



MINUTES

A Meeting of the Parish Council was held on 25th February 2020 at 7.00pm in The Gilbert Hall Nancledra

1. PRESENT: Mr Geoff Hollow (Vice-Chairman and acting Chairman), Mr Jon Brookes, Mr David Carr, Mr Leslie Hollow, Mrs Annie Philip, Mrs Jenni Thomas-Davey. **IN ATTENDANCE:** Mrs Fiona Drew (Clerk). **APOLOGIES:** Mrs Judith Evans (Chairman), Councillor Andrew Mitchell (Cornwall Councillor)

2. WELCOME JENNI THOMAS-DAVEY AS A COUNCILLOR: The Vice-Chairman welcomed Mrs Thomas-Davey as a Councillor and she signed a Declaration of Office and returned all relevant paperwork to the Clerk. The Vice-Chairman then welcomed Emily Fraser who, following interviews yesterday for the post of Clerk & RFO, was the successful applicant.

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

4. PUBLIC PARTICIPATION (restricted to agenda items only): There were two members of the public present. Ellen Carter gave a report from the PCC regarding the new Bishop's forthcoming visit.

5. MINUTES OF THE LAST MEETING HELD ON 28TH JANUARY 2020: It was **RESOLVED unanimously** that the minutes, previously circulated, were a true and accurate record of this meeting.

6. MATTERS ARISING:

a) Cledry Calling article: The Clerk confirmed that she had submitted an article as previously agreed. She had left information regarding the thermal imaging camera to be included in the May edition.

b) Planning Applications: PA19/11017 & PA19/11198 were both still pending,

c) Yellow Lines: The Clerk confirmed that she had included this in the Cledry article and would need to see if this had any effect. Councillor Philip reported that Vanessa Luckwell had put forward the request but the Council could withdraw it at any time as it would probably take about six months before they were put down.

Councillor Carr raised an issue about a green tank at the Engine Inn and it was **agreed** to put this on the next agenda.

7. PLANNING:

a) Applications: None

b) Decisions:

i) **PA19/11151:** Proposal: Prior notification of proposed development by telecommunications code system operators: Erection of a 10m pole with 3 antennas, two dishes, 3 equipment cabinets, one power cabinet, emergency generator

and a satellite dish with a fenced compound. Location: Land & Buildings at Chytodden, Access Track to Chytodden, Towednack TR26 3AT. Applicant: EE Ltd. **PRIOR NOTIFICATION NOT REQUIRED.**

c) **Appeals:** None

d) **Pre-apps:** None

e) **To consider any other planning matter received at or before the start of the meeting:** None

8. POLICE REPORT: The Clerk had circulated details from Mary Shead of current scams that are running. The Vice-Chairman mentioned the lead that had recently been stolen from the Church and Ellen Carter confirmed that it had now been repaired.

9. COUNCILLORS REPORTS:

a) **Chairman's Report:** The Vice-Chairman reported that he had attend the following meetings with Councillor Philip and the Clerk - 30th Jan CALC AGM at Truro, 3rd February Footpath meeting, 20th Feb Community Governance Review public meeting at St John's Hall. Yesterday they had spent the afternoon interviewing for the new Clerk with the Chairman, and he had also attended the Gilbert Hall Trustees meeting on 11th Feb and a VE Day working party meeting with Councillor Carr on 18th Feb.

b) **Cornwall Councillor's Report:** None.

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

10. COMMUNITY GOVERNANCE REVIEW UPDATE: The Vice-Chairman reported that Councillor Philip had read out a short statement at the recent public meeting. It was **RESOLVED unanimously** to submit that statement as the Parish Council's official response to the public consultation.

11. HIGHWAY MATTERS:

a) **Highway issues reported previously:** Work had not yet been completed on the railings at the bridge in Nancledra.

b) Any Highway issues that require reporting:

i) It was noted that the lanes near Skillywadden and Coldharbour are getting very messy with mud and grass as a result of the flower pickers tractors. It was **agreed** that the Clerk would speak to Greenyard Flowers.

ii) The drains along from the school towards Amalwhidden are getting blocked and then overflowing.

iii) There was a problem on Cuckoo Lane up near Cuckoo Corner where stones had been knocked out of the hedge.

iv) The Vice-Chairman reported that the School sign had become faded and was no longer legible.

