St. Agnes Parish Council

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September 2016

75/16

Minutes of the St. Agnes Parish Council meeting, held in the Parish Rooms, 17 Vicarage Rd, St. Agnes, at 7.30 p.m. on Monday 5th September 2016. Minuted by C. Callaway.

PRESENT: Mrs Clark (Chair) S. Herman – Clerk to the Council.
Mrs Barrow (Vice – Chair)
Mrs Davies, Mr Forbes, Mrs Rodda, Mr Aston, Mr Lovering, Mr Child, Mr Drew, Mr Slater, Mr Bunt, Mr Johns.

ABSENT: Mrs Doble and Mrs Andrew.

336/16 DECLARATIONS OF INTEREST.
Cllr Child – planning application PA16/07274.

337/16 REQUESTS FOR DISPENSATION.
Cllr Johns requested a dispensation in respect of planning application PA16/07274.

338/16 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 8th AUGUST 2016.
The minutes were approved and signed as a correct record.
Cllrs Barrow/Bunt. 9 in favour and 3 abstentions.

339/16 MATTERS ARISING FROM THESE MINUTES NOT COVERED BY ITEMS ON THIS AGENDA.
Cllr Forbes advised members that an Enforcement meeting was being arranged for later this week with himself, Cllr Bunt and Enforcement Officer, Alan Mason. Issues to be discussed included Aggi Croft, An Ke Bew and new gates on Goonvrea Road. Venue and times to be advised and other members welcome to attend.

340/16 CORNWALL COUNCILLORS REPORTS.
Cornwall Councillor Pete Mitchell advised the Council that he had been co-opted onto the Transport and Licensing Committees, as well as being a substitute on the Health Committee. Cwll Cllr Mitchell noted that he had also been asked to be part of the Fisheries Committee.
Cwll Cllr Mitchell informed members that he had put St Agnes forward for the prestigious High Street of the Year award, in the Coastal category.
Cwll Cllr Mitchell had spoken to Nigel Doyle, Assistant Head of Planning and Enterprise, who stated that the average cost of bringing a planning application before the Committee would be £3,500 - £4000 and averaging 69.5 hours of work. Cllr Lovering stated that a member of the public had spoken to Simon Mansell, Cwll Council's Legal Officer, who had informed him that there was no cost involved.
The Chair gave an update for Cwll Cllr Duffin, who was absent from the meeting.
Cwll Cllr Duffin had been liaising with Porthtowan ward members regarding the Towan Valley Holiday Park proposals and had she been assisting with the new proposed development plans in Mount Hawke for 85 new houses.

341/16 PARISH COUNCILLORS REPORTS.
Cllr Forbes stated that he had been in regular attendance at the car parks and toilets, following the Parish Council takeover.
Cllr Davies had been monitoring the toilets in Porthtowan for cleanliness and repairs.
Cllrs Davies and Barrow had attended Teagle's Open Day and both had been very impressed.
Cllr Davies had attended the NDP's Steering Group meeting on 10th August.
Cllr Davies advised that parking in Porthtowan continued to be an issue, although it was being enforced, and was particularly causing problems for turning buses and residents living in Kingsley Cove and above.
Cllr Rodda had attended the successful Mount Hawke Play Day and confirmed that the Fire Station's White Watch were in attendance.

Signed by the Chair of the Council on the 19th September 2016.

Cllr Rodda had received a request from a Parishioner for the Parish Council to share the cost of high visibility jackets. Cwll Cllr Mitchell suggested the possibility of Cwll Cllr Duffin's Community Chest funding or cycle bibs. Agreed item for discussion on the next full Council agenda.
Cllr Bunt advised that he had mended the gate into the Parish Office and had helped to erect the new signs at Reppers Coombe car park and at Trevaunance Cove and Porthtowan toilets.
Cllr Bunt confirmed that he had also been regularly emptying the pay machine at Reppers Coombe car park.
Cllr Bunt had met with the Forestry Officer and Mr Mannell at Chegwyn Gardens with regard to an overgrown tree.
Cllr Bunt thanked Cwll Cllr Mitchell for organising the repair to the hole/subsidence in the road at Polberro.
Cllr Bunt informed members that the 'walking bus' to and from St Agnes school would be leaving the Scout Hut at 9.15 a.m on Wednesday morning.
Cllr Johns reported that there had been a parking issue at Chegwyn Gardens.
Cllr Slater had repaired the stile at Coronation Walk again, this time using a steel bar to reinforce the stile.
Cllr Barrow advised that, following contact with Enforcement Officer, Alan Mason, there was now Enforcement on the land opposite the Eco Park in Porthtowan – case reference EN16/01453.
Cllr Lovering had been approached by a resident of Eastcliff, Porthtowan who was concerned about rubble being placed in a field to create additional car parking. Cllr Davies confirmed that this had been reported and was an ongoing Enforcement case. Cllr Lovering was asked to liaise with Cllr Davies.
Cllr Clark advised that there was a new vicaress in the Parish of St Agnes and all were invited to her service at Mount Hawke on Sunday 25th September at 11 a.m.
Cllr Clark informed members that there had been reports of large sewage lorries going down the lane in Mithian, just before the Blowinghouse turning, and there had been concern expressed about tipping. Cllr Lovering confirmed that these lorries did have a licence for this.
Cllr Clark also wished it noted that there were large potholes in the road down towards the Coastguard lookout. Cwll Cllr Mitchell to investigate whether Cornwall Council was responsible for the affected portion of the road.
Cllr Clark had received concerns from Parishioners about the footpath from the new development at Atlantic Way not being fit for use. It was noted that the new development had yet to be completed and the planning conditions could be checked nearer to completion.
Cllr Clark thanked all those involved in erecting the new signage at the car parks and toilets sites (Cllrs Bunt and Forbes).
Cllr Clark advised members that it had been decided that former Cllr, Mr Kent, would be receiving a gift from this Council at Christmas time.

