

**MINUTES OF THE ST SAMPSON PARISH COUNCIL MEETING HELD ON TUESDAY, 24TH JULY 2018 AT 7:15PM IN GOLANT VILLAGE HALL, GOLANT**

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

2 members of the public.

Sue Blaxley (Clerk to the Parish Council)

The Chairman opened the meeting at 7:15pm.

**Public Participation**

Richard Gabb thanked the parish council for cutting the trees on Downs Hill. Graham Estlick said that children are playing football on the village green which is eroding the grass to bare earth. He also said that children had been playing outside on the village green and on the play equipment and boats after dark and were shining torches and making a lot of noise. He said that the responsible adults have assured him this will not happen again. He also said that cars are being parked on the village green and do not have permits. Some discussion took place regarding the merits or otherwise of enforcing parking on the village green. Councillor D Johns asked if the owners of Riverbank Cottage owed the parish council £3,000 for the statutory right to have vehicular access across the village green. The Chair said this was offered by the parish council but the matter was never pursued by either party.

**1. Apologies**

Apologies were received and accepted from Councillors J Pomeroy and S Phillis.

**2. To confirm the minutes of the Annual Parish Meeting held on 22nd May 2018 and the parish council meeting held on Tuesday 26th June 2018**

The minutes of the Annual Parish Meeting held on the Tuesday 22nd May 2018, having previously been circulated, were agreed as an accurate record. The minutes of the parish council meeting held on the Tuesday 26th June 2018, having previously been circulated, were agreed as an accurate record subject to an amendment to minute 13, line 2 changing Glenn Parsons to Evelyn Parsons..

**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**

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

The Chairman said that it seems that Speedwatch has fallen into disrepute in the Community Network area when potential volunteers were informed that they would need to have training for the role and that they would be enforcing speed restrictions outside their own parishes.

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 a copy of the document to put in the pub and to send to David Skerrett.

Ask CORMAC to cut the hedges on Church Hill and Water Lane (RA)

The Chairman said he had actioned this matter and would report on it under item 15 on the agenda.

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)

The Chairman said he had actioned this matter and would report on it under Chairman's communications.

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)

Councillor D Pugh-Jones said that the Village Hall Management Committee had not had a meeting.

Circulate copy of Cornwall Councillor A Virr's report to Fowey Town Council to all Councillors (RA)

The Chairman reported that he had actioned this matter. He also commented that Cornwall Councillor A Virr has a very active Facebook page.

Apply weedkiller to area to rear of toilets (AVB)

Councillor A Van den Broek said that he had not yet actioned this matter.

Purchase yellow paint and re paint yellow lines opposite the car park and in the turning circle (AVB)

Councillor A Van den Broek said that he had not yet actioned this matter.

Replace rusty bolts on toilet with long stainless steel screws (AVB)

Councillor A Van den Broek said that he had attempted to remove the bolts but was unable to do so. It was agreed that no further action would be taken in respect of this matter at the present time.

Ask Cornwall Landscaping to cut the middle Downs path (SB)

The Clerk said she had actioned this matter but it was noted that the work has not yet been undertaken.

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

The Chairman said that he had spoken to John Varco regarding the felling of a huge swath of trees leading down to the River Fowey on land on the southern bank just beyond the old boat house opposite St Winnow point. John Varco said that he was felling his permitted allowance for the annual weight of timber he is permitted to take in the AONB as the landowner and that his work is on-going to manage the woodland on his property. He also explained his work in conjunction with Network Rail who were involved in making safe the line for removal of felled trees and foliage which were threatening the line before this recent work. John Varco said that the operation is now complete at this time. Councillor D Johns commented that some very large trees have been removed and that he is concerned that this will be an annual occurrence so we should consider informing Cornwall Council's AONB unit. Councillor A Van den Broek said that if the landowner has a right to fell this amount of woodland, the parish council should not take any action. Councillor D Jenkinson suggested that the situation could be monitored with photographic evidence if we wanted to pursue the matter. Some discussion took place about the merits or otherwise of reporting the matter to the AONB unit. No action was determined by the council other than that the chair would inform the original informant of our debate on the issue.

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

The Chairman said that he had received an application from the Village Hall Management Committee to hold a pop-up cinema on the village green on 14<sup>th</sup> September 2018. It was proposed by Councillor R Anderson and seconded by Councillor A Van den Broek that the event be authorized. All Councillors voted in favour of this proposal. The proposal was therefore carried.

