

MEETING NO.

Minutes of the ANNUAL MEETING OF FEOCK PARISH COUNCIL MEETING held on Tuesday 7th May 2019 at Devoran Village Hall, Quay Road, Devoran at 7pm

WARDS	CARNON DOWNS	DEVORAN	FEOCK
	R Brickell	S Parker	C Blake
	P Lightfoot	B Thomas	K Hambly-Staite
	P Allen	C Johnson	H Freeman
			R Andrew

In attendance: Debra Roberts, Parish Clerk & Responsible Finance Officer
2 members of the public

CHAIRMAN: Councillor Lightfoot

1. ELECTION OF CHAIRMAN AND SIGNING OF ACCEPTANCE OF OFFICE FORM

Cllr Johnson thanked everyone for their support and said that as she had now come to the end of her 2 year term as Chair and would be standing down, she would also be leaving the Council at the end of May having completed 6 years as a Councillor which she had really enjoyed. She would still like to remain involved with projects such as the library, climate emergency and the Meet and Eat.

Cllr Johnson said she would like to propose Cllr Lightfoot for the position of Chairman as she felt he would be an excellent choice. There were no other nominations for the position of Chair.

RESOLUTION: CLLR JOHNSON PROPOSED CLLR LIGHTFOOT AS CHAIR OF THE PARISH COUNCIL FOR 2019 TO 2021, SECONDED BY CLLR ANDREW AND CARRIED UNANIMOUSLY.

Cllr Lightfoot thanked Cllr Johnson for her kind words signed the Acceptance of Office of Chairman form.

2. INTRODUCTION BY CHAIRMAN

The Chairman welcomed everyone to the meeting and thanked them for electing him as Chair for the coming two years.

3. ELECTION OF VICE CHAIRMAN

The Chairman asked if there were any nominations for the position of Vice Chairman.

There were two nominations for the position of Vice Chair.

RESOLUTION: CLLR LIGHTFOOT PROPOSED CLLR ANDREW FOR THE POSITION OF VICE CHAIR, SECONDED BY CLLR PARKER.

RESOLUTION: CLLR JOHNSON NOMINATED CLLR THOMAS FOR THE POSITION OF VICE CHAIR, SECONDED BY CLLR BRICKELL.

The Clerk advised that as there were two nominations a paper ballot would be held. The outcome of the ballot was 5 votes each. It was agreed that due to the Chairman's work commitments and potential conflict of interests for Cllr Andrew that two vice Chairs would be elected to ensure there was always a Chair available for a meeting.

4. APOLOGIES FOR ABSENCE

The Clerk said that apologies had been received from Cllr Kemp, Cornwall Councillor Martyn Alvey and Cllr Lundie-Morgan.

5. MINUTES OF PREVIOUS MEETING HELD ON 2ND APRIL 2019

RESOLUTION: CLLR THOMAS PROPOSED THAT THE MINUTES OF THE MEETING HELD ON 2ND APRIL 2019 AS CIRCULATED BY THE CLERK AND SIGNED BY THE CHAIRMAN. THIS WAS SECONDED BY CLLR JOHNSON AND WAS CARRIED UNANIMOUSLY BY THE MEETING.

6. DECLARATIONS OF INTEREST

Cllr Andrew gave the following statement:- "I (Cllr Andrew) declare an interest in planning matters related either directly or in proximity to my land and property in Feock. For the public record, I am an employee of Cornwall Council working in the Place Shaping team. I have been advised by the Monitoring Officer that as a Parish Councillor I have no personal interest in the Neighbourhood Planning Agenda and related issues. However, if during the course of discussions issues are discussed of which I have a personal involvement it may be appropriate to leave the meeting and take no further part in the debate and for it to be recorded in the minutes. I am currently seconded part-time to the Ministry of Housing, Communities and Local Government and due to this declare an interest in Item 12 Planning".

