

**MINUTES OF THE ST SAMPSON PARISH COUNCIL MEETING
HELD ON TUESDAY, 26th OCTOBER 2021 AT 7:15PM IN
GOLANT VILLAGE HALL, GOLANT**

Present: Councillors D Jenkinson, (Chairman), D Johns, S Phillis and M Whell.

Fayre Hardy
Sue Blaxley (Parish Clerk)

The Chairman opened the meeting at 7:15pm.

Public Participation

Fayre Hardy explained that Ian Laughton is progressing with an updated version of the original village map and noted that the matter will be discussed under agenda item 15 as would the location of the new bin on the village green and the flower boat. She also said that the U turn around sign has been delivered. She asked if the parish council's insurance policy would cover this asset. The Clerk said she would find out if this was the case.

She said that the Clerk had informed her that Alliance Parking deposit the income from the car parking machine once a year, at the end of the car park charging season at no charge to the parish council. She asked if there had been any further discussion on street signage in the village. She said that the erection of street signs would be a cost borne out of the precept and many parishioners oppose the idea. She said that some parishioners think that the focus should be on ensuring drivers park sensibly so that emergency vehicles can access sites rather than providing street signs.

Fayre Hardy said that she had examined the internal auditor's report. She said that three actions were raised in that report. First, a contract of employment for the Clerk. The Clerk confirmed that she has a contract of employment. Secondly, a Pensions Discretion Policy. The Clerk said this has not yet been actioned. Thirdly, a mechanism for the depreciation of assets. The Clerk said she was not aware this was a requirement for parish councils but would check this with the internal auditor.

Fayre said that Parish Councils recover their Vat under section 33 of the VAT Act 1994 and that VAT notice 749 details the method of VAT recovery and supplies made on their Non business and business activities. She said that should the parish council spend capital funds on the toilet block [recovering the VAT on purchases (input tax)] and then rent/lease it out for a sum of money, then the parish council will need to look at Notice 749 so that the rules regarding partial exemption and the 5% de minimus is not broken and full VAT (input tax) recovery is possible. She went on to say that a parish council can recover VAT attributable to exempt activities if it is insignificant; only if it amounts to less than one of the following: £7,500 per annum or 5% of the total VAT incurred on all purchases in a year.

1. Apologies

The Chairman welcomed everyone to the meeting. Apologies for absence were received from Councillors S Harper, D Pugh-Jones, A Van den Broek and Cornwall Councillor A Virr.

2. To confirm the minutes of the meeting held on Tuesday 28th September 2021

The minutes of the meeting held on 28th September 2021, having previously been circulated, were agreed as an accurate record. Councillor D Johns commented that he did not think that point 23, item 5 which reads “It was agreed that it should be accessed via breaking the glass, and by using the code, as suggested by the village hall committee” is correct. The Chairman said that he would check with Paul Meredith, who had confirmed that a “break glass” device would be purchased, but no further mention of the code entry.

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

The Chairman said that he had emailed Cornwall Councillor A Virr regarding talking to the Devolvement Manager and that he had emailed Rachel Tatlow regarding the double yellow lines. He said that both matters will be discussed under separate agenda items, later in the meeting.

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

The Chairman said that he had put an item in the Golant Pill asking for parishioners' views on the erection of street signs where none currently exist. He said that he had received a number of responses saying that street signs should not be erected as it would potentially suburbanise the village. He said that he had received a copy of an email from the Address Management Officer at Cornwall Council saying that if the roads in question do not currently have formally recognised street names and there is interest in assigning names to the streets then there is a different process involved for that. This includes consulting the parish council and affected residents, posting notices and it could potentially lead to changes to the postcode of groups of properties. Councillor S Phillis said that it is very clear that parishioners do not want further street name signage, and this had been discussed before with the same outcome. The Chairman also stated that it was important to recognise that any signage would need Parish Council support (as stated by the Address Management Officer) and that he further understood that all of the Emergency Services now operated "what3words" to assist in locating addresses. This is available on a simple to download APP and Fayre Hardy had volunteered to assist those wishing to download the app for themselves. This should be encouraged.

