

MINUTES OF THE ST SAMPSON PARISH COUNCIL MEETING HELD ON TUESDAY, 26TH JUNE 2018 AT 7:15PM IN GOLANT VILLAGE HALL, GOLANT

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

2 members of the public.

Sue Blaxley (Clerk to the Parish Council)

The Chairman opened the meeting at 7:15pm. He thanked Councillor A Van den Broek for chairing the meetings in May and he welcomed the new councillor, John Pomeroy.

Public Participation

Graham Estlick said that he is unhappy with the grass cutting on the village green. He said that the grass looks “ragged”, the contractor is not cutting the strip of grass outside his house and the contractor does not take the grass away. He said that the area around the sundial also needs cutting. Councillor A Van den Broek said that the grass is only being cut once every three weeks. Councillor S Phillis commented that the benches are not moved when the grass is cut. Graham Estlick reminded councillors that the salt bins are in a poor state of repair and also need filling with salt. Graham Estlick congratulated those councillors who had undertaken the white line painting in the car park. He commented that the parish council pays rent for the car park and pays for the toilet to be cleaned but does not appear to be getting much in return for the money paid. Councillor S Phillis said that the contract with CORMAC for cleaning the toilet is comprehensive. The Chairman said that the Community Network Panel are still looking at the possibility of collective toilet cleaning. Graham Estlick said that parishioners are wondering where the village map is.

1. Apologies

Apologies were received and accepted from Councillor D Jenkinson.

2. To confirm the minutes of the meetings held on Tuesday 22nd May 2018

The minutes of the meeting held on the Tuesday 22nd May 2018, having previously been circulated, were agreed as an accurate record. As the minutes of the Annual Parish Meeting had not been circulated in advance of this meeting, it was agreed that approval of these minutes would be deferred until the next meeting of the parish council. The Chairman said that the Annual Parish Meeting should be renamed the Parish Reports Meeting to avoid confusion with the Annual General Meeting.

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

Paint white lines in car park (AVB)

The Chairman said this matter has now been actioned.

Repair hand drier in toilet (AVB)

The Chairman said that the hand drier appears to be working.

Identify ways of informing parishioners about Speedwatch and how they may get involved (RA)

The Chairman said he had not yet actioned this matter.

Send copy of draft NDP to Cornwall Council's Neighbourhood Planning Department, Graham Estlick and David Skerrett and put copy in the village hall and the pub (RA)

The Chairman said that he had sent a copy of the document to Cornwall Council's Neighbourhood Planning Department and he gave a copy to Graham Estlick. He said that he would put a copy in the village hall and pub and send one to David Skerrett in due course.

Email Cornwall Councillor A Virr asking him to copy the parish council into reports sent to Fowey Town Council and informing him that a report to this parish council would be welcome (SB)

The Clerk said she had actioned this matter but had not received a response.

Move bin from end of car park to outside toilet block (AVB/SP)

It was agreed that this matter would be discussed under item 12 on the agenda

Email Cormac regarding tasks that have not been undertaken as part of the SLA for toilet cleaning (SB)

The Clerk reported that she had actioned this matter.

Gather ideas for future use of old quay area (All)

It was agreed that this is work in progress.

Ask Cornwall Landscaping to cut Tenny's Lane and top path on Downs (DJ)

It was noted that this matter had been actioned.

Organise village clean-up day (SP)

It was agreed that this is work in progress.

Discuss hedge cutting with Martin Whell (AVB)

Councillor A Van den Broek said that he considers that the parish council should cut the hedges on Water Lane and Church Hill which will effectively widen the roads which will be in the interests of highway safety. Some discussion took place regarding the merits or otherwise of the parish council taking responsibility for cutting the hedges in the parish. Councillor D Johns commented that hedge cutting is the responsibility of the homeowner and if the parish council undertakes this task, it places a huge onus on the parish council. Councillor S Phillis said that the parish council could cut the hedges on Church Hill and Water Lane only. It was agreed that the Chairman would ask CORMAC to cut the hedges on Church Hill and Water Lane as their encroachment onto the road is detrimental to highway safety.