342/16 PUBLIC PARTICIPATION.

Standing Orders were suspended for this section of the meeting. Cllrs Barrow/Forbes.
Porthtowan resident, Mr Chris Hines, attended the meeting following the submission of planning application PA16/06895 by South West Water. Mr Hines had been very concerned about this application and the impact of the proposed bio-solids storage building and its associated traffic. Members were informed that the proposal would see 1/3 of Cornwall's sewage waste being stored in the proposed building. He also noted that there had been no consultation with neighbours. Mr Hines explained that he had met on site with the Regional Director for Waste Water Plants in Cornwall, who knew nothing of this application being submitted and took action to withdraw it. The Director wished to apologise to the Parish Council, stating that the application should not have been submitted. Cllr Barrow confirmed that World Heritage was also very concerned regarding this proposal.
Mr Hines confirmed that he had now received written evidence from Phil Mason, Head of Planning and Enterprise at Cwll Council that the application had been withdrawn.
Mr Hines extended thanks to those involved and in particular, Cllr Davies.
Standing Orders were reinstated for the remainder of the meeting. Cllrs Aston/Slater.

343/16 APOLOGIES FOR ABSENCE TO BE APPROVED BY THE COUNCIL.

Apologies for absence were received and approved from Cllrs Doble and Andrew.
Cwll Cllr Duffin was attending Portreath PC meeting.
Cllr Child noted that he had visited Cllr Andrew in hospital and was pleased to report that she was making good progress.

Signed by the Chair of the Council on the 19th September 2016.

344/16 ACCOUNTS.

Accounts approved unanimously. Cllrs Barrow/Rodda.

Cllr Forbes requested that the recent invoices received in the office to the signage company (Creative View) be approved with the accounts at this meeting. The Clerk regretted that this could not be done, as there had not been three clear days' notice of this expenditure.

Duchy Cemetery's Ltd	x 3 interments of ashes (2 at St Agnes and 1 at Mt Hawke Cemetery) @ £65 each	103960	£195.00
Duchy Cemetery's Ltd	Interment of ashes at St Agnes Cemetery	103961	£65.00
Polybags	Clear mailing envelopes for NDP questionnaire (4000 envelopes)	Online card pymt	£168.96 NDP BUDGET
Duchy Cemetery's Ltd	Interment at Mount Hawke Cemetery	103962	£390.00
M Bunt	Reimbursement for pymt to Printout Printing for 2 full pages in September Bolster for NDP	103963	£120.00 NDP BUDGET
Royal Mail Group	Response Plus service - NDP HN Survey	103964	£0.77 NDP BUDGET
Rowett Insurance	Addition of cover for new car park ticket machine	103965	£12.66
Allotment holder	Refund of deposit for surrendered 1/4 plot @Mount Hawke.	103966	£12.50
Burials	Payment returned - Refer To Drawer	£1,000.00	Notification
RECEIPTS			
Car park donations	St Agnes collection - x 4 honesty boxes	£692.91	CAR PARKS
Car park donations	Porthtowan collection	£170.00	CAR PARKS
Mithian allots.	New half plot takeover - deposit and pro rata lease	£29.16	ALLOTMENTS
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D Tresise & Sons	Inscription	£25.00	BURIALS
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D. Lovering	Burial	£1,000.00	BURIALS
D Hendy Funerals	Interment of ashes	£350.00	BURIALS
Miss Longstaff	Interment of ashes	£350.00	BURIALS
M Carveth	Re open - ashes	£100.00	BURIALS
M Carveth	Interment of ashes @ £350 and re open - ashes @	£450.00	BURIALS
Car park donations	St Agnes collection - x 4 honesty boxes	£315.83	CAR PARKS
Car park donations	St Agnes collection - x 4 honesty boxes	£373.31	CAR PARKS
M Carveth	Burial	£1,000.00	BURIALS
Parishioner	x 2 grave purchases @ £750 each	£1,500.00	BURIALS

345/16 PLANNING.