5. To receive the Chairman's Communications

The Chairman emailed the following communications in advance of the meeting:

1. Request received from the owner of Island House, to obtain more detail of any plans to erect a kayak store adjacent to Island House.

2. Confirmation received that the historic files held in the village hall filing cabinet had been liberated and made available for checking, re-filing and/or disposing.
3. Request received for the removal of a fallen tree in Tinneys Lane and confirmation that the Countryside Team (of CORMAC) had agreed to clear it.
4. Confirmation received by the Chairman of the village Hall committee, to obtain a “break glass” access system for the defibrillator.
5. Confirmation from Cornwall Waste Services, following an earlier communication from a Parishioner, that any Holiday “business”, (from an AirB&B to a guest house) needs to arrange a non-domestic collection for recycling. This can be arranged via the Council:
<https://www.cornwall.gov.uk/commercialwaste>
(Agenda item: 16)
6. Cancellation received from the Fowey River Canoe Club, that their Annual Race had been cancelled.
7. Request from the Village Hall, for information on the provision of emergency lighting solutions.
8. Email received from two residents not in favour of additional street signs. (additional street clutter and minimal benefit) Agenda item: 4b)
9. Email received from a parishioner revealing that devolvement of the carpark from Cornwall Council, was deemed to be slow as far back as 2008! (Agenda item: 12)
10. Email received from two residents opposing the introduction of any additional street signs and suggesting that there will be a new village map in the future which will help and that emergency services now use “What3Words.” (Agenda item 4b)
11. Email received totally opposed to the erection of more street signs and irritated that a sign appeared for Downs Hill without community consultation. Experience during the Pandemic of a greater number of deliveries, has not generated a problem. (Agenda item 4b)
12. Email received from an individual parishioner opposing the erection of additional street signs. (Agenda item: 4b)
13. Email received from a parishioner expressing a “no thank you” for any additional street signs, and a request not to urbanise the village. (Agenda item:4b)
14. Request from the village hall to utilise the middle notice board for posting notices, to reduce any risk from people standing in the road to read notices.

15. Email received alerting us to the situation of “blocked drains” in Water Lane and the subsequent risk from wet leaves under running water creating a hazard to pedestrians. (Agenda item:17)
16. Verbal request from a parishioner to avoid installing any new street names. (Agenda item 4.b)
17. Email received from one of the proposed Playground Suppliers, with a design and quotation to consider. (Agenda item:15)
18. Notification received from the Developer concerning cable being laid between the substation and the Cormorant site (from 1st November to 5th November) and a power “outage” scheduled for November 8th, for 1 hour. (Agenda item: 11)
19. Email received about concerns when the power is switched off (see above) setting off alarms and turning off water pumps. (Agenda item: 11)
20. Email received from Cornwall Council’s Portfolio Surveyor asking for the name of our solicitor and providing a Heads of Terms agreement for approval. (Agenda item:12)
21. Email received concerning traffic disruption to Water Lane on Tuesday 26th October for delivery of concrete outside Orchard Cottage. (Agenda item: 17)
22. Email received to check follow up on draft letters provided to chase work required by departments of Cornwall Council.
23. Communication received listing the consultation and scheduled work by Cormac in our region, including our own “double yellow lines.” (Agenda item: 17)
24. Communication received from our new Community Link Officer: Zoe Bernard-John. She takes over from Tasha Davis from November 15th.
25. Email from Tasha Davis, confirming that a further meeting is being held with the Devolvement manager and will come back with a target date for completion of devolving assets from Cornwall Council to ourselves. (Agenda item:12)
26. Email from Scott Mitchell (of Stephens Scown) confirming a willingness to assist in our devolution process with Cornwall Council (Agenda item 12)

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

None

b) Cornwall Councillor

It was noted that a report had been received via email prior to the meeting:

Covid Cases

The Cornwall Covid case numbers is currently above the national average. There is a current spike in the 5-15 age group related to School transmission. Fowey Academy has been significantly affected by short-term sickness, including some Covid related, which has caused rolling year group closures. The Countywide vaccination programme for schools is run by the NHS and not Cornwall Council. It is behind where we would have wanted them to be at the end of October, but there are robust plans in place to deliver the vaccine roll out by the end of November. It is hoped that the half-term break will reduce transmission rate and allow normal school to commence again.