The Chairman said that he had received an enquiry from Tetlow King planning consultants as to the status of the NDP. He said that he had replied to this enquiry. He said that he has also been notified by a parishioner of a big dead tree on the bend in the road by Torfrey. He said that he has spoken to the landowner who is more than happy to have the tree removed but thinks that Cornwall Council is responsible for felling the tree. He says that he has a letter to this effect which he will show to the Chairman in due course.

The Chairman said that he had received complaints about noisy children playing outside after 10pm one evening. He said they were staying at Mr and Mrs Wallace-Jones' property and were playing on the village green, on the play equipment and on boats as well as shining torches and generally causing a noise nuisance. He said that Cornwall Council were unlikely to take any action in respect of this matter as it relates to children. He said that Mr and Mrs Wallace Jones said that it will not happen again. Councillor D Jenkinson said that a sign could be erected to the effect that entering other peoples' boats constitutes trespass.

The Chairman commented that a new website has been launched: [www.staustell.co.uk](http://www.staustell.co.uk). He said this is a community website funded by a number of businesses and organisations. He said that the website lists details appertaining to events and businesses as well as providing links to other sites, such as the SW coast path.

The Chairman said that he had attended the recent Community Network Panel meeting which was poorly attended. He said that they were not very enthusiastic about having an objective, theme or specific purpose for the meetings.

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

None.

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

The Clerk said there is a revised register of interest form which all councilors have received and which should be completed and returned to her. She explained that the completed form is posted on Cornwall Council's website with signatures blanked out and that it will also be posted on the parish council's website unless councilors advise her that they do not want their form published on the latter site.

She also reminded councilors of the need to undertake code of conduct training every 2/3 years. She said that she has emailed details of forthcoming courses to councilors.

**8. To receive reports from -**

**a) Police**

Councillor D Jenkinson said that SW Police, in general, have received the highest number of reported incidents ever over the summer period.

**b) Cornwall Councillor**

None.

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

Mrs S Blaxley (June 20th 2018 – July 17<sup>th</sup> 2018 salary/ expenses) - £337.10  
Cornwall Council (Rent for car park) - £166.67  
South West Water (Water for toilets) - £41.12  
Cormac (Toilet cleaning – June 2018) - £188.87  
HMRC (PAYE income tax/national insurance) - £60.00  
Cornwall Council (Rent for toilet building) - £1.00  
Information Commissioner (ICO renewal) - £40.00  
Cale (Repairs to car parking machine) - £441.14  
Robin Anderson (Files for NDP) – £6.45

It was proposed by Councillor R Anderson and seconded by Councillor D Johns 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**

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 £15,888.70 which includes income of £2,010.50 from the car parking machine. Councillor D Johns asked what period the car park income related to. The Clerk said she was not sure but would email councilors this information. 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 escalated the issue regarding the transfer of ownership of the car park and toilets to the parish council to the Devolution Manager at Cornwall Council and also that he had raised the issue at the CNP meeting at which several Cornwall Councillors were in attendance. He said that Cornwall Council are scoping the transfer at the present time. The Chairman said that the parish council should be drafting a project plan for the building in consultation with the community. Councillor D Johns asked if the parish council could undertake works to the building without owning it. The Chairman said that any building works would need Building Regulations and planning permission and that the starting point should be a project plan. Councillor D Johns said that he could help draft a project plan but it would not be until September.

The Chairman said that he had asked Cornwall Council for a copy of the legal document relating to the lease of the car park and toilet block. He said that he had emailed Cornwall Council asking them to install No Waiting Signs in the turning circle at the end of the car park. He said that they had responded saying that these signs associated with double yellow lines have been removed nationally. He said that Cornwall Council's civil parking enforcement team could enforce the double yellow lines if it is a recurring problem or that the Police could assist if vehicles are causing an obstruction. The Chairman said that brighter yellow lines would assist in deterring motorists from parking in this location. Councillor D Jenkinson said that the road markings at the cross roads at South Torfrey also need re-painting. Councillor A Van den Broek said that he and Councillor S Phillis and two parishioners had re-painted all the white lines in the car park and they had re-painted two thirds of the rail to the rear of the car park.

It was agreed that the public toilet is being cleaned to an acceptable standard.

## **13. Village Green**

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

The Chairman said that Councillor J Pomeroy had made several unsuccessful attempts to contact GHIL regarding the grass cutting. He said that Councillor J Pomeroy has now emailed GHIL and asked them to meet him when they next cut the grass. Councillor D Pugh-Jones said that the posts and chain on the village green need repairing as the posts are bent over. Councillor D Johns said that there may be alternatives to the existing posts such as granite posts. It was agreed that Councillors van den Broek and Anderson would repair the current posts and consider options for new posts with a report to the next meeting of the parish council.