Cllr Johnson declared an interest in Item 32 Devoran Pre-School as her son was the Chair of the Pre-School and had written to the Parish Council regarding this item.

7. PUBLIC PARTICIPATION

There were two members of the public present who did not wish to raise any issues.

8. APPOINTMENTS TO COUNCIL SUB COMMITTEES AND OUTSIDE BODIES

Planning Committee

RESOLUTION: CLLR ANDREW PROPOSED THE PLANNING COMMITTEE REMAIN AS IS, MEMBERS BEING CLLRS KEMP, ALLEN, BLAKE, LIGHTFOOT, THOMAS, MORGAN-LUNDIE, FREEMAN AND BRICKELL, SECONDED BY CLLR THOMAS AND CARRIED UNANIMOUSLY.

Access & Amenities Committee

RESOLUTION: CLLR JOHNSON PROPOSED THE ACCESS & AMENITIES COMMITTEE REMAIN AS IS, MEMBERS BEING CLLRS ALLEN, HAMBLY-STAITTE, BLAKE, ANDREW, PARKER, BRICKELL, THOMAS AND JOHNSON, SECONDED BY CLLR FREEMAN AND CARRIED UNANIMOUSLY.

Finance & General Purposes Committee

RESOLUTION: CLLR THOMAS PROPOSED THE FINANCE & GENERAL PURPOSES COMMITTEE REMAIN AS IS, MEMBERS BEING COUNCILLORS BRICKELL, ANDREW, PARKER AND LIGHTFOOT, SECONDED BY CLLR FREEMAN AND CARRIED UNANIMOUSLY.

Wellbeing Working Group

RESOLUTION: CLLR ANDREW PROPOSED THAT THE WELLBEING COMMITTEE BE CHANGED TO A WORKING GROUP, SECONDED BY CLLR THOMAS. MEMBERS BEING CLLRS HAMBLY-STAITTE, THOMAS, BLAKE AND ALLEN.

The wider Wellbeing forum would be added to the list of Committees and outside bodies.

The rest of the representations on the Outside bodies would stay as they currently were.

9. **NOTE MATTERS RAISED AT THE ANNUAL MEETING OF ELECTORS**

A resident had raised the refurbishment of the Richard Jory Playing Field in Gwennap and asked when the Parish Council refurbished Retallack Park in Feock could they consider doing something similar. The Clerk would contact the Clerk at Gwennap to find out more details of the refurbishment and put this item on the next Access & Amenities Committee agenda.

10. **REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEE'S AND STAFF**

The Clerk explained that by putting delegation arrangements in place this would speed up the work of the Committees and mean that not all recommendations would have to come back to Full Council for approval which does sometimes cause delays due to timings of meetings. This has been especially apparent recently with recommendations from Access & Amenities and she suggested consideration be given to providing Access & Amenities Committee with a delegated budget and authority to manage the Wellbeing fund surplus.

RESOLUTION: CLLR THOMAS PROPOSED THAT THE ACCESS & AMENITIES COMMITTEE BE GIVEN DELEGATED AUTHORITY TO SPEND FROM THE £1000 WELLBEING BUDGET AND WELLBEING FUND SURPLUS, SECONDED BY CLLR BLAKE AND CARRIED UNANIMOUSLY.

RESOLUTION: CLLR BLAKE PROPOSED THAT AN ADDITIONAL £1000 BE ALLOCATED TO WELLBEING (THIS WOULD REPLICATE THE BUDGET FROM THE PREVIOUS YEAR), SECONDED BY CLLR THOMAS AND CARRIED UNANIMOUSLY.

The Clerk would amend the terms of reference for the Access & Amenities committee.

11. **REVIEW TERMS OF REFERENCE FOR COMMITTEES**

There were no changes recommended for any terms of reference for Committees.

