

MINUTES OF THE ANNUAL MEETING OF  
**GWENNAP PARISH COUNCIL**  
HELD AT THE PARISH ROOMS, PULLA CROSS ON  
17<sup>th</sup> MAY 2018 at 7.00pm



Present: Cllr Furnish (Chair), Cllr Leach, Cllr Lanyon, Cllr Hallett, Cllr Pascoe  
Apologies: Cllr Patton, Cllr Forrest, Cornwall Cllr Kaczmarek  
Also present: Clerk, Mrs V. De Labat (PA18/03961), Mr & Mrs Withey & Mr C Green (PA18/03106)

### **PUBLIC CLINIC**

- Mrs De Labat spoke about her application PA18/03961, explaining the reasons for the proposed build and her connection with the plot. Councillors had no questions.
- Mr Withey & Mr Green spoke about application PA18/03106, the history of the previous application, the reasons for its withdrawal, and the reasons for the subsequent amendments to the plans, following completion of a full topographical study. Mr Green answered Councillors questions.

Cllr Furnish thanked both applicants and encouraged them to read the draft NDP Design Guide (Clerk to email).

**18/019 APOLOGIES** Apologies were received and accepted from Cllrs Patton and Forrest.

**18/020 DECLARATIONS OF INTEREST FOR THIS MEETING** No interests were declared for this meeting.

**18/021 ELECTION OF CHAIR & VICE CHAIR FOR THE PARISH COUNCIL FOR 2018-19** The Council RESOLVED to elect Cllr Furnish as Chair and Cllr Leach as Vice Chair for 2018-19

### **18/022 CORNWALL COUNCILLOR KACZMAREK'S REPORT, delivered by the Clerk**

- 022.1 Applications are welcomed for the 2018-19 Community Chest Fund, he has received one application from the Crofthandy Village Hall Committee for £300 to replace the fallen fencing.
- 022.2 Owners of Scorrier House have contacted Lord Falmouth with regards to the felling at Unity Woods. He has given assurances that matters will be dealt with.

### **18/023 MINUTES OF PREVIOUS MEETING**

The minutes of April's Parish Council meeting were approved and signed as an accurate record.

### **18/024 MATTERS ARISING – REPORT BY THE CLERK**

- 003.1 A progress update meeting Mr Fitzpatrick of Cornwall Housing is scheduled for 25<sup>th</sup> May. All Cllrs welcome.
- 003.2 The Clerk emailed Cornwall Council's Highways & Environment Manager to give the Parish Council's support of Cornwall Cllr Kaczmarek's proposal to reduce the speed limit between Comford and Lanner.
- 146.3 Extending the parking area at the parish rooms – ongoing (Cllr Lanyon)
- 166.6 Galvanised pipe for playing field gates – outstanding (Cllr Lanyon)
- ? Picnic bench at the bus shelter at Frogpool – Cllr Lanyon to purchase from CWT (Cllr Lanyon)
- 178.1 Wheel Maid Right to Roam Open Access – ongoing (Cllr Furnish & the Clerk)
- 203.1 Exposed shaft at Wheel Maid – funds might be available from Highways England (Cllr Furnish & Clerk)
- 204.1 Works on Tresamble Hill/Crowsmeneggus are planned for 3<sup>rd</sup>-6<sup>th</sup> September.
- 007.1 A volunteer's litter picking event is taking place at Wheel Maid on 20<sup>th</sup> May, by the down hill cyclists
- 007.4 The Clerk has put up a No Flytipping sign at United Downs Raceway, and approved a sign by the tenant.
- 18/007.8 A preferred contractor has been chosen to rebuild the wall at Crofthandy Village Hall. The invoice will be made payable to Gwennap Parish Council, and the Hall Committee will pay 50% of net value.
- 18/012 Clerk's Appraisal – outstanding.
- 18/013 Fly tipping at Poldice carpark has been cleared.
- 18/014.1 The Clerk asked Cllr Lanyon to send her a photo of the overhanging trees on the Crofthandy to Triplet road.
- 18/016.3 Sand for the football pitch will be supplied for next season.
- 18/016.4 Materials cost for replacement of edging timbers of petanque court, £310.61 + VAT was approved by five Councillors on 1<sup>st</sup> May 2018.
- 18/017.1 Closer inspection of the NJCLGS paperwork confirmed the recommended rise for Clerks' rate of pay for 2018-19 was greater than had been discussed by the Parish Council. The Parish Council RESOLVED to follow the recommendations of the NJCLGS (National Joint Council for Local Government Services).