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

The Chairman asked how many trial bikes have been seen using the footpaths. Councillor D Pugh-Jones said that they had been seen on two separate occasions. The Chairman said that the use of the footpaths for this purpose is likely to be enforceable by Cornwall Council's PROW department if it becomes a problem.

5. To receive the Chairman's Communications

The Chairman said that he had received a complaint which will be treated in confidence with the complainant's name known only to the Clerk and Chairman. He said that the complaint relates to the felling of a huge swathe of trees leading down to the River Fowey on land on the southern bank just beyond the old boat house opposite St Winnow point. Councillor D Johns said that the area has been stripped of trees and it has had a major visual impact on the landscape. He said the land is only visible from the river and belongs to John Varco. He commented that the matter could be reported to the AONB Officers at Cornwall Council. Councillor J Pomeroy said that the tree felling is extensive. Councillor

A Van den Broek said that it is very noticeable in the landscape as a barren area. The Chairman said that he thought that some of the works may have been undertaken in connection with works being undertaken by Network Rail to make the railway line safe. It was proposed by Councillor D Johns and seconded by Councillor R Anderson that the Chairman contacts John Varco formally and asks him for an explanation as to why the tree felling has taken place and what his plans are for the future of the area. All Councillors voted in favour of this proposal. The proposal was therefore carried.

The Chairman said that he had received a request from Dr Skerrett that a board be placed in the village hall on which would be written the names of previous Chairs of the parish council. He said that Dr Skerrett thinks that some parishioners were the Chair for many years and should be recognized for their work. The Chairman said that permission would need to be sought from the Village Hall Management Committee. Councillor S Phillis said that the previous Chairs would have to be contacted to gain their permission for their name to be displayed. Councillors D Pugh-Jones and D Johns commented that it is a vanity project. It was agreed that Councillor D Pugh-Jones would ask the Village Hall Management Committee for their views on this matter and report back to the parish council.

The Chairman reported that he had been asked to search for a gravestone in the churchyard of someone who had drowned in the Titanic disaster. He said that the gravestone is in St Sampson's churchyard in Guernsey.

The Chairman said that it is Merchant Navy Day on 3rd September 2018 when the red ensign can be flown. It was agreed that the parish council does not wish to do this but it was suggested that Boatwatch may want to fly the red ensign.

The Chairman said that the parish council was not represented at the Community Network Panel (CNP) meeting in May. He said that he had met with Cornwall Council's Community Network Officer and together, they have drafted a new draft framework for the CNP setting out the objectives and priorities.

The Chairman said that the Clerk had circulated details of the forthcoming Code of Conduct training sessions which will be held by CALC. He reminded councilors of the need to attend this training every two or three years.

The Chairman said that Councillor D Jenkinson had asked who reports had been requested from for the Annual Parish meeting. The Chairman said that he had provided this information to him.

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 the Cornwall and Isles of Scilly Policing Newsletter had been circulated to all councilors. The Chairman displayed a copy in the village hall.

b) Cornwall Councillor

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Councillor D Pugh-Jones said that Councillor A Virr had prepared a report for Fowey Town Council. The Chairman said he would obtain a copy and circulate it to all councilors.

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

Mrs S Blaxley (May 15th 2018 – June 19th 2018 salary/ expenses) - £348.71
Cornwall Council (Rent for car park) - £166.67
South West Water (Water for toilets) - £46.12
Cormac (Toilet cleaning – May 2018) - £188.87
HMRC (PAYE income tax/national insurance) - £73.80
Cornwall Landscaping (Strimming Downs Paths/Tinnys Lane) - £200.00
British Gas (Electricity for toilets) - £49.21

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.

The Clerk explained that following publication of the agenda, an invoice for payment had been received in the sum of £122.00 for Ollie Read for general maintenance work around the car park and toilets. Councillor S Phillis said that the area behind the toilet block needs to have weed killer applied. Councillor A Van den Broek said he would do this. It was proposed by Councillor R Anderson and seconded by Councillor D Johns that the order for payment for Ollie Reed in the sum of £122.00 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

None

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 £14,950.59 which includes income of £1,144.99 VAT repayment for 2017/18 and £30 for a car parking permit. The Chairman signed the cash book.