12. **APPOINTMENT OF ANY NEW COMMITTEES**

RESOLUTION: CLLR ANDRW PROPOSED A CLIMATE EMERGENCY WORKING GROUP BE SET UP, SECONDED BY CLLR JOHNSON AND TO COMPRISE OF CLRS ANDREW, THOMAS, ALLEN, HAMBLY-STAITTE AND BLAKE AND MEMBERS OF THE PUBLIC.

A date and time for the next meeting would be set up by the Clerk.

13. **REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS & FINANCIAL REGULATIONS**

RESOLUTION: CLLR FREEMAN PROPOSED THE FINANCIAL INTERNAL CONTROLS POLICY REMAIN UNCHANGED, SECONDED BY CLLR THOMAS AND CARRIED UNANIMOUSLY.

RESOLUTION: CLLR ANDREW PROPOSED THE FINANCIAL RISK ASSESSMENT AS CIRCULATED BE APPROVED, SECONDED BY CLLR BRICKELL AND CARRIED UNANIMOUSLY.

14. **REVIEW OF ARRANGEMENTS, INCLUDING ANY CHARTERS & AGENCY AGREEMENTS**

The Clerk that we had two agency agreements with Cornwall Council for footpath and verge maintenance. The Local Maintenance Partnership and Agency Agreement.

We did not currently have a weed control contract and the Clerk expected this be reviewed as part of the environmental considerations at the Climate Emergency group. The Clerk would speak to local Councils who were using non-chemical methods of weed control to find out how these were working.

RESOLUTION: CLLR LIGHTFOOD PROPOSED THESE TWO AGREEMENTS BE APPROVED AND CONTINUED, SECONDED BY CLLR THOMAS AND CARRIED UNANIMOUSLY.

15. **REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS & OFFICE EQUIPMENT**
The Clerk had circulated the up to date asset register. It was agreed for this item to be put on the next Finance & General Purposes agenda for review.

16. **CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED**
The Clerk had previously circulated the insurance policy documents and cover details to the Council.

RESOLUTION: CLLR ANDREW PROPOSED THAT THE INSURANCE COVER BE APPROVED AND ACCEPTED, SECONDED BY CLLR KEMP AND CARRIED UNANIMOUSLY.

17. **REVIEW OF THE COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES**
The Clerk advised that the Council were a member of the Cornwall Association of Local Councils and the Trolver Croft Residents Association, the Clerk was a member of the Social of Local Council Clerks.

RESOLUTION: CLLR THOMAS PROPOSED THAT THE CURRENT SUBSCRIPTIONS BE APPROVED AND CONTINUED, SECONDED BY CLLR ANDREW AND CARRIED UNANIMOUSLY.

The Clerk would check if the Parish Council were still a member of the flood forum.

18. **REVIEW OF THE COUNCIL'S COMPLAINTS PROCEDURE**
The Clerk had updated the Council's complaints procedure and circulated this with the agenda.

RESOLUTION: CLLR LIGHTFOOT PROPOSED THAT THE COMPLAINTS PROCEDURE BE APPROVED AND ADOPTED, SECONDED BY CLLR FREEMAN AND CARRIED UNANIMOUSLY.

It was agreed that consideration should be given to include contractors in this procedure as well.

19. **REVIEW OF THE COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998**
The Clerk had circulated the current procedure and did not recommend any changes.

RESOLUTION: CLLR JOHNSON PROPOSED THAT THE COMPLAINTS PROCEDURE FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998 REMAIN UNCHANGED BE, SECONDED BY CLLR ALLEN AND CARRIED UNANIMOUSLY.

20. **REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA**

The Clerk had circulated the Social Media and Press Policy to the Council previously.

RESOLUTION: CLLR FREEMAN PROPOSED THAT THE SOCIAL MEDIA & PRESS POLICY PROCEDURE REMAIN UNCHANGED, SECONDED BY CLLR THOMAS AND CARRIED UNANIMOUSLY.

