

**MINUTES OF THE ST SAMPSON PARISH COUNCIL MEETING HELD ON TUESDAY, 23RD JANUARY 2018 AT 7:15PM IN GOLANT VILLAGE HALL, GOLANT**

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

4 members of the public

Sue Blaxley (Parish Clerk)

The Chairman opened the meeting at 7:15pm.

**Public Participation**

Graham Estlick said that he is disappointed that Cornwall Councillor A Virr has not attended any of the parish council meetings or sent a report for the meetings. The Chair acknowledged that Cornwall Councillor A Virr is a very busy man but does engage with the parish council through him and that he chairs committees as a Cornwall Councillor dealing with matters of great importance to us all such as health and social care. He also engages with the village in a social and sporting context. Councillor D Pugh-Jones said that he can be contacted via email if a parishioner wished to raise concerns with him.

Graham Estlick said that Mr and Mrs Wallace Jones are employing a landscape gardener for their garden at Riverbank Cottage. He said that, at some stage in the future, the boundary of their land with the village green will be reinstated and the parish council needs to ensure it is in the correct position. Graham Estlick asked if Mr and Mrs Wallace-Jones will be allowed a parking permit to park on the village green. The Chairman said that it depends what permit(s) they apply for.

It was noted that the parish council meeting for January had been inadvertently missed from the calendar in the Golant Pill newsletter.

**1. Apologies**

Apologies for absence were received from Councillor D Jenkinson. It was noted that PCSO Lloyd Paynter was still recovering from his recent surgery. Councillor D Pugh-Jones said that he will not be returning to work.

**2. To confirm the minutes of the meeting held on Tuesday 21st November 2017**

The minutes of the meeting held on the Tuesday 21st November 2017, having previously been circulated, were agreed as an accurate record.

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

Councillor D Pugh-Jones declared a prejudicial interest in item 18 on the agenda and Councillor R Anderson declared a personal interest in item 19 on the agenda.

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

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

##### Speak to owner of the three dumpy bags (SP)

Councillor S Phillis said that he had spoken to the owner of the dumpy bags and has permission to remove them which he will do in due course.

##### 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 has now been delivered and the lines will be re-painted in due course.

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

The Chairman reported that he has actioned this matter and thanked those parishioners who have contributed ideas and concerns.

##### Work on new village sign placement (AVB/RA)

The Chairman said that he had fittings for the new sign but had not yet successfully negotiated the procedures for permission to put up a sign on the highway on land which is not owned by the parish council. He thought we should put it on the Green for now and see what people thought. Councillor S Phillis said that he had received feedback from the public that this sign should be placed at the entrance to the village. It was proposed by Councillor R Anderson and seconded by Councillor A Van den Broek that the sign be temporarily placed on the village green in place of the village map. All Councillors voted in favour of

this proposal. The proposal was therefore carried. A new Village map will be work for the future.

#### Send copy of draft NDP to Cornwall Council (SP)

Councillor S Phillis reported that Cornwall Council now have a new template for NDPs and that the draft NDP will be incorporated into this new format in due course.

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

None

#### **5. To receive the Chairman's Communications**

The Chairman outlined the plethora of communications he had received over the last two months. He said that emails from Mr Strode re commenced on 4<sup>th</sup> January 2018 and will be discussed under item 19 on the agenda. He said that he had received a complaint from a parishioner that the steps at Golant quay were in a dangerous state of repair. He explained that Fowey Harbour Commissioners staff had quickly carried out the necessary repairs at our request. He said that he had received a request for funding from the Ancestry Group in the sum of £90. It was agreed that this matter would be discussed at the meeting of the parish council in February.

He explained that he had received a copy of the 25-year Environment Plan published by Central Government which he had circulated to councilors for information. It was agreed that this document may be useful when drafting the environment section of the Neighbourhood Development Plan. The Chairman said that he is attending the CNP meeting on 29<sup>th</sup> January 2018 and other councilors are welcome to attend too. He also said that he had received papers in relation to crowd funding for a series of workshops and seminars to be held by the Clay Town Group.

