



## MINUTES

A Meeting of the Parish Council was held on 30<sup>th</sup> April 2019 at 7.00pm in The Gilbert Hall Nanclodra

**1. PRESENT:** Mr Kevin Hughes (Chairman) Mrs Judith Evans (Vice-Chairperson), Mr Jon Brookes, Mr David Carr, Mr Leslie Hollow, Mrs Annie Philip. **IN ATTENDANCE:** Mrs Fiona Drew (Clerk), Vanessa Luckwell. **APOLOGIES:** PCSO Terry Webb, Councillor Andrew Mitchell (Cornwall Council).

**2. TO RECEIVE DECLARATIONS OF DISCLOSABLE PECUNIARY & OTHER INTERESTS, RELATING TO ANY AGENDA ITEM, AND TO DETERMINE REQUESTS FOR DISPENSATION WHERE APPLICABLE:** The Chairman is Chair of the Dark Skies Policy Group and represents the Parish Council on the Police Liaison Group. Councillor Brookes is Vice-Chair of the Dark Skies Group, Chairman of Zennor Parish Council and on the Executive Committee of the Penwith Landscape Partnership.

**3. PUBLIC PARTICIPATION:** There was 1 member of the public present. Ellen Carter informed Councillors that she has now stood down as Church Warden and resigned from the PCC, but has been asked to continue to act as a liaison between the PCC and the Parish Council. Vanessa Luckwell reported that she had sent out an email regarding dogs on beaches which the Clerk would forward. The next Street Marshals course is in St Ives on 28<sup>th</sup> May, Leach Pottery are offering grants to support community projects. The next CNP meeting will be on 3<sup>rd</sup> June and will include Dark Skies and a presentation on Climate Change. There will be a Road Safety Day on 14<sup>th</sup> May and she had received updated information on Speed Radars, and potential changes to the costings. Once she has digested it, she will forward for information.

**4. ACTION REQUIRED ON MATTERS RAISED DURING PUBLIC PARTICIPATION:** The Chairman said that he was delighted that Ellen Carter is going to remain as liaison for the PCC, a sentiment that was echoed by all Councillors.

**5. MINUTES OF THE LAST MEETING HELD ON 26<sup>TH</sup> MARCH 2019:** Following a brief discussion, it was **RESOLVED unanimously** that the minutes, previously circulated, were a true and accurate record of this meeting.

### 6. MATTERS ARISING:

**a) Response from Greenyard Flowers:** The Clerk read out the email she had received from Simon Gardner apologizing for the mess that had been left and confirming that they had taken action to clear this up. He felt that the state of the roads was due to inadequate repair by Cornwall Council and not their tractors responsibility. Following discussion Councillors **agreed** to thank Greenyard for resolving the litter issue and the Clerk would report the state of the road to Highways via the online form.

**b) Mobile Speed Radar Application:** Vanessa confirmed that it now looks like the costs of a fixed radar will be £8K not the £5K originally quoted. It was **agreed** to put this on next month's agenda to discuss again as when voted on previously it was based on there being no outlay for the Parish Council.

**c) Memorial Plaque:** Councillor G Hollow had not yet completed the plaque but would be doing so soon. The slate being used for the plaque has been donated by Councillors L & G Hollow of Chytodden Farm.

**7. POLICE REPORT:** PCSO Webb had emailed the Clerk to confirm there had been one crime reported relating to an article with a blade or point in a public place at a campsite which had been detected. Someone had also been found drunk in charge of a vehicle when they hit a wall.

## 8. PLANNING:

**a) Applications: PA19/02755** Proposal: Single storey flat roof extension Location: Hedgerows, The Field, Nancledra, Penzance. Applicant: Mrs Judith Lockwood. The Chairman left the meeting at 7.25pm and returned at 7.26pm. The Vice-Chairperson left at 7.27pm to check a window by the site, and returned at 7.30pm. Following discussion, it was **RESOLVED unanimously** to support the application and it was noted there had been no objections from neighbours.

**b) Decisions:** None

**c) Appeals:** None

**d) Pre-apps:** None

**e) Any other Planning Matter received at or before the start of the meeting:** The Clerk read out an email she had received from the Planning Officer regarding the S106 for PA18/11016. It was **RESOLVED unanimously** to respond requesting that the Parish Council be advised what the criteria are and that they be consulted on the draft once it has been prepared.

## 9. COUNCILLORS REPORTS:

**a) Chairman's Report:** The Chairman reported on progress with Dark Skies and that there was a monthly Steering Group which he and Councillor Brookes were involved in. The application should be submitted by December. He reported that he had attended Mary Shead's BEM inauguration at County Hall last week which had been well attended by various members from the Police and that he would be accompanying Mary to the Garden Party at Buckingham Palace on 29<sup>th</sup> May where he would be representing the Parish Council.

**b) Cornwall Councillor Report:** None

**c) Any Other Councillor Reports:** None

**10. GOVERNANCE REVIEW:** The Clerk read out an email from Ludgvan Parish Council. Following lengthy discussion, with input from Vanessa Luckwell regarding good practice, it was **RESOLVED unanimously** to set up a Working Party of the Chairman and Councillor Philip, to request a meeting with Ludgvan Parish Council's Working Party to discuss the proposed boundary changes. It was also **RESOLVED unanimously** to consider a boundary change based on the map drawn up in 2016 to include the whole of Nancledra village in Towednack Parish, if that was what the majority of those householders it would affect still wanted. It was further **agreed** that based on the outcome of the Working Party's discussions the Parish Council would delegate the consultation process to the Clerk to ensure it was achieved in a timely manner, given that the submission deadline was 17<sup>th</sup> July.