21. **DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING OF FULL COUNCIL**

The Clerk had circulated the draft calendar of meetings, with meetings generally on the first Monday of the month at 7pm. It was agreed to move the 6th January meeting to the 13th.

RESOLUTION: CLLR PARKER PROPOSED THAT THE LIST OF MEETINGS BE APPROVED WITH THE AMENDMENT TO THE JANUARY 2019 MEETING, SECONDED BY CLLR ALLEN AND CARRIED UNANIMOUSLY.

22. **CLERKS REPORT ON MATTERS ARISING FROM PREVIOUS MEETING**

The Clerk had nothing to report that was not on the agenda.

23. **MATTERS FOR REPORT FROM ATTENDANCE AT MEETINGS AND OUTSIDE BODIES**

Cllr Allen attended the Mineral Tramways forum at Chacewater. This forum is no longer run by Cornwall Council, however the various parish councils that the trail runs through are now taking an interest and meeting regularly. It is likely that each Parish council would be required to take on their own 'stretch' of the trail with regards to signage and maintenance. The provision of dog bins was raised as well as drinking bottle refill points. The next meeting is September.

It was noted that a hedge has grown out over a sign near to the road crossing point on the cycle trail, this would be raised at the next Highways meeting. It would also be raised if there was the possibility of any spare scalplings to fill in the puddle under the A39 bridge on the cycle path.

24. **CURRENT REPORTS**

Cornwall Council

Cllr Alvey had given his apologies, his annual report had been given at the Electors Meeting earlier in the evening.

Police report

The Clerk had given the annual police report at the Electors Meeting earlier in the evening.

25. **FINANCIAL SUMMARY & ACCOUNT FOR PAYMENT**

The Clerk had circulated the Accounts for Payment for April 2019 to those present and gave a summary of the financial position.

RESOLUTION: CLLR PARKER PROPOSED THE ACCOUNTS FOR PAYMENT BE APPROVED AND SIGNED BY THE CHAIRMAN, SECONDED BY CLLR THOMAS AND CARRIED UNANIMOUSLY.

26. **LOCAL WARD REPORTS**

Feock

Cllr Blake advised that the long standing drainage issue in Feock Churchtown had finally been resolved and Cormac were carrying out works to resolve the blocked drains.

Cllr Hambly-Staite said there had been a bad accident recently at Fouturnings.

Devoran

Tank Hill pathway

A hedge was overgrown and this needed cutting back to make the lighting more effective. It was suggested that our contractor be put in touch with the landowner so that works to the hedge could be considered.

There was Japanese Knotweed on Greenbank Road, the landowner was aware and was shortly going to start treating this. It was agreed to also raise this at the Highways meeting as there was another patch very close to the road.

Carnon Downs ward

Cllr Brickell reported he had been contacted by a resident with regards to a fee she had been charged for a sign, he would investigate further.

11. PLANNING COMMITTEE REPORT

The appeal which had been held as a Public Hearing on the proposed development for 38 dwellings at Valley Lane, Carnon Downs had been dismissed which was an excellent result. Thanks were given to Cllr Kemp for her work on this. A meeting had been held with developers with regards to two refused applications on land at Quenchwell.

12. ACCESS & AMENITIES COMMITTEE REPORT

Cllr Allen said that it had been agreed for several recommendations to be made to Full Council from the Access & Amenities Committee.

RESOLUTION: CLLR ALLEN PROPOSED THE PARISH COUNCIL ALLOCATE £6K FOR A FEASIBILITY STUDY FOR THE OLD CARNON HILL AREA AND CROSSROADS FROM CARNON GATE, SECONDED BY CLLR HAMBLY-STAITTE AND CARRIED UNANIMOUSLY.

The Clerk would arrange a meeting with Cormac to start this process.

A recommendation had also been made to install a bench seat by the phonebox on Forth Coth which housed the defibrillator, at a cost of £400 including the seat and installation.