The Chairman commented that he had received communications from our Rowing Club regarding a Head of the River Race which they would like to hold at the end of March 2018. They have asked if they can park their boats on the village green in a similar way that canoes were allowed to be staged there for the Haslar Canoe Races. He said that he had sent them the form to complete relating to holding events on parish council land. It was agreed that this matter could be discussed at the meeting of the parish council in February but it may have to be dealt with more urgently to allow them time to plan ahead. Councillor D Pugh-Jones commented that if the village green is wet, use of the land for this purpose may ruin the grass.

The Chairman said that he had also received an update on localism with a covering message from Edwina Hannaford. He also explained that a letter was put in the last edition of the Golant Pill complaining about the parish council's decision not to maintain the graveyard. The Chairman said that he had received eleven letters from parishioners saying that the parish council should fund the maintenance of the graveyard with only two parishioners approaching him to say that they thought we should not maintain the graveyard. Councillor S Phillis said that he had also been approached by parishioners who were disappointed with our decision and he had corrected what appeared to be a misunderstanding of our position. It was agreed that the parish council's resolution regarding graveyard maintenance has been misinterpreted. The parish council did not resolve that no funding for graveyard maintenance would be forthcoming. They resolved that requests for funding would be looked at on a case by case basis. It was agreed that the Chairman would write a response acknowledging parishioners' concerns and express the parish council's openness to consider bids for graveyard maintenance on their merits along with any other requests.

The Chairman said that he had received a letter from the Royal British Legion thanking the parish council for their donation for the wreath. Finally, he said that he had received copies of correspondence from Mr Simon Newth regarding correspondence between Mr and Mrs Laughton and Mr and Mrs Dunley regarding a legal dispute over land ownership in the parish. It was agreed that the Chairman would acknowledge receipt of the correspondence and explain that it is a private matter into which the parish council cannot become involved. The Chairman said that Mr Newth has been seriously ill and he would send his wishes to him, on behalf of the parish council, for a speedy recovery.

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

None.

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

None.

**8. To receive reports from -**

**a) Police**

It was noted that PCSO Jamie Ward and PC Barnecutt had sent the crime figures for the parish. The Chairman said that there was a recorded crime in 2017. In addition, he said that there had been theft of an outboard motor from a boat on the frape moorings over the Christmas period.

**b) Cornwall Councillor**

None.

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

South West Water (water for toilets – November and December) - £65.07  
Mrs S Blaxley (November 15th 2017 – 16<sup>th</sup> January 2018 salary/ expenses) - £478.00  
Cornwall Council (Rent for car park – November and December) - £333.34  
Cormac Solutions (Toilet cleaning – October and November) - £325.24  
H M Revenue and Customs (PAYE) - £224.80  
Cornwall Council (Uncontested Election Charges) - £226.46  
Glenn Humphries Landscaping (Grass cutting – October and November) - £252.00

Councillor D Johns asked if the frequency of cleaning the toilets is the same throughout the year. The Chairman said that it is. It was agreed that the toilet is very clean but the wall area above the tiles needs bleaching.

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

**10. To receive correspondence from:**

**a) Cornwall Council**

There was no additional correspondence to that already reported.

**b) Others**

None.

**11. Finance Report**

**To receive a current financial statement of the accounts and review income, expenditure and budgeting**

The Clerk reported that the accounts balance at £16,700.18. The Chairman signed the cash book.

## **12. Golant Car Park**

### **To receive and consider the charges and criteria for issuing parking permits for 2018**

It was noted that, prior to the meeting, the Clerk had circulated a copy of the application form for a parking permit to all councillors. The Chairman said that the section that refers to Full Season Ticket A should be amended to read that this permit allocates a parking space as opposed to guarantees a parking space. It was proposed by Councillor R Anderson and seconded by Councillor D Johns that this form be used for applications for parking permits for 2018 subject to the amendment as suggested by the Chairman. All councillors voted in favour of this proposal. The proposal was therefore carried. It was agreed that the onus is on those that want a permit to apply on the designated form and submit it to the Clerk. The Chairman said that a notice will be put in the next edition of the Pill to this effect as well as being circulated via Maurie mail. In addition, he said that copies of the application form will be posted on the notice board in the village and the Clerk will ensure that a form is available on the website.

