

## MEETING NO. 1105

### Minutes of the FEOCK PARISH COUNCIL MEETING held on Monday 2<sup>nd</sup> June 2015 at The Parish Council Office, Devoran at 7.15pm

Members Present:

WARDS	CARNON DOWNS	DEVORAN	FEOCK
	I MacDonald	B Shankland	C Johnson
	M Kemp	L Kerrison	R Andrew
	C Kemp		A Hawken
	B Richards		C Stefford

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

CHAIRMAN: Councillor Richards

#### 1. INTRODUCTION

The Chairman welcomed everyone to the meeting.

#### 2. APOLOGIES

Apologies had been received from Cllrs Allen, Gordon, Blake and Chamberlain. The Clerk advised that Cllr Kiernander had recently resigned from the Council due to work commitments, therefore there were now two vacancies, one each for Feock and Devoran.

#### 3. APPROVAL OF MINUTES OF PREVIOUS MEETING – 5<sup>th</sup> MAY 2015

**RESOLUTION: CLLR ANDREW PROPOSED THAT THE MINUTES OF THE MEETING HELD ON 5<sup>th</sup> MAY 2015 AS CIRCULATED BY THE CLERK BE CONFIRMED AS A TRUE RECORD, AND SIGNED BY THE CHAIRMAN. THIS WAS SECONDED BY CLLR M KEMP AND WAS CARRIED BY THE MEETING.**

#### 4. DECLARATIONS OF INTEREST

Cllr Andrew made the following declaration of interest 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 on the Localism Agenda. 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”

Cllr C Kemp declared an interest in the item regarding the Pre-School requesting use of Devoran Park for their sports day.

#### 5. PUBLIC PARTICIPATION

Christine Shefford and Paul Lightfoot were present as both were interested in joining the Council.

Marilyn Stanford and Ann Cunningham from Devoran Village Hall attended the meeting to give an update on the Village Halls funding application to SITA for renovation work for which they had been shortlisted. The hall requires substantial upgrading to bring it up to standard for modern use and also to provide disabled access. The application to SITA was for £250K which would unfortunately not cover a full renovation, but would provide a new roof (replacing the existing asbestos roof) and upgrading of the main and disabled access. The Hall Committee asked that if

any funding from the Parish Council was available please could Devoran Village Hall be kept in mind as even if they were successful with their SITA application they would still require further funding to renovate the whole hall. The price for a full refurbishment was around £330K, the price was high due to the building being listed and also in the conservation area.

Despite their fund raising efforts the Committee unfortunately could not come close to raising enough money. They had applied for Lottery and Heritage funding previously but had been unsuccessful.

Cllr Richards asked what would happen if they did not receive the funding. Ann replied that if the roof failed then they would have to close the building until it was repaired and eventually the building would close permanently if enough funds to refurbish it could not be raised.

Cllr Richards asked if the Committee had considered a new building elsewhere in the village. He said the Council were concerned about the condition of the building and what the loss of the building would mean to the community, the Parish Council would help out where they could but could not guarantee help with funding.

Marilyn said that they were unsure of a central site available and could not knock down the existing building as it was listed. Marilyn commented that she thought the large majority of residents did not realise how much work the hall needed and the poor condition it was in as it was still open and being used.

Cllr Richards said he was happy to write a letter of support for their SITA funding application, in the addition to the one the Clerk had already written.

**ACTION: CLLR RICHARDS TO WRITE LETTER OF SUPPORT IN TIME FOR THE SITA PRESENTATION (BEING HELD ON 26 JUNE)**

Cllr Andrew suggested that consideration be given to having a community shop in the hall. Cllr C Kemp said this had been looked at before by the Community Association and there was not enough support to run one.

Cllr MacDonald suggested more publicity should be done to highlight the condition of the hall and fund raising activities. Ann said that they were now putting together a regular newsletter which was being delivered to all houses in the village.

Cllr Richards thanked Ann and Marilyn for coming along to the meeting and said the Parish Council would do what they could to help.

