



## MINUTES

A Meeting of the Parish Council was held on 24<sup>th</sup> April 2018 at 7.00pm in The Gilbert Hall Nanledra

**1. PRESENT:** Mr Kevin Hughes (Chairman), Mr Jon Brookes (Vice-Chairman), Mr David Carr, Mr Geoff Hollow, Mr Leslie Hollow, Mrs Annie Philip. **IN ATTENDANCE:** Mrs Fiona Drew (Clerk). **APOLOGIES:** Mrs Judith Evans, PCSO Terry Webb and Mrs Mary Shead.

**2. TO RECEIVE DECLARATIONS OF DISCLOSABLE PECUNIARY & OTHER INTERESTS, RELATING TO ANY AGENDA ITEM, AND TO DETERMINE REQUESTS FOR DISPENSATION WHERE APPLICABLE:** The Chairman declared interests as the Councillor for St Ives Town Council West Ward for the Conservative Party, representative for St Ives Town Council on the Coastal Communities Forum, representative for St Ives Town Council on Penwith Rural Transport Forum, representative on St Ives in December, serves on two of the Council's Committees – Community and Environment Committee & Grievance and Disciplinary Panel, and as a Councillor of Zennor Parish Council. The Chairman also sits on a quarterly advisory group for the MP, Derek Thomas and Chairs the Dark Skies Policy Group. The Vice-Chairman is Vice-Chair of the Dark Skies Group, Chairman of Zennor Parish Council and on the Executive Committee of the Penwith Landscape Partnership. Councillor L Hollow declared an interest in Item 13b) Cemetery Grass Cutting.

**3. PUBLIC PARTICIPATION:** Three members of the public were present. Ellen Carter confirmed that she and Roger Garside had been re-elected as Church Wardens recently and was happy to continue to liaise with the Parish Council on behalf of the Church. She invited everyone to the Feast Service and Concert and also gave details of a Charity Tractor Rally taking place.

**4. MINUTES OF THE LAST MEETING HELD ON 27<sup>TH</sup> MARCH 2018:** The Chairman **proposed** that the minutes, previously circulated, were a true and accurate record of this meeting. The proposal was **seconded** by the Vice-Chairman and **carried unanimously**. **RESOLVED:** The Chairman signed the minutes.

### 5. MATTERS ARISING:

**a) Penderleath Road:** Councillor G Hollow reported that Mr Rogers had completed the work as requested.

**b) Fingerpost:** A total of £483.00 had been raised and the Clerk had written to thank all those who had donated or fundraised. As the Council would have to pay only £307 rather than the £395 they had originally agreed the Chairman **proposed** spending the £88 saved on something for the Community, possibly a Christmas tree or lights for one. This proposal was **seconded** by the Vice-Chairman and **carried unanimously**. **RESOLVED:** To ensure that £88 is spent during this financial year on something for the Community. A discussion took place about whether the Fingerpost should be moved to avoid potential future damage and it was **agreed** that the Clerk would get a quote for this and also look at adding it on to the insurance policy.

**c) Environment Agency Response to Letter re Penderleath Farm Fires:** As yet no response had been received.

**6. CHAIRMAN'S REPORT:** The Chairman attended St Ives Town Council on 19<sup>th</sup> April. He had been due to attend the Police Liaison meeting but it was taking place tonight so he had been unable to. He spoke about an initiative called Safe Harbours in St Ives which the Council weren't currently endorsing. He said that he felt the Great British Spring Clean had gone well and that the Parish was generally looking really nice. He hoped that anyone who dumped rubbish illegally would be prosecuted by Cornwall Council.

**7. POLICE REPORT:** The Chairman read out the report provided by PCSO Webb which is attached as an Appendix to the minutes. There is a current scam involving letters purporting to be from Insurance Companies. Please report via 101 and to Action Fraud. The Councillor Advocacy Scheme was discussed but at present it was felt that there was enough with the Police Liaison Group that the Chairman attended.