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

The Chairman said that Ollie Reed has undertaken the requisite work to expose the yellow lines in the car park. He said that he has updated the draft TMO to include the changes as discussed by the parish council. He explained that he has received an email from Cornwall Council explaining that the car park and toilets are on the list for devolution but no date is yet agreed for finalizing this matter. Councillor D Pugh-Jones said that Cornwall Council need to be constantly reminded to progress this matter to its earliest conclusion. The Chairman said that the parish council needs to decide how the parking regime will be enforced for the 2018 season. It was agreed that AS Parking will resume their services unless they are notified otherwise. It was agreed that in the 2017 season, the services of AS Parking were provided with very little aggravation being caused and it was acknowledged that they emptied the car parking machine free of charge and they changed the machine to accommodate the new £1 coins free of charge.

The Chairman said that the manufacturer of the machine, Cale, offers contracts for the service and maintenance of the machine which range in cover and cost from £217 pa for a bronze contract. It was agreed that the parish council would not enter into a contract with Cale at the present time as to date, the car parking machine has been relatively reliable.

Councillor D Pugh-Jones said that she considers it to be archaic to have to purchase a number of tickets for parking on one occasion and that the machine should be adapted so that one ticket meets the requirements of the rules whatever the time period a vehicle is parked. It was agreed that the Clerk would

contact Cale and ask them if this matter can be rectified. Some discussion took place regarding the parking charges and the charging periods. The Chairman said that it would be unwise to ask Cornwall Council to change the charges or charging periods at the present time as they will advise the parish council that the services of a contractual parking enforcement company in the form of AS Parking should not be being used to enforce car parking charges but that civil enforcement officers should be used under a TMO. It was noted that the pre-existing charges and times are being displayed on AS Parking signs.

The Chairman said that Councillor D Jenkinson had asked for consideration to be given to using the remaining part of the toilet block for the storage of outboard motors and oars as well as kayak storage. Councillor A Van den Broek said that the storage of outboard motors containing fuel could be a non-starter due to issues with fire safety if fuel is being stored.

### **13. Village Green**

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

The Chairman said that the village green is in an excellent state of repair with recent works including new chip bark, repairs to the see saw and balance beam and a new gate. He thanked councilors for their hard work in this respect. It was noted that ROSPA will visit and carry out their inspection in due course.

### **14. Neighbourhood Plan**

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

The Chairman commented that he and Councillor S Phillis attended a planning surgery in December which was held by Cornwall Council. Councillor S Phillis explained that the deadline for technical support funding for NDPs is 31<sup>st</sup> March 2018 but this relates to technical support if sites are being identified in the NDP as potential development land. It was agreed that no such areas are being identified in Golant. He said that Cornwall Council has significantly reduced the amount of documentation that needs to be submitted regarding NDPs. He commented that they have drafted a new template for NDPs and recommend that this template is used for the document. He explained that, in terms of the number of affordable homes that are specified in the NDP, this is determined by the CLP and is set in stone by legislation. Councillor D Johns asked how communities such as St Ives and Rame have incorporated the second home restrictions into their NDP. Councillor S Phillis said that there is a difference between second home restrictions and requirement for affordable homes but he would investigate this matter further as we worked on our plan.

## **15. Highways**

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

The Chairman reported that a number of drains have been cleared by parishioners and by Cornwall Council but some are blocked again. He said that it is on-going work. He said that the drains in Church Hill do not appear to have been cleared and that further action was required there. He said that he has chased Cormac in this respect. Councillor D Pugh-Jones said that the landslide at Tinny's Cottage is still partially encroaching onto the road although a lot of the mud has been washed away with the heavy rain. The Chairman said that works to repair the wall at Austen's Cottage were undertaken with minimal disturbance. Councillor D Pugh-Jones commented that the water pipes seem to burst frequently. Councillor A Van den Broek said that they are old cast iron pipes with leaks which often emerge as a result of changes in water pressure after repairs are made elsewhere.

## **16. Footpaths and Benches**

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

Councillor S Phillis reported that no further progress had been made regarding footpath number 5.

## **17. Community Emergency Plan**

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

None

Councillor D Pugh-Jones, having previously declared an interest, left the meeting during discussion of the following item.