**6. CO-OPTION TO FEOCK WARD VACANCY**

The Clerk advised that a resident of Feock, Christine Shefford was at the meeting as she would like to put herself forward to join the Council, filling the Feock ward vacancy. The Clerk also advised that we now had a second vacancy (which could be filled by co-option once the vacancy had been advised through Cornwall Council for 14 days if no one came forward to request an election) due to Cllr Kiernander resigning from the Devoran ward.

Paul Lightfoot from Carnon Downs was at the meeting and was also interested in joining the Council.

Christine introduced herself and explained that she had lived in Feock for 14 years and had often thought of joining the Parish Council, she liked the idea of helping the community and making a change.

Paul said he had lived in Quenchwell in Carnon Downs for 5 years, he also wished to join the Council to help the local community, he worked in Health and Safety.

It was agreed by everyone present that as we had two vacancies (but only the Feock vacancy could currently be co-opted) that Christine Shefford be considered for the Feock vacancy as she lived in that ward. Once the process of advertising the vacancy for the Devoran ward had been completed, Paul Lightfoot could again be considered for co-option (unless an election was requested).

**PROPOSAL: CLLR M KEMP PROPOSED THAT CHRISTINE SHEFFORD BE CO-OPTED TO FILL THE FEOCK WARD VACANCY, THIS WAS SECONDED BY CLLR C KEMP AND WAS CARRIED UNANIMOUSLY BY THE COUNCIL.**

The Chairman welcomed Christine Shefford to the Council. Cllr Shefford signed the necessary paperwork to allow her to join the Council at the meeting.

#### **7. CLERKS UPDATE ON MATTERS ARISING FROM THE PREVIOUS MEETING**

The read out her report that had been circulated prior to the meeting (copy attached at Appendix 1).

#### **8. MATTERS FOR REPORT FROM OUTSIDE BODIES**

Cllr C Kemp said that Devoran Community Association were heavily involved in the Railway Centenary celebrations at the end of September.

Cllr Johnson said a meeting of the Feock Hall Steering Group and the PCC had been set up for Thursday 18<sup>th</sup> June.

#### **9. CURRENT REPORTS**

##### **Devon & Cornwall Police**

The Clerk read out the report from PCSO Thomas Care who was unable to attend. The report is attached at Appendix 2.

##### **Cornwall Council**

Cllr Chamberlain had given his apologies for the meeting.

#### **10. FINANCIAL UPDATE**

The Clerk presented the Accounts for Payment for May to the Chairman for signature and would circulate to the full Council after the meeting.

**Total outgoings/accounts to be paid since the last meeting for current account      £62,616.48**

*Please note this figure includes the transfer of £50K bond money to the Parish Council's Cambridge Building Society reserve account.*

**Total income for May      £1,619.38**

Current account bank balance and reconciliation - £128,893.49 as at 02/06/15 (includes £50K cheque not yet cashed and deposited in Cambridge Building Society Reserve account)

Cambridge Easy Access Saver (Reserve a/c) - £22,451.32 + £50K      £72,451.32

## **Profit & Loss report to date**

Shows to date for the year 2015/16 for general/working account:-

Income	£60,755
Expenditure	£23,735
Balance	+£37,019

### **11. AUTHORISATION OF ANNUAL RETURN 2014/15**

The Clerk advised that the Internal Audit had now been completed, there were some minor recommendations in the audit report which she would action, a copy of the Audit Report had been circulated to the Finance & General Purposes Committee and was available for all members of the Council to view if they wished. The financial accounts were found to all be in order with no errors.

Cllr C Kemp thanked on behalf of the Council, the Clerk and Assistant Clerk for all their hard work on the Internal Audit.

The Clerk advised that the deadline for the return of the Annual Return to the External Auditor was 22<sup>nd</sup> June 2015 which would be met, a copy of the Annual Return for submission to the External Auditor was passed around the meeting and copies were available from the Clerk if Councillors wished to have a copy.