12. Golant Car Park and Toilets

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

The Chairman said that he had raised the issue with Cornwall Council regarding the transfer of ownership of the car park and toilets to the parish council. However, he said that whilst it is in progress, Cornwall Council's devolution plans are well behind schedule. Councillor D Johns said that pressure needs to be put on Cornwall Council to speed up this process as the parish council has plans for the toilet block building. He suggested that Cornwall Councillor A Virr may be able to assist in this matter.

The Chairman thanked those councilors who have repainted the white lines in the car park. He said that it would be a good idea to repaint the yellow lines in the turning circle to reinforce the no parking restriction in that area. It was proposed by Councillor R Anderson and seconded by Councillor J Pomeroy that Councillor A Van den Broek be authorized to purchase some yellow paint and that a group of councilors repaint the yellow lines opposite the car park and in the turning circle. All Councillors voted in favour of this proposal. The proposal was therefore carried.

Councillor D Pugh-Jones said that the bolts on the toilet which secure it to the floor are rusty. Councillor A Van den Breuk said he would replace them with long stainless steel screws.

13. Village Green

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

It was noted that complaints had been received about the quality of the grass cutting before the memorial celebration for Glenn Parsons. The Chairman said that when Judith Luddington was on the parish council, she met with GHG on a periodic basis and explained what works were required of them. It was agreed that Councillor J Pomeroy would undertake this role. Councillor J Pomeroy said

the contract with GHL is not very specific. Councillor S Phillis commented that the parish council should consider inviting other companies to tender for the grass cutting contract if they are unhappy with the work undertaken by GHL.

Councillor D Pugh-Jones suggested that a community brick barbeque could be installed on the village green. Councillor D Johns said that the pub offers this facility. Councillor S Phillis said that a barbeque on the village green may result in food and rubbish being left behind. The Chairman said that a barbeque may be viable at the north end of the village green but if it was in the centre of the green, this may result in smoke from the barbeque affecting residents.

14. Neighbourhood Plan

To receive and consider matters arising relating to the neighbourhood plan

The Chairman commented that he had incorporated the draft NDP into the template provided for smaller parishes by Cornwall Council and that he had circulated the document to all councillors. He explained that he had received a lot of useful feedback, particularly from Councillor D Pugh-Jones, and that he had incorporated the majority of this feedback into a further revised version which the Clerk will put on the website. He said that the revised version also incorporates feedback from the author of the parish plan for St Sampson. All Councillors agreed that they were happy with the progress of the NDP to date. The Chairman emphasized that the NDP does not reflect the opinions of the parish council but those of the parishioners. Councillor D Johns said that the initial questionnaire was sent out in 2015 and that, since then, there have been important decisions made in St Ives regarding main residences. The Chairman commented that this issue was not a concern expressed by the residents of this parish although he acknowledged that a specific question regarding new residences becoming second homes was not asked in the questionnaire. Councillor S Phillis said that there were many questions about housing and that any comments about second homes could have been made in those responses. The Chairman said that the NDP is a living document and can be regularly updated. He said that Cornwall Council's Neighbourhood Planning Department is holding more surgeries on NDPs.

15. Highways

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

The Chairman said that the collapsed drain grating on Water Lane has not been repaired. Councillor D Pugh-Jones said there had been a vehicle crash in front of St Sampsons Terrace caused by a vehicle attempting to pass a parked car at speed. Councillor D Johns said that it is a shame that people cannot be encouraged to park diagonally in front of the pub. It was noted that GQUA do not want the area delineated as a formal parking area as they do not want to be liable if a car gets flooded at high tide. Councillor D Johns said that if the area

became highway land, it could be delineated as a car parking area and full length diagonal white lines could be painted on the road to delineate the spaces.

16. Footpaths and Benches

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

Councillor A Van den Broek said that the middle Downs path between the Cormorant Hotel and the Sawmills studio requires cutting. Some discussion took place about asking Ollie Read to undertake this work but councillors were uncertain as to whether he has the correct public liability insurance. It was proposed by Councillor A Van den Broek and seconded by Councillor S Phillis that the Clerk asks Cornwall Landscaping to undertake this work. All Councillors voted in favour of this proposal. The proposal was therefore carried.