## **18. Golant Village Hall Broadband**

### **To receive and consider a request from Golant Village Hall Committee for a financial contribution towards the broadband in Golant Village Hall**

The Chairman said that the village hall committee has asked if the parish council would pay for the broadband and internet connection for the village hall for the forthcoming year in the sum of £437.88. Councillor D Johns said this is not a financial contribution, as detailed in the agenda, but the total amount of the invoice. It was proposed by Councillor R Anderson and seconded by Councillor A Van den Broek that the parish councils pays the invoice in the sum of £437.88. All councillors voted in favour of this proposal except for Councillor D Johns who

abstained from voting as he said this is not a financial contribution, as detailed in the agenda, but the total amount of the invoice. The proposal was therefore carried.

Councillor D Pugh-Jones returned to the meeting and Councillor R Anderson, having previously declared an interest, left the meeting during discussion of item 19 relating to a review of the parish council's approach to dealing with requests for information and complaints from Mr Strode. Councillor A Van den Broek took the Chair.

## **19. Information Requests**

### **To receive and consider the parish council's approach to dealing with correspondence from Mr Strode to date and to dealing with future requests for information from Mr Strode**

All Councillors confirmed that they had received copies of the correspondence from Mr Strode, the Chairman and the ICO and reviewed the handling of all this correspondence to date. It was agreed that Mr Strode is requesting information from the parish council that it does not hold in recorded form and has never held. Mr Strode thinks otherwise. The Clerk clarified how the parish council records responses in relation to planning applications which are discussed by the parish council. She said that the discussion is recorded in the minutes and the resolution is recorded on Cornwall Council's planning portal. It was agreed that the parish council is confident that they do not hold the information that Mr Strode has requested and that the ICO will find in the parish council's favour. It was proposed by Councillor D Pugh-Jones and seconded by Councillor S Phillis that any further responses to the ICO should be succinct and factual and that, if Mr Strode contacts the Chairman, Clerk or another member of the parish council prior to the outcome of the ICO enquiry, he should be referred to the ICO, saying that the parish council has provided all the information pursuant to the enquiry and that they fully support the actions of the Chairman to date but no further correspondence will be entered into with him until the result of the enquiry is known. After the result of the ICO enquiry is published, any further correspondence received from Mr Strode regarding this matter will be considered as a vexatious request and that a notice of refusal to respond will be issued to him in accordance with the ICO guidelines. All Councillors voted in favour of this proposal. The proposal was therefore carried. The parish council emphasized that they fully support the actions of the Chairman to date in dealing with this matter.

Councillor R Anderson returned to the meeting.

### **To adopt an information and publication scheme for the parish council**

The Chairman explained that the ICO has provided a new draft publication scheme for parish councils who must adopt the model template. He said that the

onus is on parish councils to produce a guide to information and a publication scheme. Some discussion took place as to how requests under the Freedom to Information Act would be logged. It was proposed by Councillor R Anderson and seconded by Councillor S Phillis that a simple log be kept of requests for information under the Freedom of Information Act which says that a request for information was dealt with on a specific date and was dealt with by means of ... (detail information provided). In addition, the draft information and publication scheme be approved subject to incorporating suggested amendments from Councillor D Pugh-Jones which will be circulated to all for final consideration and approval. It will be put on the website by the Clerk. All Councillors voted in favour of this proposal. The proposal was therefore carried.

**20. Co-option**

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

None.

**21. Date of next meeting**

**To confirm the date and venue of the next meeting**

The date of the next meeting will be on Tuesday 27th February 2017, commencing at 7:15pm in Golant Village Hall.

There was no further business and the meeting was closed at 9:20pm.

**ST SAMPSON PARISH COUNCIL MEETING**

**23rd January 2018**

**ACTION POINTS**

<b><u>Minute Number</u></b>	<b><u>Action</u></b>	<b><u>By Whom</u></b>
4	Remove three dumpy bags	SP
4	Fit basketball hoop	AVB
4	Paint white lines in car park	AVB
12	Contact Cale to ascertain if the purchase of multiple car parking tickets for parking on one occasion can be changed	SB

- 14 Take account of how communities such as St Ives and Rame have incorporated second home restrictions into their NDP as we develop our draft SP
- 19 Re circulate revised draft publication scheme for agreement by councilors and put the scheme on the website RA/SB