**PROPOSAL: CLLR SHANKLAND PROPOSED THAT THE ANNUAL RETURN FOR 2014/15 BE APPROVED BY THE COUNCIL AND SUBMITTED TO THE EXTERNAL AUDITOR, THIS WAS SECONDED BY CLLR MACDONALD AND CARRIED UNANIMOUSLY BY THE MEETING.**

### **12. YOUR CHOICE FUNDING SCHEME VOTING RESULTS**

The Clerk advised that 192 votes had been cast, split approximately 50 – 50 between online and paper. The results of the voting (in ascending order with Devoran Village Hall receiving the most votes).

- 1 Devoran Village Hall
- 2 Devoran Quay Preservation Society
- 3 Carnon Downs Memory Cafe
- 4 Devoran Scouts
- 5 Devoran Community Association
- 6 Devoran Pre-School
- 7 Feock PALS
- 8 Up The Creek Promotions

The Clerk was asked to clarify the conditions of funding being provided, the Clerk ran through this and clarified that the Parish Council did not retrospectively fund purchases of equipment. It was noted that clarification was required for one project as the Council had been advised that equipment that funding had been applied for had already been purchased and this would invalidate the funding application.

**PROPOSAL: CLLR M KEMP PROPOSED THAT SEVEN PROJECTS RECEIVE THE FUNDING, WITH THE EIGHTH PENDING CLARIFICATION OF THE ABOVE ISSUE REGARDING RETROSPECTIVE FUNDING, THIS WAS SECONDED BY CLLR MACDONALD AND CARRIED UNANIMOUSLY.**

### **13. LOCAL WARD REPORTS**

#### **Feock**

Cllr Johnson advised that, as previously mentioned the Feock Hall Steering Group would be meeting with the PCC on 18<sup>th</sup> June. Cllr Hawken would be reinstating the bridleway sign which had been removed at Harcourt, once Cllr Blake had confirmed the location was suitable.

#### **Devoran**

Cllr Shankland has put up a convex mirror on Greenbank Road to help with access from properties. The Football goal in the park had been kindly donated and made by Brian Best of JJ Smith Joinery. It was agreed for the Clerk to write a letter of thanks to him.

#### **Carnon Downs**

Cllr M Kemp said he would like to start putting together a mini Carnon Downs action plan to pull together the various issues in the village. This would include the traffic issues, parking, potential closure of the sliproad and the playing field

### **14. NEIGHBOURHOOD PLAN REPORT**

Cllr Richards advised that the Clerk was arranging a meeting with Mark O'Brien (Community Link Officer), Rob Lacey (Principal Planning Officer Cornwall Council), the Cornwall Council AONB team, herself, Cllr Richards, Nick Johnson and Paul Nightingale, if any other members of the Steering Group wished to attend they were more than welcome. Cornwall Council had commissioned a report from an external consultant regarding the need for a Strategic Environment Assessment which Natural England had suggested we needed as part of our plan. It was hoped to have the outcome of this and some more positive news for the next Parish Council meeting.

### **15. PLANNING COMMITTEE REPORT**

Cllr Richards advised that the draft minutes of the last meeting were available online. Since the last meeting a pre-application had been received for 6 dwellings on land at the crossroads at the bottom of Old Carnon Hill. This had been discussed by the members of the Planning Committee and a response would be submitted shortly.

Cllr Richards and Hawken had attended a meeting with Cllr Edwina Hanniford (Portfolio Holder for Planning) regarding the proposals for a development at Point Road and how bio-diversity could be built into the site. If an application was submitted for this site it would have to be an exception site (ie. affordable led with a minimum of 50% affordable).

### **16. FINANCE & GENERAL PURPOSES COMMITTEE REPORT**

Cllr M Kemp said a discussion had been held about our representation on the Unknown Donors Charity. This charity had two representatives from the Parish Council, currently these spaces were filled by two members who were no longer Parish Councillors, the rest of the members were from the Church. The Finance & General Purposes Committee felt the charity appeared to be running well and did not see any reason for members of the current Parish Council to become involved.

**PROPOSAL: CLLR M KEMP PROPOSED THE PARISH COUNCIL ARE NO LONGER INVOLVED IN THIS CHARITY, THE CLERK TO WRITE TO THE CHARITY TO ADVISE THEM, THIS WAS SECONDED BY CLLR ANDREW AND CARRIED UNANIMOUSLY BY THE MEETING.**

Cllr M Kemp said that as previously agreed after the 6 month trial period, a review of the rent agreement with the tenants of the small office had been carried out. The proposal was to continue to rent the office to the tenants indefinitely with 2 months notice on either side.