Devolution

I have been supporting the Parish Council Chair in making progress on the devolution project for Golant. I welcome the progress made. I appreciate the frustration felt due to the delays and am committed to supporting the Parish Council in progressing matters where possible.

Community Link Officer

The Parish Council should be aware that you have a new Community Link Officer starting in November - Zoe.Bernard-John@cornwall.gov.uk. I have already met with Zoe and have communicated the general frustration at the delay in delivery of the community network highway schemes and the devolution schemes. I hope we will see an improvement in timeliness going forward.

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

Mrs S Blaxley (Salary and Expenses 22nd September 2021 – 20th October 2021) - £476.70

Cornwall Council (Rent for Car Park – October 2021) - £166.67

Cornwall Pension Fund (Pension Contributions – October 2021) - £82.00

It was proposed by Councillor D Johns and seconded by Councillor M Whell that all the above orders be authorized for payment. All Councillors voted in favour of this proposal.

10. Finance Report

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

The Clerk reported that, this month, income of £1,892.31 had been received, being the second half of the precept. She said the accounts balance at £24,068.17. The Clerk said that income from the car parking machine will be transferred to the parish council at the end of the car park charging season - 31/10/2021.

11. Cormorant Hotel Site

To receive and consider matters arising relating to the Cormorant Hotel site

The Chairman said that between 1st and 5th November 2021, trenching will be dug from the electricity sub-station to the site. He said that there will be a power outage for approximately 1 hour on 8th November 2021. Councillor D Johns commented that there continues to be considerable mud being deposited on the road. Councillor M Whell said that he had seen the street sweeper in the village on at least two occasions this week.

12. Devolving Assets from Cornwall Council

To receive and consider matters arising relating to the devolution of assets from Cornwall Council

The Chairman said that the Heads of Terms for the asset devolution has now been issued by Cornwall Council. He said that the documents refer to Golant Quay in addition to the toilet block and the car park. It was agreed that this needs to be checked for accuracy. It was agreed that a Land Registry Plan is required so that there can be no mistake in terms of the potential assets being devolved. The Chairman also said that the documents refer to the public toilet remaining “restricted” in this use. He said that this will need to be challenged with Cornwall Council, if we wish to convert part of the building to a potential Kayak store for villagers. The Chairman said that he had been advised by the Parish Clerk (for Fowey and other Councils), that Stephens and Scown are well practised in asset devolution from Cornwall Council. It was proposed by Councillor D Johns and seconded by Councillor S Phillis that Stephens and Scown be engaged on a professional basis as the parish council’s solicitor in the devolution process. It was suggested that Cornwall Council could be asked pay some or all of the parish council’s legal fees which are likely to be between £2,500 and £3,000 before additional search fees and other ad hoc costs are incurred.

13. Golant Car Park

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

It was agreed that the Clerk would check whether the car park was re-tarmacked in 2015 and paid for by the parish council. Councillor S Phillis asked when the telephone box will be removed. The Chairman said that it is on BT’s programme for removal.

14. Public Toilets

To receive and consider any matters arising relating to the public toilets

We will continue to maintain the anti-bacterial spray during the current Pandemic.

15. Village Green and Playground

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

The Chairman said that he and Councillor A Van den Broek had met another playground supplier who had provided a further quotation for some new wooden play equipment. He said that he will seek a further quotation, so that we had the required three equivalent proposals to consider. Councillor S Phillis said that a self-build project could be undertaken which could then be inspected by ROSPA, if we wanted to consider that? Councillor Johns suggested that plans and drawings might be available?

