

**MINUTES OF THE ST NEOT PARISH COUNCIL MEETING HELD ON
WEDNESDAY, 8TH MAY 2019 AT 7:30PM IN THE COMMITTEE ROOM, ST
NEOT VILLAGE HALL, ST NEOT**

Present: Councillors Dr L Jones, N J Ball, H Bunt, C Smith, R Berrett, O Burrows, T Hooper, P Critchon and A Bellringer.

Cornwall Councillor M Eddy

Sue Blaxley (Parish Clerk)

The Chair opened the meeting at 7:30pm.

Public Participation

None

1. Apologies

Apologies were received from Councillor G Rogers and Councillor D Lucas.

2. Election of Chairperson

It was proposed by Councillor P Critchon and seconded by Councillor A Bellringer that Councillor Dr L Jones be elected as Chairperson. No other nominations were received. All Councillors voted in favour of the proposal. Councillor Dr L Jones thanked everyone for their support and said she would continue to do her best for the parish council. Councillor Dr L Jones took the Chair.

3. Election of Vice Chair

It was proposed by Councillor Dr L Jones and seconded by Councillor A Bellringer that Councillor R Berrett be elected as Vice Chair. Councillor R Berrett said that, due to personal commitments, it would be preferable if another councillor undertook this role. It was proposed by Councillor N J Ball and seconded by Councillor C Smith that Councillor H Bunt be elected as Vice Chair. There were no other nominations and the proposal that Councillor H Bunt be elected as Vice Chair was carried unanimously.

4. Election of Planning Committee

It was proposed by Councillor Dr L Jones and seconded by Councillor R Berrett that Councillor Dr L Jones be elected as Chairperson and H Bunt Vice Chairman of the Planning Committee and that the following councillors form the Planning Committee: Councillors C Smith, T Hooper and G Rogers. All Councillors voted in favour of the proposal.

5. Election of Finance Committee

It was proposed by Councillor Dr L Jones and seconded by Councillor A Bellringer that the following councillors would form the Finance Committee: Councillors C Smith (Chairman), H Bunt, Dr L Jones and A Bellringer. All Councillors voted in favour of this proposal.

6. Election of Representatives

a) Goonzion Downs Commoners

It was proposed by Councillor C Smith and seconded by Councillor P Critchon that Councillor H Bunt be appointed as the representative for the following year. The proposal was carried unanimously.

b) Village Hall Management Committee

It was proposed by Councillor C Smith and seconded by Councillor P Critchon that Councillor C Smith be appointed as the representative for the following year. The proposal was carried unanimously.

c) Liskeard Looe Community Network Panel

It was proposed by Councillor C Smith and seconded by Councillor P Critchon that Councillor D Lucas be appointed as the representative for the following year. The proposal was carried unanimously.

7. To confirm the minutes of the meeting held on 10th April 2019

The minutes of the meeting held on 10th April 2019, having been previously circulated, were agreed as an accurate record subject to amendments as follows: Minute 4, line 4 should read £60 for three new.....; Minute 10 changing the name Julie Ball to Julie Rowe for cleaning Cott Yard, Minute 12 changing basket swing to mixed swing where it refers to the rotting A frame and Minute 13, paragraph 4, line 3 changing tress to trees.

8. Declaration of interest in items on the agenda

None

9. To receive a report on any matters arising from the previous meeting

None

10. To receive the Chairman's Communications

The Chair read out the St Neot United Charities report which said that there was a meeting in December 2018 when the accounts were presented and adopted. Income for the year totaled £1159 and monies were spent assisting 14 persons in the parish and the 7 children from the primary school which totaled £1000. The report went on to say that the value of their investments has increased to £7558.

The Chair said that she had acquired some copies of the most recent publication entitled "The Good Councillors Guide", one of which she had given to Councillor T Hooper. She said that Councillor T Hooper has substantial experience in emergency procedures and asset risk. She said that Councillor T Hooper is willing to help with queries regarding health and safety risk to ensure due diligence by the parish council. Councillor Dr L Jones asked her to liaise with Councillor D Lucas regarding the formulation of an emergency plan as he has already started work on this.

The Chair read out a letter from Councillor N J Ball tendering his resignation from the parish council. The Chair thanked Councillor N J Ball for all his hard work with the parish council over the last 14 years. Councillor N J Ball left the meeting.