**PROPOSAL: CLLR M KEMP PROPOSED THAT THE RENTAL AGREEMENT BE CONTINUED, SECONDED BY CLLR KERRISION AND CARRIED UNANIMOUSLY BY THE MEETING.**

**17. ACCESS & AMENITIES COMMITTEE REPORT**

Cllr Johnson had circulated a report (copy attached at Appendix 3).

The Clerk had prices from 3 suppliers for signs to be sited on Common Land with the Parish Councils contact details. It was agreed for these costings and examples of the designs for the signs to be discussed by the Access & Amenities Committee.

Cllr Johnson commented that we had been advised that it would be sensible to purchase a heated cabinet for the defibrillator as this would ensure the battery life was prolonged. It was commented that insulated cabinets were just as effective and more cost effective.

**PROPOSED: CLLR JOHNSON PROPOSED THAT THE CLERK PURCHASE AN INSULATED CABINET UP TO THE COST OF £200+VAT FOR THE DEVORAN DEFIBRILLATOR, SECONDED BY CLLR KERRISION AND CARRIED UNANIMOUSLY BY THE MEETING**

Cllr Johnson said it would be useful for the Committee to have an annual budget, possibly with any spending over £500 needing to be authorised by the full Parish Council.

**18. HIGHWAYS ISSUES**

Cllr Johnson said that for the proposals for Devoran required a feasibility study which would cost in the region of £1000 and be carried out by Cormac. A meeting with the Cormac Engineering Team was being arranged.

**PROPOSED: CLLR JOHNSON PROPOSED THAT A £1000 BE ALLOCATED FOR THE ACCESS & AMENITIES COMMITTEE TO ARRANGE A FEASIBILITY STUDY FOR THE WORKS.**

A meeting to discuss Carnon Downs traffic issues had been arranged for 2.30pm on Tuesday 9<sup>th</sup> June in the Methodist Chapel.

**19. POINT QUAY ASSOCIATION REPORT**

The Clerk commented that she had received quite a few comments from residents of Point who were concerned about the suggestion to install a BBQ in the Orchard. It was agreed that Cllr Gordon should pass these on to the Point Quay Association. It was agreed to ask Dominic Kiernander if he would be willing to continue to report back to the Council on PQA matters if he was remaining a member, as well as Cllr Gordon.

**20. NALC STAR COUNCIL AWARDS**

Cllrs M and C Kemp and Andrew to liaise with the Clerk regarding the submission of the nominations, the deadline was 21<sup>st</sup> June.

**21. REQUEST FROM DEVORAN PRE-SCHOOL TO USE DEVORAN PARK FOR SPORTS DAY**

The Pre-School had requested permission from the Parish Council to use the park for the day on Thursday 23<sup>rd</sup> July 2015. Cllr C Kemp declared an interest in this item and did not take part in the vote but remained in the meeting.

**PROPOSAL: CLLR SHANKLAND PROPOSED PERMISSION BE GIVEN TO THE PRE-SCHOOL, THIS WAS SECONDED BY CLLR MACDONALD AND CARRIED UNANIMOUSLY BY THE MEETING**

## **22. FEOCK READING ROOM**

Cllr M Kemp gave an update on the Reading Room renovation project. Various options had been considered (1 single dwelling single story, 1 single dwelling two floors and 2 dwellings over two floors). It had been felt that the initial thoughts to turn the building into two dwellings would not work due to the small size of the building meaning the layouts would be impractical.

The Finance & General Purposes Committee had agreed that the property should be developed into a single high quality dwelling over 2 floors. The drawings would be available for the Parish Council to view at the next meeting. A project management conversion company had been appointed to manage the project and tender work.

It was clarified that there was never any intention to demolish the building and the Parish Council wished to retain as much of the outside facade and character of the building as possible. It was hoped that it would take no longer than 3 months to get to the project to the physical building stage and that the work would be completed by Spring next year.