RESOLUTION: CLLR ALLEN PROPOSED THAT £400 BE ALLOCATED FOR THE BENCH AND INSTALLATION, SECONDED BY CLLR THOMAS AND CARRIED UNANIMOUSLY.

A recommendation had been made to trial a mobile phone app for the Parish Council, the Parish Clerk gave a brief demonstration of it's capabilities. This would cost £15.99 and the Parish Clerk would administer this. This could be used to disseminate information in an emergency and also to help publicise wellbeing events, transport links etc.

RESOLUTION: CLLR JOHNSON PROPOSED THAT £15.99 A MONTH BE ALLOCATED AND THE CLERK TO START WORK ON PUTTING TOGETHER THE APP, SECONDED BY CLLR LIGHTFOOT AND CARRIED UNANIMOUSLY.

RESOLUTION: CLLR ALLEN PROPOSED THAT A WATER POINT BE INSTALLED AT POINT QUAY WHICH COULD BE USED FOR A WATER BOTTLE REFILL POINT, CUTTING DOWN ON ONE USE PLASTIC AND ALSO TO ENABLE THE SLIPWAY TO BE PRESSURE WASHED REGULARLY, AND

THAT THE PARISH COUNCIL CONTRIBUTE £500 TO THIS PLUS AROUND £100 A YEAR WATER COSTS, SECONDED BY CLLR BLAKE AND CARRIED UNANIMOUSLY.

29. WELLBEING PROJECTS UPDATE

It was agreed for the Clerk to also send the regular Community Connect email updates to Sarah Newton MP and Cllr Martyn Alvey.

Cllr Hambly-Staite advised the project was going well. The Clerk advised that the local transport scheme was looking for a new co-ordinator administrator, as Ian Anear was stepping down from this role but would instead become a regular volunteer driver, thanks were given to Ian for his excellent support in this voluntary role. The Clerk would seek a new volunteer but in the meantime would take back on the administration for this scheme.

The library reading group was well attended and met monthly on a Monday afternoon.

The Meet and Eat continued to be well attended although numbers for the last month were slightly down.

There was a discussion regarding the provision of the supermarket bus service which had recently ceased, this could possibly be funded by the Parish Council and also from surplus from the Wellbeing fund. It was felt that that the Parish Council's contribution would be in the region of £100 a month which it was felt was a lot of money and would benefit very few people, especially as they would still have to pay a fare to use the bus and the majority of the users already had free bus passes that they could use. It was agreed that surplus money could be put towards the provision of a PA system for the Devoran Village Hall which could be used by the school at the Meet and Eat. The cost would be £200 from the Wellbeing budget and £200 from the surplus of the Wellbeing fund.

RESOLUTION: CLLR ALLEN PROPOSED THAT £200 BE DONATED FROM THE £1k WELLBEING BUDGET AND £200 FROM THE SURPLUS FROM THE WELLBEING FUND, SECONDED BY CLLR HAMBLY-STAITTE AND CARRIED UNANIAMOUSLY, WITH ONE ABSETENSION (CLLR THOMAS).

30. BUSINESS PLAN AND BUDGET MEETING TO AGREE ENHANCEMENT PROJECTS FOR 2019/20

The Clerk advised that she felt it was time to review the Business Plan and set a Enhancement projects budget. It was agreed for the Finance & General Purposes Committee to meet to discuss this prior to a meeting of all Councillors.

31. COUNCIL TO CONSIDER SETTING UP A YOUTH COUNCIL

The Clerk would send out information on how a youth council worked and then this could be discussed at a future meeting.

Cllr Johnson left the meeting as she had declared an interest in Item 32.

S100A LOCAL GOVERNMENT ACT 1972 (as amended) - Members of the press and public may be excluded from any discussion on the following items on the basis of the likely enclosure of exempt information

There being no further business the meeting closed at 9.40pm.

Next meeting of the Parish Council: Monday 3rd June 2019, 7pm, Parish Council Office