On appendix.

Signed by the Chair of the Council on the 19th September 2016.

346/16 CHAIRMAN'S DISCRETION – STAFFING COMMITTEE.

The Chair raised this matter as there were now only three remaining members of the Staffing Committee due to recent resignations. Therefore dealing with the current staffing issues had become increasingly difficult. Cllr Clark proposed that the current Staffing Committee was dissolved as per Parish Standing Orders Section 5d, part 12. This motion was approved. Cllrs Clark/Slater. 9 in favour and 3 against.
Cllr Clark further proposed that a new committee be formed under the name of 'Human Resources Committee' as per Parish Standing Orders Section 11, part 9. This motion was approved. Cllrs Clark/Barrow. 9 in favour and 3 against.
Cllr Lovering stated that as Chairman of the Parish Council, Cllr Clark would automatically become Chair of the new Human Resources Committee. The Clerk stated that this was not automatic procedure as per Standing Orders.
Cllr Clark was elected to Chair the new Committee. CllrsLovering/Slater.
Nominations for additional members: Cllrs, Johns, Lovering, Bunt and Child.
Cllr Forbes noted that no formal voting on appointing the new members had been taken.
It was decided that the Appeals Committee would be agreed upon at the next full Council meeting.

347/16 LIBRARY/TOILET SERVICES/ CAR PARKS.

Cllr Forbes gave a report from the recent Working Party meeting.
Trevaunance Cove toilets would be closed for a 10 day period in October for the rooflights to be repaired at no cost to the Parish Council.
Tenancy at Will documents had been signed and exchanged as per the Councils' previously delegated approval.
Cllr Forbes advised that he had spoken to Coodes Solicitors who confirmed that TUPE did apply to the cleaning/closing staff working at the toilets.
Discussions over waste storage had taken place between Cllr Forbes and the management of Schooners and Breakers.
Although it was noted that, so far, the revenue from Reppers Coombe car park had been very good, Cllrs Forbes and Bunt had noticed numerous camper vans parking there overnight. It was suggested that Cllr Bunt work with the Clerk to produce two new signs stating 'No Overnight Camping'.
Noted that if a new Committee was to be formed the Terms of Reference for responsibility would only be car parks, toilets and the Parish Council building.
A proposal that the Council terminates the Churchtown toilets contract with CORMAC in favour of directly employing the member of staff. Item for next agenda.

Due to time constraints the Chairman proposed that the order of the agenda be changed to discuss matters advertised as exempt business at the end of the agenda.

348/16 EXCLUSION OF PRESS AND PUBLIC.

In accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the Parish Council has the power to RESOLVE that the press and public be excluded from the meeting during consideration of the following item owing to the confidential nature of the business to be transacted and the public interest would not be served in disclosing that information.
Reason – Discussion involving staff.
Resolved. Cllrs Barrow/Forbes. Unanimous.

349/16 GRIEVANCE/APPEAL.

Update on staffing matters.

Signed by the Chair of the Council on the 19th September 2016.

The Chair advised members that she had received a letter of resignation from the Clerk, but assured members that although Mrs Herman no longer considered herself bound by contract, she would still work out her notice period to try and ensure a smooth transition to the new post holder.
The Chair wished it known that she was most upset and deeply saddened with the news that the Parish was to lose a valued member of staff with such knowledge and experience. Cllr Bunt echoed this sentiment and

requested it minuted that he was ashamed to be part of a Council that treated a member of staff, who had given such long service, in such a way that she felt she had no other option at this point.
With regard to the staff grievance appeals, Mrs Herman confirmed that she would like a resolution to her outstanding case and the Chair noted that Mrs Tippett's appeal still stood.
The Chair informed members that a sub-committee from the H R Committee would need to be formed to progress the highly confidential matters relating to the Clerk's resignation.

It was resolved to enter back into open session following the discussion of confidential business.
Cllrs Barrow/Davies.

It was decided to extend the meeting to 9.58 p.m due to business still to be discussed.
Cllrs Slater/Barrow.

350/16 FINANCIAL REGULATIONS.
A copy of proposed Financial Regulations, updated and amended to cover current legislation. Circulated to members for consideration and subject to any agreed alterations, approval.
The Financial Regulations were approved.
Cllrs Bunt/Barrow. Cllr Lovering abstained, majority in favour.