## 11. HIGHWAY MATTERS:

**a) Highway issues reported previously:** The Clerk reported she had still had no response to the email sent to Mike Peters about the state of recent work carried out. It was agreed that she would follow this up with a further email and copy in Andrew Mitchell. She also confirmed that, at the request of Councillor Carr, she had reported faded white lines on the B3311 in the centre of Nancledra. The initial response had been that neither was an immediate safety hazard, but following further communication from the Clerk it now looked like these lines were going to be repainted.

**b) Any Highway issues that require reporting:** None other than the issue already noted in Agenda Item 6a).

**c) Response from Police re parking issues reported previously:** The Clerk read out the response from PCSO Webb relating to the issues previously reported regarding parked cars. At this time there is no action that he can take.

**d) Double Yellow Lines in Nancledra:** Following a brief discussion, it was **RESOLVED unanimously** that the Parish Council would not be looking to introduce double yellow lines into the Village.

## 12. VILLAGE MATTERS:

**a) Updating the Emergency & Flood Plan:** It was **agreed** that the Clerk would look at what needed updating for the next meeting and see how many people were required and what training would be needed.

**b) Car Parking:** The Vice-Chairperson reported that she had been approached by a number of people asking the Parish Council to consider whether part of Cledry Meadow could be released and used for Car Parking for the Gilbert Hall as it was a struggle when events were held in the Hall. Following lengthy discussion, it was **agreed** that the Clerk would investigate the details of the Covenant and the Vice-Chairperson would put together some idea of sizing and what might be involved.

## 13. FOOTPATH MATTERS: None

## 14. CEMETERY MATTERS:

**a) Fence Running Alongside Church Road:** As Councillor G Hollow was not present it was **agreed** to carry this forward to the next agenda.

**15. DARK SKIES:** As reported previously in the Chairman's Statement Agenda Item 9a).

## 16. FINANCIAL MATTERS:

**a) Summary of Accounts:** A summary of accounts was circulated and are attached as an Appendix to the minutes. Invoices totaling £219.85 were **approved** for payment, and bank charges from March of £36.00 and receipts of £3665.54 were noted.

**b) RFO's Annual Accounts to 31<sup>st</sup> March 2019:** The Clerk had previously circulated a statement of accounts, payments and receipts for Councillors to consider. It was **RESOLVED unanimously** to approve these accounts as presented.

**c) Fixed Asset Register 31<sup>st</sup> March 2019:** The Clerk had previously circulated a copy of the Fixed Asset Register for Councillors to consider. It was noted that the two Nancledra signs had been added and it was **RESOLVED unanimously** to approve the Asset Register as presented.

**d) Internal Auditor's Report:** The Clerk showed Councillors the Internal Audit report completed by Joan Chapman and confirmed that no issues had been raised.

**e) Certificate of Exemption:** The Clerk explained that once again the Council could choose to exempt themselves from a limited assurance review. Following a brief discussion, it was **RESOLVED unanimously** that the Chairman sign the Exemption Certificate and it be returned to the External Auditor.

**f) AGAR Part 2 Section 1 Annual Governance Statement:** This had been prepared by the Clerk and circulated to all Councillors prior to the meeting for consideration. The Clerk read through each statement and all Councillors **agreed** with each statement read. It was then **RESOLVED unanimously** to approve the Annual Governance Statement.

**g) AGAR Part 2 Section 2 Accounting Statements:** This had been prepared and signed by the Clerk and circulated to all Councillors prior to the meeting for consideration. It was **RESOLVED unanimously** to approve the Accounting Statements.

**h) Annual Insurance Renewal:** The Clerk informed Councillors that she had not yet received the annual renewal but when it arrived, it was **agreed** that she would get two other quotes to bring with the renewal quote to the next meeting.

**17. CLERK'S REPORT:**

**a) Amendments to the Website:** The Clerk reported that following recent training she had been made aware that as part of the Transparency Code it was a requirement that associated meeting documents that were part of the agenda should be published on the Parish Council's website alongside the agenda. Following discussion, it was **RESOLVED unanimously** that any documents containing private information relating to names, addresses or personal details be redacted prior to publication. It was further **agreed** that the Clerk make the necessary amendments to the Website in order that the Parish Council will be complying with the Transparency Code.

**b) Process for Planning Applications:** The Clerk informed Councillors that she had now had feedback from Sarah Mason at CALC regarding concerns raised about the planning process for PA18/11016. Following a brief discussion, it was **RESOLVED by 4 votes to 2** to write to the Planning Department to ask for clarification on how aspects of the process had been handled in order that Councillors could learn from this for the future.

**18. CORRESPONDENCE:** The Clerk had circulated the following correspondence prior to the meeting:

- a) Ludgvan Neighbourhood Development Plan consultation – it was **agreed** to make no comment
- b) Housing Supplementary Planning Document Consultation – it was **agreed** to make no comment
- c) Email from Margaret Taylor – comments were noted by Councillors
- d) Community Services Review - noted
- e) Cornwall Countryside Access Forum Recruitment 2019 - noted
- f) Invitation to Highways Engagement Sessions in May - noted
- g) Cornwall Planning Partnership Vacancies - noted
- h) Road Safety and Community Speed Engagement Event 14<sup>th</sup> May 2019 at County Hall – noted

**19. DATE OF NEXT MEETING:** Tuesday 28<sup>th</sup> May Parish Meeting to be held at 6.45pm followed by the Annual Meeting at 7.00pm.

**20. AGENDA ITEMS FOR NEXT MEETING:** Councillors to contact the Clerk no later than Monday 20<sup>th</sup> May with items they wish to be included.

There being no further business, the Chairman closed the meeting at 9.00pm.

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

Date: \_\_\_\_\_