**8. COUNCILLOR REPORTS:** None, although the Vice-Chairman reported that Penwith Landscape Partnership was in the process of employing people and things would start happening in June,

**9. PLANNING:**

**a) Applications:** None

**b) Decisions:** None

**c) Appeals:** None

**d) Pre-apps: PA18/00777/PREAPP** Proposal: Pre application advice for new entrance door into NE elevation of main house, demolition and reconstruction of rear extension to main house, with external stair access, to form two letting rooms with their own access, installation of timber clad pre-fabricated steel garage/workshop in existing car park, installation of timber holiday log cabin in existing car park (classified as mobile home), conversion of stone barn to self-contained holiday accommodation and associated drainage services and landscaping. Location: The Wink, Giew Hill, Cripplesease, Nancledra, Penzance TR20 8NF. Applicant: Mr M Paxton. A discussion took place regarding this but as it is a pre-app no comment can be made. It was **agreed** that when Cornwall Council presented their advice on the Pre-App the Clerk could circulate to all Councillors.

**e) Unauthorised Planning: EN18/00242** Alleged unauthorized use of land for the stationing of two caravans Land North East of Nancledra School, School Lane, Nancledra. The Clerk reported that this had now been closed by Planning Enforcement as the caravans had been moved. Unfortunately, one of them had been dumped on the B3306 in Zennor. Following Councillor Carr and PCSO Webb's involvement, and Environment Enforcement's three week waiting policy, this was now being looked at and John Bird had been in touch with the Clerk to confirm that it should be dealt with within 7 days.

**10. HIGHWAY MATTERS:** There are a number of potholes in the area that have been reported and had green marks put round them but don't seem to be being dealt with. The other problem is that they seem to be fixing them but the fix isn't lasting. Councillor L Hollow reported a problem with a pothole on the Rocky Downs bend at the top of Giew Hill. However, following discussion, it was agreed that this wouldn't meet the Cornwall Council's requirements for action at present.

**11. VILLAGE MATTERS:**

**a) Working Party report:** The Clerk reported that it had been put on the Nancledra HWP next agenda for discussion but as yet she had had nothing back. She also reported that Councillor Mitchell had still not responded to the various emails she had sent. It was **agreed** to send Councillor Mitchell a letter regarding these concerns.

**b) Car Parking at the Gilbert Hall:** The Chairman reported that the Car Park actually belonged to the Trustees. Although it had been difficult parking for last month's meeting, in general it was not usually a problem. It was therefore **agreed** that no further action was required at present.

**c) Cledry Meadow Grass Cutting:** A discussion took place regarding this as if Chris wasn't going to do the LMP contract then he wouldn't cut Cledry Meadow either. It was **agreed** that the Clerk would try and find potential contractors before the next meeting. The remit was for a cut once a month in the summer between April and September and twice over the winter.

**12. FOOTPATH MATTERS:**

**a) Local Maintenance Partnership Contract:** The Clerk reported back concerns that Chris Curnow had regarding this contract. It was **proposed** by the Chairman that the Clerk try to find an alternative contractor for the Council to consider at the next meeting. However, if she was unable to do this within the next week the Council should hand back the grant for this year to the Council, and hence Cormac would do the cutting. The proposal was **seconded** by Councillor G Hollow and **carried unanimously**. **RESOLVED:** The Clerk to try and find a contractor for the footpaths.

**b) South West Coast Path Maintenance Partnership Contract:** The Vice-Chairman reported that he had had a successful meeting with Tyrone Martin and that he thought he would be an asset to the Parish. The Clerk confirmed that she had received all the necessary paperwork back.

**13. CEMETERY MATTERS:**

**a) PCC Proposals for Church Road Car Park:** As nothing had yet been received from the Land Registry regarding this the Chairman suggested deferring this item to the next meeting.