The Chairman said that the bus shelter needs to be removed from the parish council's asset register as it is no longer in existence. He said the Golant village sign needs to be added to the asset register with a value of £500. The Clerk said she would action these amendments.

#### **14. Neighbourhood Plan**

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

The Chairman commented that the NPPF is being updated very soon. He said that he had received an email from Cornwall Council's Neighbourhood Planning team in response to the draft NDP which he sent to them. They have advised that a strategic environmental assessment and a sustainability appraisal may need to be undertaken.

#### **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 as Cornwall Council have inspected it and do not consider that it needs repairing at the present time. However, they will monitor the situation. He said that he asked them to cut the hedge on Church Hill. However, he said that as it is not an immediate safety hazard, they will not cut it at the present time. He said that there seems little point in asking them to cut the hedge on Water Lane as it is not as overgrown as the hedge on Church Hill. He said that he also asked Cornwall Council to replace the grit bin which they said they will do if funds allow. He said that one of the grit bins at the top of the village has been completely destroyed.

In terms of responsibility for cutting hedges, the Chairman circulated some comprehensive information from the Cornish Hedges Library. He said that current thinking is that if the hedges on lanes are cut back tight, it increases the speed of the traffic. In addition, if the hedges are trimmed tightly on both sides of the road, it gives motorists the impression that two vehicles can pass each other which often results in cars being scratched on the stone walls at the side of the roads. He said that the information makes it clear that it is the landowners' responsibility to cut hedges so that the growth does not impair the safety of highway users. The report also gives details of when hedges should be cut. Councillor A Van den Broek said that a possible way forward would be to suggest to parishioners that the parish council cuts their hedges if they give a donation to a charity. Councillor D Pugh-Jones said that parishioners should pay the going rate to have their hedges cut. Councillor D Johns said that it would be a good idea to make parishioners aware of their responsibility in this respect via the Golant Pill.

Councillor D Pugh-Jones said that the mains water supply is often cut off. Councillor A Van den Broek said the entire water main will be replaced in due course. The Chairman said that, as part of the Community Emergency Plan, the parish council may want to help supply bottled water to parishioners who cannot drive when this work is being undertaken. South West Water are required to provide bottled water when this happens – usually left near the point of the break - but the parish could help ensure it gets distributed.

## **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 he has mended the footpath marker sign at the top of Fore Street.

## **17. Fowey River Canoe Club**

### **To consider a request to write a letter of support for Fowey River Canoe Club to accompany their application to Sport England for a grant to purchase new beginner boats**

The Chairman said that the Canoe Club want to involve all ages in canoeing especially the 60+ age group as beginners so they want to purchase boats for beginner paddlers with the intention of forming a recreational group. He said the aim of the project is to expand the canoe club and so they are submitting a bid to Sport England. He said that the Fowey River Canoe Club are seeking a letter of support from the parish council to accompany the bid. Councillor D Johns said that writing a letter of support is a good idea but he questioned where these extra boats will be stored and commented that having more members in the club will result in more on-street parking. It was agreed that the Chairman would draft a letter of support from the parish council for the project and wish them well with their project.

## **18. GDPR**

### **To receive and consider matters arising relating to GDPR**

The Chairman explained that he had circulated a document setting out the draft action plan and policy for the parish council to meet its obligations under GDPR. It was proposed by Councillor R Anderson and seconded by Councillor D Johns that this action plan and policy be adopted by the parish council and put on the parish council's website. All Councillors voted in favour of the proposal. The proposal was therefore carried. The Chairman explained that the ICO have produced many templates to enable compliance with GDPR, one of which is the Annual Data Protection Report. He said that, in addition to this report, the parish council should have a system of data management to ensure it is effective as



well as a register of data held and a Privacy Impact Assessment. It was agreed that these documents will be reviewed annually in March.

### **19. Date of next meeting**

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

The date of the next meeting will be on Tuesday 25th September 2018, commencing at 7:15pm in Golant Village Hall.

There was no further business and the meeting was closed at 8:45pm.

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

## **ST SAMPSON PARISH COUNCIL MEETING**

**24th July 2018**

### **ACTION POINTS**

<b><u>Minute Number</u></b>	<b><u>Action</u></b>	<b><u>By Whom</u></b>
4	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
4	Apply weedkiller to area to rear of toilets	AVB
4	Purchase yellow paint and re paint yellow lines opposite the car park and in the turning circle	AVB
11	Inform councilors what period the car park income related to	SB
13	Repair posts and Investigate alternatives for the boundary on the village green	AVB
13	Remove bus shelter from asset register and add Golant village sign	SB
18	Put GDPR action plan and policy on the parish council's website	SB