17. Internal Auditor's Report 2017/18

To receive and consider the internal auditor's report for 2017/18

It was noted that the internal auditor's report had been circulated prior to the meeting. The Chairman detailed actions to be taken in respect of the key recommendations. First, the UTR number should be obtained for personal suppliers. The Clerk said she would ensure this matter was actioned. Secondly, it was noted that cheque 159 to Golant Village Hall was recorded in the cash book as a Section 137 payment which is incorrect as the parish council has a specific statutory power allowing for payments to the village hall. The Chairman said that the parish council must always be careful that it has the statutory power to spend money. Thirdly, it was noted that the Council should review its Section 137 spending. The Chairman explained that the limit per elector is set annually and that the parish council should be mindful of the annual spending limit in this respect. Fourthly, a copy invoice for cheque number 217 is required. The Clerk said she would action this matter. Fifthly, it was noted that the VAT reclaimed for 2016/17 had not been received. The Clerk said that HMRC has now made this payment. Sixthly, it was noted that the council should review the implications of GDPR. The Chairman said this is being discussed under item 19 on the agenda. Seventhly, the auditor noted that the parish council does not have a copy of the contract with Cornwall Council for the car park. The Chairman said he would obtain a copy from Cornwall Council. Eighthly, it was noted that the bank reconciliation should be co terminus with 31st March. The Clerk said she would ensure this is the case in future years. Finally, it was noted that the level of reserves should be reviewed against actual expenditure. The Chairman said this is done on a monthly basis.

18. Standing Orders, Financial Regulations, Financial Risk Assessment and Internal Financial Controls

To adopt the standing orders, financial regulations, financial risk assessment and internal financial controls for 2018/19

It was proposed by Councillor R Anderson and seconded by Councillor D Johns that the standing orders, financial regulations, financial risk assessment and internal financial controls for 2018/19 be adopted. All Councillors voted in favour of this proposal. The proposal was therefore carried.

19. GDPR

To receive and consider matters arising relating to GDPR

The Chairman explained that he had circulated two documents prior to the meeting, one from CALC with their template documents and another entitled "Preparing for the GDPR – Twelve Steps to Take Now". He explained that the parish council will have to report on its GDPR policy on an annual basis. There are two related policies – one is the Publication scheme which ensures that we do not operate in secrecy. The other is the Data Protection scheme which ensures that we respect privacy. The Chairman circulated a document setting out the draft action plan and policy for the parish council to meet its obligations under GDPR. He asked that councilors peruse the document and explained it will be discussed at the next meeting of the parish council in July 2018. Councillor J Pomeroy said that this is an extension of the old DPA and it should not be too big an issue as the parish council does not hold significant amounts of data. Councillor S Phillis said it is a good opportunity to discard old documents. The Chairman said that many of the parish council's records are held on computers and that if they contain personal details, this information must be discarded. He said the website is the repository for parish council business and that the Clerk should be copied in to e mails held on private computers which relate to Parish Council business and which contain personal data. Councillors can then delete the messages from their own computers.

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 24th July 2018, commencing at 7:15pm in Golant Village Hall.

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

The Chair, Vice Chair and Clerk remained for preliminary discussion in private of the Clerk's annual appraisal.

ST SAMPSON PARISH COUNCIL MEETING

26th June 2018

ACTION POINTS

<u>Minute Number</u>	<u>Action</u>	<u>By Whom</u>
4	Identify ways of informing parishioners about Speedwatch and how they may get involved	RA
4	Send copy of draft NDP to David Skerrett and put copy in the village hall and the pub	RA
4	Ask CORMAC to cut the hedges on Church Hill and Water Lane	RA
5	Contact John Varco and ask him for an explanation as to why the tree felling has taken place and what his plans are for the future of the area	RA
5	Ask Village Hall Management Committee for their views on putting a board in the village hall with the names of previous Chairs of the parish council written on it	DPJ
8	Circulate copy of Cornwall Councillor A Virr's report to Fowey Town Council to all Councillors	RA
9	Apply weedkiller to area to rear of toilets	AVB
12	Purchase yellow paint and re paint yellow lines opposite the car park and in the turning circle	AVB
12	Replace rusty bolts on toilet with long stainless steel screws	AVB
16	Ask Cornwall Landscaping to cut the middle Downs path	SB