351/16 STANDING ORDERS.
A copy of updated Standing Orders Circulated to members for consideration and subject to any agreed alterations, approval.
Cllr Child queried why the addition on Exempt Business he requested at an earlier meeting had not been included in the updated Standing Orders. The Clerk informed members that when this matter was previously discussed, Sarah Mason of CALC had advised that the additions would impede Council business and that the model Standing Orders used by this Council were appropriate. However, the suggested companion paper explaining why the Council, at times, must exclude the press and public, had not yet been forwarded to her and would chase this.
Subject to the addendum still to be provided by CALC, the updated Standing Orders were approved.
Cllrs Forbes/Davies. Cllr Lovering abstained, majority in favour.

352/16 REVIEW OF CURRENT COUNCIL POLICIES.
Copies of documentation distributed to all members at the last meeting.
Current Council Policies approved, with the addition of NALC's online address for clarity.
Cllrs Forbes/Slater. Cllr Lovering abstained, majority in favour.

353/16 MEMORIAL INSPECTION POLICY. CLLR FORBES
Propose adoption of the Memorial Policy distributed to all members at the last meeting.
Subject to following minor alterations these were adopted. Cllrs Forbes/Slater. Unanimous.
Amend – date of staking recorded and a year from that date.
Amend – reduce advertising period – to be in accordance with guidelines.

354/16 CONSIDERATION OF RISK ASSESSMENTS.
Risk assessments for the running of Council and its assets were approved. Cllrs Slater/Bunt.
Cllr Lovering abstained, all else in favour.

355/16 101 SIGNAGE – REPORTING OF INCIDENTS. CLLR RODDA
Proposal that consideration is given to purchasing and erecting signage encouraging members of the public to phone 101 and report any vandalism or unneighbourly behaviour within the Parish's play parks.

Signed by the Chair of the Council on the 19th September 2016.

The Clerk informed members that the cost of producing 30 signs would be £315.69 + VAT.
Final draft of the proposed sign and expenditure to be considered at the next meeting. Cllrs Rodda/Clark.

356/16 OFFICE SECURITY SCREEN AND DOOR. CLLR BUNT

Cllr Bunt to chase up the quotation for improving the safety of staff by remodelling the security screen.
Held in abeyance.

80/16

357/16 ST AGNES PARISH COMMUNITY EMERGENCY PLAN. CHAIRMAN

Update by Cllr Clark on the progress of the above document.
Cllr Clark informed members that Mr Arthur Roberts (CC Emergency Planning Officer) had approved the initial document.
Cllr Barrow was appointed as a coordinator.

358/16 PUBLIC MEETING MOUNT HAWKE.

Reminder of the public meeting to be held on 6th September at 8.00 p.m. in the Chapel, Fore Street, Mt Hawke to discuss the proposed development of 85 houses.
Read and noted.

359/16 ELECTION TO FILL 2 VACANCIES.

Notification that an election has been requested to fill the 2 vacant seats for St Agnes Ward on the Parish Council. Proposed date 29th September 2016.
Read and noted.

360/16 DEVELOPMENTS BLACKWATER.

Comments requested on the planning consultant's letter regarding the proposed developments at East Hill Blackwater.
Although the affordable housing element had been increased, members did not consider this increase acceptable. Also of concern was the cost of the affordable housing.
Agreed that this Council's original comments in respect of these applications remained unchanged.

361/16 PASTY AND PIMMS EVENT – QUAY DOWN GARDENS.

Read and noted that the event raised £637.70.

362/16 PROCURE THE SERVICES OF AN EMPLOYMENT SOLICITOR. CLLR LOVERING

From last meeting. Consideration of above.
Cllr Lovering asked that this initially be discussed by the Human Resources Committee.

363/16 NDP UPDATE. CLLR BUNT

Cllr Bunt advised members that the LLCA and the Housing Needs Survey were all but complete and the results would be on display at the NDP's upcoming 'drop in' events as follows:
Tuesday 6th September at Mount Hawke Methodist Chapel
Wednesday 7th September at Porthtowan Village Hall
Saturday 10th September at Mithian Village Hall
Wednesday 14th September at Blackwater Village Hall
Friday 16th September at St Agnes MMI
All 'drop in' events to take place from 3 p.m to 7 p.m.
Cllr Bunt further advised that the main NDP questionnaires had been printed and their distribution was 95% complete. Cllr Bunt extended thanks to all volunteers involved in the collation and circulation, including Cllrs Clark and Forbes.
Cllr Clark read a request from the NDP Treasurer, asking for Parish Council approval for £250 + VAT of expenditure to CRCC (Cornwall Rural Community Council). Cllr Clark explained that CRCC could assist with the preparation of a bid for £10,000 of lottery funding for the NDP.
Members approved this expenditure. Cllrs Slater/Barrow.

Signed by the Chair of the Council on the 19th September 2016.

364/16 BOLSTER ITEMS.

Car parks and toilets – Parish Council takeover.
Cllr Clark's statement regarding the Parish Council as a planning consultee.

There being no further business the meeting closed at 9.58 p.m.

Signed by the Chair of the Council on the 19th September 2016.