**b) Cemetery Grass Cutting:** Councillor L Hollow left the discussion for this item. Following a brief discussion, the Vice-Chairman **proposed** that Councillor L Hollow continue to cut the cemetery grass on the same terms as previously. The proposal was **seconded** by the Chairman and **carried unanimously**. **RESOLVED:** The Clerk to issue a contract. Councillor L Hollow rejoined the discussion.

**14. DARK SKIES:** The Chairman and Vice-Chairman needed to draft the submission. The letter regarding finding a patron has now been approved.

**15. FINANCIAL MATTERS:**

**a) Summary of Accounts:** These were circulated and are attached as an Appendix to the minutes. Receipts totaling £364.44 were **approved** for payment and income of £4027.30 recorded.

**b) To receive the RFO's Annual Accounts for 2017/18:** Copies of the Receipts & Payments Accounts and Fixed Asset Register for the year ended 31<sup>st</sup> March 2018 had been circulated to all Councillors. A discussion took place regarding whether the Fingerpost should be on the Fixed Asset Register and it was **agreed** that the Clerk would investigate this further. It was **proposed** by Councillor Philip that the Accounts be approved. The proposal was **seconded** by Councillor Carr and **carried unanimously**. **RESOLVED:** The Chairman and Clerk signed the accounts.

**c) To receive the Annual Governance & Accountability Return (AGAR) 2017/18 Part 2 Annual Internal Audit Report:** The Clerk showed Councillors the Internal Audit report completed by Joan Chapman and confirmed that no issues had been raised.

**d) To note and approve the AGAR 2017/18 Part 2 Certificate of Exemption:** The Clerk explained that this year the External Audit procedures had changed. Although the Council was still required to complete the AGAR as previously, undertake the relevant period of public rights and publish all documents on the website, they could exempt themselves from a limited assurance review, as their income and expenditure were both less than £25,000. Following discussion, the Vice-Chairman **proposed** that the Council sign the Exemption Certificate. The proposal was **seconded** by Councillor Carr and **carried unanimously**. **RESOLVED:** The Chairman signed the Certificate of Exemption and the Clerk to return it to the External Auditor.

**e) To note and approve the AGAR 2017/18 Part 2 Section 1 Annual Governance Statement:** This had been prepared by the Clerk and circulated to all Councillors for consideration. Following discussion, Councillor L Hollow **proposed** that the Annual Governance Statement be approved. The proposal was **seconded** by Councillor Philip and **carried unanimously**. **RESOLVED:** The Chairman and Clerk signed Section 1.

**f) To note and approve the AGAR 2017/18 Part 2 Section 2 Accounting Statements:** This had been prepared and signed by the Clerk and circulated to all Councillors for consideration. Following discussion, the Vice-Chairman **proposed** that the Accounting Statements be approved. The proposal was **seconded** by Councillor G Hollow and **carried unanimously**. **RESOLVED:** The Chairman signed Section 2.

**g) To consider Insurance Renewal:** The Clerk reported that the annual insurance was due for renewal on 1<sup>st</sup> June. The Chairman **proposed** that the Clerk get three quotes for consideration at the next meeting. The proposal was **seconded** by Councillor Carr and **carried unanimously**. **RESOLVED:** The Clerk to get three insurance quotes.

**16. CLERK'S REPORT:** The Clerk reported that she had been asked by Derek Thomas to be part of a Working Group to help set up a West Cornwall Town & Parish Councils Conference. This was scheduled to take place in September and all Clerks and two or three Councillors would be invited from every Town & Parish Council in the area.

**17. CORRESPONDENCE:** None

**18. DATE OF NEXT MEETING:** Tuesday 29<sup>th</sup> May Parish Meeting to be held at 6.45pm followed by AGM at 7.30pm.

**19. AGENDA ITEMS FOR NEXT MEETING:** Councillors to contact the Clerk no later than Monday 21<sup>st</sup> May with items they wish to be included. Parking at phone box

There being no further business, the Chairman closed the meeting at 8.45pm.

Signed: \_\_\_\_\_ Chairman Date: \_\_\_\_\_