### **18/025 PLANNING**

#### **a) To receive and comment on planning applications:**

PA18/03106 Mr & Mrs Withey, Land south of Grey Stones, Cusgarne, Outline Application for a sustainable infill dwelling with formation of emergency access and layout *SUPPORT. Applicant encouraged to review Design Guide.*

PA18/03961 Mrs De Labat, Land adj. Hillside Cottage, Trehaddle, Outline planning permission with all matters

reserved for erection of a two storey dwelling *SUPPORT. Applicant encouraged to carefully consider scale/size & design, and Design Guide.*

PA18/03666 Mr & Mrs Penna, South Tresamble Farm, Tresamble, Prior Notification for proposed agricultural building (For info only, Parish Council not a formal Consultee) *Permitted development, NO OBJECTIONS*

PA18/01694 Gwella Barn, Crofthandy, Alterations to previous design; Amended plan with material details received. *SUPPORT*

**b) To receive and comment on planning applications received too late to be included on agenda** None

**c) To note planning decisions:**

PA18/00785/PREAPP, Broomstick Cottage, Coombe, Cusgarne, Pre-application advice to add a small conservatory to existing garage and turn it into living accommodation. Closed – Advice given

PA18/02928 Cascadden House, Stithians, To renovate existing cast iron guttering and install ogee style imitation cast iron guttering. *APPROVED.*

PA18/02657 Jesmond Farm, Frogpool, First floor extension to form accommodation for dependent elderly relative. Proposed Juliet balcony on north and south elevations. *APPROVED.*

PA18/02431 Point Villa, Point Mills, Proposed 1<sup>st</sup> floor extension, alterations & retractable canopy. *APPROVED.*

PA18/01160 Penventon Mill, A393, Construction of double garage, workshop & woodstore. *APPROVED.*

**d) Update on any ongoing planning enforcements**

EN17/01005 Alleged land being used as a landfill site at land north of Lower Tolgallow Vein Farm, Poldice. *No update. The Council RESOLVED to table this item on all agendas until the matter is resolved. Japanese Knotweed on the boundary with the river will be reported to Cornwall Council by the Clerk.*

**e) To note planning appeals or inquiries**

Cusgarne Manor report that CC have unblocked the culvert under the byway, allowing the wetland and dug out pond to drain properly as they originally did. *Cllr Leach to check.*

**f) To report any planning problems or possible breaches**

A possible planning breach at Cusvey/Wheal Clifford will be investigated further by the Chairman.

## **18/026 CORRESPONDENCE**

- 026.1 Section 137 Expenditure Limit for 2018/19 from NALC was noted: £7.86 per elector (increased from £7.57)
- 026.2 The Wheal Maid Inspection Report for May 2018 was noted. The Council discussed two contractors that could provide quotes for a Cornish stone wall around the exposed shaft; *Cllr Furnish & the Clerk to action.*
- 026.3 Email from the Forestry Team, re. future Tree Warden network & training – Clerk has actioned already.
- 026.4 Correspondence regarding Aerial Photography GB Agreement – Clerk will forward details once received.
- 026.5 Appraisal report for conversion of Cusgarne Primary School hall sub-floor void shows promise of development. Further inspections need to be made to check footings, and potential of voids 2 & 3.
- 026.6 The Parish Council RESOLVED to accept the Grounds Maintenance contract 2018/19 (Cormac)
- 026.7 An email regarding postponement of draft recommendations for CC boundaries to 05/06/18 was noted.

## **18/027 COUNCILLORS ATTENDANCE 2017-18**

Cllr Furnish 10/12, Cllr Leach 11/12, Cllr Lanyon 11/12, Cllr Patton 10/12, Cllr Forrest 12/12, Cllr Hallett 10/12, Cllr Pascoe 8/10, Cornwall Cllr Kaczmarek 11/12.

## **18/028 REPRESENTATION ON EXTERNAL GROUPS 2018-19**

- 028.1 Mining Villages Regeneration Group (MVRG) – Cllrs Furnish & Forrest & the Clerk
- 028.2 Geothermal Community Liaison Group (GCLG) – Cllrs Furnish & Lanyon & the Clerk
- 028.3 Cornwall For Change – Cllr Lanyon
- 028.4 CPIR Community Network Panel – Cllrs Furnish & Lanyon
- 028.5 Gwennap Parish Playing field Association (GPPA) – Cllrs Patton & Hallett & the Clerk
- 028.6 Community Fete Committee – Cllr Leach & the Clerk
- 028.7 SUEZ United Mines Community Liaison Group – Cllrs Furnish & Lanyon
- 028.8 Joint Parish Illegal Use of Footpaths – Cllrs Furnish & Leach

## **18/029 REPRESENTATION ON INTERNAL WORKING GROUPS 2018-19**

- 029.1 Quarterly Internal Audit – Cllr Forrest
- 029.2 Monthly Wheal Maid Inspection - Cllr Furnish