It was **agreed** that the Clerk would report all these issues.

c) **Speed Monitoring in Nancledra:** Concern was raised regarding the speed of traffic coming down the hill, particularly with the new housing estate that was going to be built at Whitecroft. Discussion took place about what the Parish Council could do and it was **agreed** to request temporary speed monitoring just round the corner from Chyllasson to see how big a problem it was before any decisions were made.

12. VILLAGE MATTERS:

a) **PCC Report:** Ellen Carter reported that the annual pancakes and praise event had taken place this morning.

b) **Additional Car Parking:** The Vice-Chairman reported on the request from the Gilbert Hall Trustees to revisit the possibility of parking additional cars down the lane from the car park. The Clerk confirmed the conversation she had had with Jenny Olds from Bolitho Estates. Following lengthy discussion it was **RESOLVED UNANIMOUSLY** to write to Bolitho Estates as Councillors felt strongly that any increase in parking, however limited, would make a difference

c) **Councillors suggestions for working towards becoming a Carbon Neutral Parish:** No further suggestions at present.

d) **VE Day Celebrations:** The Vice-Chairman and David Carr represented the Parish Council at the recent Working Party meeting and reported good progress. It was **RESOLVED unanimously** to agree to a budget of up to £150 towards costs on the day which would be matched by the Gilbert Hall Trustees, and the PCC would make scones.

e) **Helicopter Flights Adventure 001:** The Clerk confirmed the funding that this provided annually to the Cornwall Air Ambulance and her conversation with St Ives Town Council. Councillors acknowledged that it was something that affected them all to a degree but **RESOLVED unanimously** that they were unable to support St Ives Town Council request as they felt the noise disruption from the helicopter was tolerable for the short time each year that the flights ran and that the benefits to the community significantly outweighed the negatives.

f) **Memorial Bench in Cledry Meadow:** The Vice-Chairman reported that he had received a phone call from Jock's widow regarding a request for a memorial bench to be put in Cledry Meadow. It was **RESOLVED unanimously** to agree to this request and the Vice-Chairman would agree the exact location the bench would be sited.

13. FOOTPATH MATTERS:

a) **Any issues:** Councillor Thomas-Davey reported that the footpath sign at Skillywadden at the end of footpath 119/14/2 had fallen down and was lying on the ground. It was **agreed** to report this to the Countryside Access team.

b) **Cutting Schedule & tendering process:** Following the recent meeting to assess what silver footpaths should be cut, it was **agreed** that the Clerk would circulate the proposal from the working parking and Councillors would examine this alongside their Parish map and discuss further at the next meeting. It was further **agreed** that a notice be put on the noticeboard requesting that all tenders for both the footpath and coast path cutting be received by the Clerk no later than Monday 16th March.

c) **Tendering process for Cledry Meadow:** It was **agreed** that a notice be put on the noticeboard requesting that all tenders for any other grass cutting within the Parish be received by the Clerk no later than Monday 16th March.

14. CEMETERY MATTERS:

a) **Tendering process for Cemetery Grass Cutting:** Councillor L Hollow confirmed that he would be happy to continue doing this and it was **agreed** to discuss this at the next meeting.

b) **Cremation Plaques:** Following discussion about the various options available it was **RESOLVED unanimously** that all cremation plaques should be no larger than 15 inches square with a wedge-shaped base. The Clerk would update the Cemetery Regulations accordingly.

c) **Correspondence from Anne Monnier regarding Sculpture for Cremation part of Cemetery:** Councillors **agreed** that in order to make a decision they would like to see what the sculpture looked like as there was concern as to how it would fit in with the Cornish granite and slate currently in the Cemetery. It was **agreed** it would need to be sited in a suitable place. It was **agreed** to request photos and defer a decision until the next meeting.

15. **DARK SKIES:** Nothing further to report at present.