Councillor S Phillis said that Golant Heritage Group will site the U turn around device between the flower boat and the chain fence facing the village green. He said that the bushes will be removed from the flower boat and it will be re-painted and re-planted. He said that memorial plaques could be put on the flower boat, as he had seen this done elsewhere to good effect. He said that Golant Heritage Group will cut out an area around the 'human sundial' to highlight it and they are currently looking at options for cleaning the highlighting the writing on the sundial. He said that Ian Laughton is designing the street map which will be circulated to councillors prior to printing. He said that the existing bin will be moved to a new location at the entrance to the village green against the wall of Waters Edge and then it is planned to procure a new bin. Councillor S Phillis said that the village map will be sited on the site of the existing bin and will face the street. He said that the existing Golant sign will sit on top of the map or to the side of it and on the rear of the map, some historical information about Golant will be provided. In addition, Councillor S Phillis said that the existing pedestrian entrance into the village green will be re-routed so pedestrians will enter the village green on foot into a more aesthetically pleasing area. All Councillors agreed that these were excellent ideas for the village green.

16. Green Issues

To receive and consider any matters relating to green issues in the parish

Councillor D Johns said that he was awaiting quotations for installing an electric charging point in the car park once the wi-fi is in place in the Boatwatch hut and for a bollard charging point. He said that both would be used via contactless payment and would be a good income source too. He said that a long-term alternative could be fast chargers sited next to the toilet building and powered by 3 phase electricity from the substation.

Councillor D Johns said that many parish and town councils have a climate policy and plan. He said that he would present some draft examples to the next meeting of the parish council so that the parish council can decide whether to circulate the document and how to go about it. It was agreed that the parish council would act in an advisory capacity in this respect.

Councillor D Jenkinson said that a parishioner had expressed concern that their recycling bags are being filled with holiday makers' recycling. The Chairman said that any tourist accommodation provider (operating as a business) operates outside of the domestic arrangements for refuse collection and under the Environmental Protection Act 1992, should be operating a commercial refuse collection for which payment has to be made. Cornwall Council also operate such a system. It is illegal to simply have recycling collected within the domestic system. Councillor D Johns said that a draft advisory note could be circulated by the parish council.

17. Highways

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

It was noted that the extension to the double yellow lines along by Island House has still not taken place, but the target date is October 2021 and email confirmation has been received that "worn out" double yellow lines, will be refreshed at the same time!

18. Footpaths and Benches

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

Councillor S. Phillis said that he will undertake an asset condition survey of the picnic benches on the village green and report back at the next meeting.

19. External Auditor's Report

It was noted that the external auditor's report had been circulated prior to the meeting. It was proposed by Councillor D Jenkinson and seconded by Councillor D Johns that the external auditor's report be noted. All Councillors voted in favour of the proposal.

20. Corona Virus

To receive and consider any matters relating to the corona virus pandemic

None

21. Date of next meeting

To confirm the date and venue of the next meeting on Tuesday 30th November 2021 in Golant Village Hall

The date of the next meeting will be on Tuesday 30th November 2021, commencing at 7:15pm in Golant Village Hall. This is one week later than the regular schedule but will go some way to compensate for the lack of a planned meeting in December. The public are reminded that at each meeting, about 15 minutes is set aside should any member of the parish want to bring something to the attention of the Parish Council. The formal Parish Council meeting follows directly afterwards.

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

ST SAMPSON PARISH COUNCIL MEETING

27th October 2021

ACTION POINTS

<u>Minute Number</u>	<u>Action</u>	<u>By Whom</u>
PP	Ascertain if U turn around device is covered by parish council's insurance	SB
2	Check with Paul Meredith about access to the defibrillator	DJ
13	Check whether the car park was re-tarmacked in 2015 and paid for by the parish council	SB