- 029.3 Parish rooms, playing field & playpark (including monthly inspection) – Cllrs Leach & Hallett & the Clerk
- 029.4 Footpaths – Cllrs Leach & Hallett
- 029.5 Frogpool Cemetery & Gwennap Churchyard – Cllrs Furnish, Leach, Hallett & Pascoe
- 029.6 Community Land Trust (CLT) – Cllrs Leach, Lanyon, Forrest & Pascoe
- 029.7 Community Transport Scheme (CTS) – Cllrs Leach, Patton & Hallett
- 029.8 Cusgarne Primary School, shared community space – Cllrs Furnish & Leach & the Clerk

### **18/030 ANNUAL REVIEW OF PROCEDURES & POLICIES**

The Council RESOLVED that Chairman Cllr Furnish will review the Policies and forward to the Council for approval, including changes to the Financial Regulations as recommended during the 2018 Independent Internal Audit. The Council also AGREED that Procedures and Policies only need to be routinely reviewed every two years.

### **18/031 ANNUAL REVIEW OF INVENTORY OF LAND AND ASSETS**

The Clerk presented an inventory of the Parish Council's land and assets and asked the Council to review it and advise her of any amendments or additions.

### **18/032 REPORTS ON EXTERNAL MEETINGS ATTENDED**

- 032.1 The Clerk attended the MVRG meeting on 3<sup>rd</sup> May - a speaker gave a presentation about road safety, including statistics for the county; the possible purchase of a mobile speed radar to be shared between MVRG parishes was discussed; the Clerk asked the Parish Council if they would like a member to sit on the Travellers Strategic Panel – the Council AGREED that it would be more beneficial at Operation level.
- 032.2 Cllrs Furnish & Leach met with the Gwennap Church Warden. The Council RESOLVED to obtain a written quote to clear the brambles around the war memorial, and the top section that the Parish Council own. The Clerk will contact the Warden to confirm ask the Church to obtain an Order in Council regarding the closure of the whole Churchyard in order that a comprehensive plan for the future care and maintenance of the churchyard can be developed.
- 032.3 Cllr Leach attended the Fete Committee meeting. Plans are progressing well. The Clerk is doing the poster.
- 032.4 Cllr Lanyon attended a Cornwall For Change meeting, which had a presentation on National Parks which was well received. He said the group continue to question and challenge activities of Cornwall Council.
- 032.5 Cllr Furnish attended a Joint Parish Illegal Use of Footpaths meeting. CC did not attend. The Police are gathering data on reported incidents across the parishes and are assessing the impact of the activity; they require a 4P Plan. It is possible a Traffic Regulation Order could be used to change the status of byways.
- 032.6 Cllr Leach had a conversation with Mrs V Stone regarding bats in Gwennap Church.

### **18/033 NEIGHBOURHOOD DEVELOPMENT PLAN UPDATE**

- 033.1 The NDP has been circulated to the NDP Steering Group for them to review. The LLCA & Design Guide will be sent out in the coming days.
- 033.2 Cllr Furnish is finalising the various maps.
- 033.3 The dates for the roadshows/open day will soon be confirmed, but expected early July. Geothermal Engineering and possibly Plymouth University are hoping to attend some the open day.
- 033.4 The consultant is working through various action points, and Cllr Patton is reviewing the basic conditions.
- 033.5 The next meeting of the NDP Steering Group is on 24<sup>th</sup> May at 7pm.

### **18/034 MEMBERSHIP OF LOCAL COUNCIL SUPPORT GROUP**

The Council RESOLVED to renew their membership to the Cornwall Association of Local Councils (CALC).

### **18/035 GENERAL DATA PROTECTION REGULATION**

- 035.1 The Clerk attended the recent GDPR training and has obtained useful template documents and information that she will use to create various necessary documents.
- 035.2 It is possible that it Local Authorities will be exempt from having to appoint a Data Protection Officer, although they will still be required to comply with GDPR and to have a single point of contact for GDPR matters. The Council RESOLVED to appoint the Clerk as the DPO/single point of contact.

*Cllr Pascoe arrived at 9.05pm*

### **18/036 LENGTHSMAN**

The Clerk discussed the possible addition of Lengthsman duties with the footpaths contractor. She will arrange a meeting to discuss it further, but they prefer to focus on horticultural jobs since that is their specialism. They would however be interested in carrying out regular inspections of the playpark (and are fully qualified) and from October 2018 will be able to carry out playpark maintenance.