16. FINANCIAL MATTERS:

a) **Summary of Accounts:** A summary of accounts was circulated and is attached as an Appendix to the minutes. Invoices totaling £580.00 were **approved** for payment and receipts of £0.53 were noted.

b) **Internal Auditor:** It was **RESOLVED unanimously** that Joan Chapman would carry out the Internal Audit again and the Clerk confirmed that she had discussed introducing the new Clerk to her during the handover process.

17. COUNCIL ADMINISTRATION MATTERS:

a) Parish Council Email Addresses: The Clerk confirmed that she had set up the GSuite account and the new email address was clerk@towednackparishcouncil.gov.uk. She had set up a direct debit as previously agreed and this would come out of the current account monthly.

b) Councillor Email Addresses: The Clerk reported that she had been advised it was fine for Councillors to use non .gov.uk email addresses and suggested that each Councillor set theirs up individually to include 'Towednack' or 'tpc' in the title. Councillor Thomas-Davey had already done hers. Once done Councillors will advise the Clerk and only use these in future for Council business.

c) Parish Council Noticeboard: The Clerk reported that she and the Vice-Chairman had found a suitable board which had been agreed by the Gilbert Hall Trustees. Unfortunately, this particular one was no longer available. It was **RESOLVED unanimously** to go for a Slate Grey B0 board at a cost of approx. £295 plus delivery plus VAT and the Clerk would get it delivered to the Vice-Chairman.

d) Parish Council Laptop: The Clerk reported that the Parish Council laptop wasn't fit for purpose and she had been using the Zennor laptop for the past two years. It was **agreed** to let the Clerk and the new Clerk discuss the options and bring a proposal to the next Council meeting for discussion.

18. CLERK'S REPORT: The Clerk reported that she had recently attend some free SLCC training in Plymouth which included finance, website accessibility and climate change. She would feedback on this to the new Clerk.

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

a) Cornwall Council – Town & Parish Council Newsletter – noted items in relation to agenda items.

b) Community Enforcement Programme Update – noted,

c) Off Street Parking Order – noted,

20. DATE OF NEXT MEETING: It was **agreed** to amend the date of the March meeting to 24th March 2020. This would be the current Clerk's last meeting.

21. AGENDA ITEMS FOR NEXT MEETING: Councillors to contact the Clerk no later than Monday 16th March with items they wish to be included.

22. EXCLUSION OF THE PRESS AND PUBLIC: It was **RESOLVED unanimously** that in accordance with the Public Bodies (Admissions to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972) the Press and Public be excluded from the meeting during the consideration of the following business owing to the confidential nature of that business.

23. CONFIRMATION OF NEW CLERK APPOINTMENT & EMPLOYMENT ARRANGEMENTS: The Vice-Chairman reported on the recruitment process over the past few weeks which had culminated in interviews on Monday and the appointment of Emily Fraser as the new Clerk. The new Clerk's terms and conditions were discussed and it was **RESOLVED unanimously** to agree these and a conditional offer letter to be sent out. Councillors noted that they would need to consider paying additional hours whilst the Clerk was training and they **agreed** to pay the outgoing Clerk any hours that she undertook to support the new Clerk in the initial stages.

There being no further business, the Vice-Chairman closed the meeting at 9.15 pm.

Signed:  Chairman

Date: 05 / 02 / 2020

TITLE	Minutes- Towednack Parish Council Meeting 25th February
FILE NAME	Minutes 25th February 2020 - final.pdf
DOCUMENT ID	d51d534e54d6043992e7ff526b11a6d2717cce9d
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Completed

Document History



SENT

05 / 02 / 2020

12:58:03 UTC

Sent for signature to Geoff Hollow
 (geoffhollowtpc@outlook.com) from
 clerk@towednackparishcouncil.gov.uk
 IP: 86.128.130.119



VIEWED

05 / 02 / 2020

15:36:09 UTC

Viewed by Geoff Hollow (geoffhollowtpc@outlook.com)
 IP: 90.213.108.222



SIGNED

05 / 02 / 2020

15:39:34 UTC

Signed by Geoff Hollow (geoffhollowtpc@outlook.com)
 IP: 90.213.108.222



COMPLETED

05 / 02 / 2020

15:39:34 UTC

The document has been completed.