposed by Councillor R Anderson and seconded by Councillor D Jenkinson that the charging period for the car park under the new TMO be from 1st March to 31st October. All Councillors voted in favour of this proposal except for Councillor D Pugh-Jones who voted against. The proposal was therefore carried. It was proposed by Councillor D Pugh-Jones and seconded by Councillor D Johns that the daytime charging period for the car park under the new TMO starts at 9am. All Councillors voted in favour of this proposal. The proposal was therefore carried. Other aspects of our proposed draft TMO such as offences, trailers, motorbikes, overnight campers etc will be discussed at a future meeting.

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

The Chairman said that Cale installed the car parking machine in 2012. He said that it was initially under a maintenance contract with Cornwall Council. He said that Cale has informed him that the machine is sturdy and reliable and has some years' service left in it. He said that they do have various maintenance contract options – bronze, silver and gold - which vary in the terms of cover and the cost. He said the cost varies from £591pa for a gold contract to £217pa for a bronze contract. It was agreed that it may be prudent to enter into a contract with Cale in the future but it was noted that currently AS parking assist with minor technical issues associated with the machine and the changing of the ticket rolls. Councillor D Jenkinson said that, at some point, a new machine will be needed.

The Chairman said that, earlier in the year, volunteers from the parish council undertook a clean up behind the railings in the car park and cleaned the yellow lines. He said this work needs repeating. It was proposed by Councillor R Anderson and seconded by Councillor D Jenkinson that the Chairman asks Oliver Reed to undertake this work at a cost of £80. All Councillors voted in favour of this proposal. The proposal was therefore carried.

14. Village Green

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

The Clerk confirmed that she had informed the canoe club that they could use the village green for canoe parking during the Hasler Race. The Chairman said that the parish council is obliged to inspect its assets on a regular basis. He said that he was renewing the walkabout check rota for the village green, play

equipment, toilets and car park which would commence with Councillor A Van den Broek undertaking an inspection on week commencing 23rd October 2017. Councillor A Van den Broek said that he will install a new gate and latch for the playground on the village green and attend to the posts on the village green.

15. Neighbourhood Plan

To receive and consider matters arising relating to the neighbourhood plan

The Chairman commented that there is funding available from Cornwall Council for the preparation of a Neighbourhood Plan. He said this money must be claimed by the end of March 2018. He said that he would circulate information to councilors from Cornwall Council regarding the preparation of neighbourhood plans. Councillor D Pugh-Jones commented that she had had feedback from parishioners that the plan needs to be progressed as soon as possible.

16. Highways

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

The Chairman said that he had written to Cornwall Council asking for a review of the safety of the dangerous junction where the road from Golant meets the B3269 and was waiting for a full response from Cornwall Council. He said that he has been informed that the wall adjacent to the highway at Austens Cottage, Church Hill is in a very poor state of repair and that during the repair works, there may be some disruption to traffic.

He said that Jim Russell had responded very comprehensively to parishioners' requests for the imposition of a weight restriction on the roads leading into Golant. Councillor D Jenkinson said that the response demonstrates that an evidenced case would need to be submitted to Highways by a group of parishioners with facts and figures at their disposal to support the request. He said that there is no evidence of accidents or a history of accidents caused by HGVs coming into the village. The Chairman said that Jim Russell has concluded that it seems highly unlikely that Cornwall Council would impose a weight restriction on the roads into Golant and that a possible way forward would be to form a working party to look into the problems and collate a body of evidence to present to Highways. The Chairman said he that would inform Mr and Mrs Gore of these conclusions. Councillor D Johns said that he was reluctant for the parish council to spend time on this matter as there are not lots of accidents caused by HGVs coming into Golant and the drivers of large vehicles intending to come into the village often assess the situation in a smaller vehicle first. Councillor S Phillis said that Jim Russell has clarified the conclusions that the parish council reached but if parishioners want to pursue the matter, that is their prerogative. Councillor D Pugh-Jones said that there is no evidence to justify the parish council investing time and money in this request. It

was agreed that the parish council will remain open minded on this issue but will not take any specific action at the present time.

17. Footpaths and Benches

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

The Chairman reported that the fence adjacent to Tinney's Lane which stops pedestrians from falling into the road requires repairing. Councillors A Van den Broek and S Phillis agreed to have a look at the fence and consider options.

18. Community Emergency Plan

To receive and consider matters arising relating to the Community Emergency Plan

The Chairman said that the Community Emergency Plan is work in progress. He said the plan seeks to give guidance on how to deal with an extreme emergency until the professionals arrive. He said that there will be a copy of the full plan with maps and search plans in the village hall and at his home and at the home of Martin Whell. He showed councilors a copy of the plan and its contents. He explained that he had circulated a copy of the draft plan to councilors prior to the meeting and had invited their comments. Councillor D Pugh Jones said that a copy of the plan needs to be put online, that there are some areas of the plan that need to be more succinct and that she had added some more detail to the draft. Councillor D Jenkinson said that to make it more user friendly, he considers that the plan needs to be in the form of a step by step guide. He said that in an emergency situation, people lose approximately 10% of their ability so it needs to be as user friendly as possible. The Chairman said that the plan, when completed, will be tested by Cornwall Council's Emergency Planning Team. Councillor D Johns commented that the parish is a small community with extensive local knowledge and common sense which must be balanced with the formal plan. The Chairman will incorporate views in a revised draft.

18. Cornwall Air Ambulance

To receive and consider a request for a financial donation to Cornwall Air Ambulance

The Clerk said that she had received a letter from Cornwall Air Ambulance outlining the nature of their work and requesting a financial donation towards their running costs. It was noted that the air ambulance had airlifted people from the parish on several occasions. Councillor D Johns said that the parish council could receive many similar letters from other charities so he thought that any donation should be a one-off sum and a modest amount of money. It was proposed by Councillor D Johns and seconded by Councillor D Pugh-Jones that

a financial donation of £50 be made. All Councillors voted in favour of this proposal. The proposal was therefore carried.

19. Co-option

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

None.

20. Date of next meeting

To confirm the date and venue of the next meeting

The date of the next meeting will be on Tuesday 21st November 2017, commencing at 7:15pm in Golant Village Hall.

There was no further business and the meeting was closed at 9:45pm.

ST SAMPSON PARISH COUNCIL MEETING

17th October 2017

ACTION POINTS

<u>Minute Number</u>	<u>Action</u>	<u>By Whom</u>
4	Fit basketball hoop	AVB
4	Paint white lines in car park	AVB
4	Put item in Pill asking parishioners for ideas as to how the village can be improved	RA
4	Ascertain cost of sign asking people to take their rubbish home	RA
4	Work on new village sign placement	AVB/RA
4	Purchase new toilet roll holder	SP
4	Purchase new bench	DAJ
13	Ask Oliver Reed to clear area behind railings in car park and yellow lines	RA

14	Fit new gate and latch to playground	AVB
14	Repair posts on village green	AVB
16	Inform Mr and Mrs Gore of Jim Russell's findings regarding request for weight restriction on vehicles	RA
17	Inspect fence at Tinny's Lane	AVB/SP