### **18/037 PUBLIC RIGHTS OF WAY(PROW) / OPEN SPACES**

- 037.1 The Chairman and Clerk will complete the paperwork to register Wheal Maid as open access land.
- 037.2 The Council reconfirmed it's RESOLUTION to purchase one dog waste bin for Quakers Road and a litter

**18/038 HIGHWAYS**

- 038.1 The Clerk asked Cllr Lanyon to send her a photo of the overhanging trees on the Crofthandy to Poldice road.
- 038.2 The Clerk will contact SUEZ regarding clearing litter on the United Downs road.

**18/039 GWENNAP CHURCHYARD / FROGPOOL CEMETERY**

- 039.1 An email had been received requesting the Parish Council consider if anything can be done to reduce the number of rabbits in Frogpool Cemetery – they destroy flowers that are left on graves. The Parish Council discussed this and agreed that deterrents such as rabbit proof fencing would not be effective enough since there are so many access points into the cemetery. Cllr Pascoe said that certain flowers are known to be repellent to rabbits and therefore are often laid on graves. Tall flower containers can also reduce incidents.
- 039.2 Gwennap Churchyard – see Minute ref 18/032.2

**18/040 PARISH ROOMS AND PLAYING FIELD**

- 040.1 The Clerk requested approval to purchase 2no. portable football goals for the youth group at a total cost of £109.98. The Council APPROVED this, but suggested the Clerk first checks if the football club have any 5 a side goals the youth group could borrow, otherwise to purchase the proposed goals.
- 040.2 A quote for £284 + VAT to install 6 x twin 5 ft 60 watt LED light fittings at the parish rooms was APPROVED, providing lamps are ‘warm white’.
- 040.3 Restoration of the petanque court has been completed and looks great. Compliments have been received already, as well as expression of interest in starting up a team. The Council RESOLVED to invite local parishioners and businesses to sponsor some benches and a table, with plaques. The Council also AGREED to purchase two or three boule sets to be available for free hire, as well as a rake.
- 040.4 The Council AGREED to locate a new noticeboard by the pedestrian gate at the entrance to the car park.
- 040.5 The Council APPROVED the purchase of a larger internal noticeboard for general notices.
- 040.6 The Council agreed to do a site walk to assess maintenance requirements in the parish rooms, public toilets and changing rooms. The Clerk advised that work is required.
- 040.7 The Clerk advised that the Council should seriously consider employing a qualified playground inspector to conduct the monthly inspections. The Council instructed the Clerk to obtain two quotes.

**18/041 FINANCE**

- 041.1 BACS payment advice for the Gwennap Parish Agency Agreement 2018/19 was noted.
- 041.2 The Independent Internal Audit Report prepared by Hudson Accounting Ltd had been previously circulated to all Councillors. The Clerk will action any points raise and report back to the Council.
- 041.3 The Annual Governance Statement 2017/18 was approved by the Council and signed by the Chairman & Clerk.
- 041.4 The Accounting Statements 2017/18 were approved by the Council and signed by the Chairman & Clerk.
- 041.5 It was decided to defer review of fees to another meeting.
- 041.6 Income received since the last meeting: Room hire £507, Parish Agency Agreement £1,461.70, Burial £160, Car boots x 2 £134.20 (total £2,262.90)
- 041.7 Petty cash spend of £28.63 was noted, and the transfer of £100 to the petty cash account was approved.
- 041.8 The following payments were authorised:

04/05/18	BACS	Cornwall Wood Treatment	Treated sawn timber x8 for petanque court	372.73
17/05/18	BACS	Cornwall ALC	Annual Membership Subscription 2018/19	482.83
17/05/18	BACS	National CLT Network	NCLTN Membership 18/19 startup	49.00
17/05/18	BACS	Hudson Accounting Ltd	Year-end Internal Audit 2017/18	200.00
17/05/18	BACS	Enviro Weed Control	Weed control April & May 2018	153.00
17/05/18	BACS	Mr R Cook	Litter picking rounds April & May	224.43
17/05/18	BACS	Cornwall Council	Print costs, Spring newsletter	333.03
17/05/18	BACS	Host Media	Annual website host	30.00
17/05/18	BACS	A Gazzard	Playing field duties May 2018	160.55
17/05/18	BACS	M P Chegwidden	Contract cutting May 2018	1,268.40
17/05/18	BACS	M P Chegwidden	Refurb of petanque court (materials & labour)	969.00
17/05/18	BACS	Cornwall ALC	GDPR Training, 16/05/18, 1 delegate	54.00
17/05/18	BACS	Mrs F Barnard	Salary & expenses	772.00
<i>Total BACS/DD payments authorised</i>				<b>5,068.97</b>

**18/042 ANY OTHER BUSINESS / MATTERS TO CARRY FORWARD TO NEXT MEETING**

- 018.1 Litter
- 018.2 Greensplatt
- 018.3 Clerk’s Appraisal

The meeting closed at 9.51pm Signed.....  Chairman (21<sup>st</sup> June 2018)