Cllr M Kemp suggested that the road should be named, as it currently had no name to help allow easier access for emergency vehicles and home shopping deliveries. Cornwall Council would manage this process and there was no cost to name the road. The Parish Council would consult existing residents and propose some name options for their opinions. The Finance & General Purposes Committee would manage this process.

When it came to selling the property the Parish Council would have the decision on who it was sold to and would consciously try to avoid it being sold as a second home.

There being no further business the meeting closed at 9.15pm

### **DATE OF NEXT MEETING:**

**MONDAY 6<sup>TH</sup> JULY 2015, 7.15PM – FULL PARISH COUNCIL MEETING, CARNON DOWNS VILLAGE HALL**

## **APPENDIX 1 – CLERKS REPORT ON MATTERS ARISING FROM PREVIOUS MEETING**

### **Clerks update on actions from previous meeting – 5th May 2015**

#### **Highways issues**

Meeting in Carnon Downs has been arranged for Tuesday 9th June

I have written to Ben Dickinson (Cormac) to thank him for his work in the parish and to wish him well with his new position.

I have contacted Truro City Council who were happy to split advertising costs for TROs with us.

#### **License to plant verge**

I have the necessary forms and will complete these shortly.

#### **Works arising from risk assessments**

The safety works to the zip wire in Retallack Park have been completed.

I am seeking additional quotes for the works to Restronguet Point fence and the steps at Chychoose Beach.

I am seeking a quote to replace the vehicle barrier for the Orchard at Point.

#### **Permission to use parks and Point Quay**

I have contacted the Christians Together and Regatta Association to confirm they are able to use Carnon Downs park and Point Quay as per their letters.

## **APPENDIX 2 – DEVON & CORNWALL POLICE REPORT**

There were 5 reported crimes within the parish during May 2015.

- There was a post box damaged at the bottom of Old Carnon Hill on 1st May, this was possibility part of a series in West Cornwall, we have had no further reports in the Truro area.
- A crime under the animal welfare act was recorded following a report from a concerned dog owner; their dog being hit by a member of the public in the grounds of Trelissick, the offender has unfortunately not been identified.
- There was a crime recorded of harassment and the offender received a police caution.
- A burgundy coloured Ford Mondeo was scratched whilst parked at Loe Beach, this occurred at some point between 06:00 & 17:00 hours on Tuesday 12th May. At this time the offender has not been identified.
- There was a burglary to the garden centre at Carnon Downs, this occurred overnight on Monday 25th May into the early hours of Tuesday 26th May, at this time Truro CID are compiling their evidence and an offender is due to be charged shortly.



There were 18 calls from the public during May 2015 and only one relating to anti-social behaviour. On Thursday 14th May at 03:25 hours there was a single call in relation to vehicles driving and screeching their tyres around the mini roundabout at Devoran Lane in addition to the vehicles racing noisily along the A39. My colleagues attended the area just 10 minutes later however unfortunately the offending vehicles had left the area.

### **APPENDIX 3 – ACCESS & AMENITIES COMMITTEE REPORT**

Further to the minutes of our last meeting on 21st May 2015

1. Roundabout designs – these have been sent to Rupert Spencer at Cormac for costings. We are hoping to get these as soon as possible so that we can proceed with a meeting of potential sponsors.
2. Greenbank Road – Letters to residents have been delivered to explain outline actions agreed by pc.
3. Signs for pc land - We have received 2 prices for council signage, waiting on one more company.  
Aluminium with vinyl graphics A4 x 5 = £155+VAT  
Aluminium with vinyl graphics A3 x 5 = £185+VAT  
  
Cast metal (like National Trust signs)  
  
A3 x 1 £148.75 +VAT  
  
Additional signs would be cost £107.60+VAT each  
  
Packing and delivery for up to 4 signs £21.10+VAT
4. Defibrillator – these have arrived and the Clerk is arranging training dates for local volunteers. We would like decision from PC on whether to purchase heated cabinets for the above (Cost is approx. £400+VAT per cabinet)
5. AA budget – pc to propose an annual spending budget for this committee in order to be able to carry out necessary works to parish amenities as soon as possible