11. To answer any questions from Councillors, previously notified to the Clerk

None

12. To receive a report from the Clerk

None

13. Councillor Surgery at Local Produce Market

To receive feedback from the Councillor surgery on Saturday 4th May 2019 and to appoint a volunteer for the next surgery on Saturday 1st June 2019

The Chair reported that Councillor P Critchon had attended the market on 4th May 2019. Councillor P Critchon reported that a parishioner has suggested that the St Neot News is put into an audible format. It was proposed by Councillor Dr L Jones and seconded by Councillor A Bellringer that Heather Taylor puts an item in the newsletter asking if there is a need for it to be published in an audible format. All Councillors voted in favour of the proposal. Councillor P Critchon asked when the bin for clothes donations which is sited in the car park is going to be moved. Councillor C Smith said that it will be moved in due course. Councillor P Critchon said that a parishioner had reported an overflowing

manhole in Lampen Lane. Councillor C Smith said that a meter valve belonging to South West Water has blown and cracked and they are due to repair it very soon. Councillor P Critchon said that the street lights are on all night.

14. St Neot Churchyard

To receive and consider making a financial contribution towards the maintenance of St Neot Churchyard

The Chair said that it was increasingly difficult for the Church to maintain the new cemetery and that parts of the access route to the graves, such as the tarmac path and steps were in a poor state of repair. It was proposed by Councillor C Smith and seconded by Councillor Dr L Jones that a donation of £300 be made to the Church towards the maintenance of the cemetery. All Councillors voted in favour of this proposal. The Chair said that she would deliver the cheque to the Church Warden and write to the Vicar explaining that the money was for the general maintenance of the cemetery.

15. Minutes of Parish Council Meetings

To receive and consider the procedure for the distribution of the minutes of parish council meetings

The Chair explained that the minutes of parish council meetings have to be agreed in a public forum once the public have had an opportunity to comment on them in their draft form. To this end, draft minutes are published on the website. She said that the minutes have to be amended in a public open forum not via private communication between councillors and the clerk. She said that, in the public forum, councillors can amend the minutes but asked councillors to concentrate on errors that relate to factual errors of some importance as opposed to minor errors. The Clerk said that she could distribute the draft minutes to councillors within 7 – 10 days of the meeting. It was agreed that the Chair would make amendments to the draft minutes as necessary prior to their publication as draft minutes to the public and councillors.

16. Asset Risk Assessment

To receive and consider the Asset Risk Assessment

The Chair explained that the parish council is charged as a public body to show due diligence in respect of asset risk management. She said that a complete assessment of the parish council's assets had been undertaken which details the short-term work needed to the asset, its overall condition, possible future maintenance and safety considerations. She said that all the work to the assets which was deemed to be required in the short term has been undertaken.

Some discussion took place regarding insurance cover for events which are held on parish council property or land. Councillor C Smith said that the event holders have to have their own public liability insurance as they are not covered under the parish council's insurance policy and that this fact must be made clear to the event holders. Councillor T Hooper said there is some role for the parish council to play if events are being held on parish council land as some assurance is needed that events will be undertaken with due diligence. It was proposed by Councillor Dr L Jones and seconded by Councillor T Hooper that event holders of events on parish council land or in parish council buildings should be informed that the event is not covered under the parish council's insurance policy and that assurance is needed, in writing, that the event holders have their own adequate insurance. Six councillors voted in favour of this proposal and three against. The proposal was therefore carried.

The Chair explained that, following the ROSPA inspection of the play equipment, Councillors C Smith and O Burrows found that the wooden beam on the swing basket A frame was rotten but that this had not been identified in the ROSPA report. The Chair said that she had contacted ROSPA and they concluded that this was an omission by the Inspector for which they apologized. They said that they place great emphasis on inspecting timber. Councillor C Smith said that when the rotten timber was discovered, the basket swing was removed immediately. He said that repairs to the beam would cost approximately £200 whereas a replacement basket swing would cost approximately £3,000. Councillor A Bellringer said that provided the repairs to the beam are undertaken in accordance with the relevant regulations and the A frame is fit for purpose, a repair to the A frame as opposed to purchasing a new basket swing and frame would suffice. It was proposed by Councillor Dr L Jones and seconded by Councillor T Hooper that Councillors G Rogers and C Smith repair and replace the beam on the A frame and reinstall the basket swing. All Councillors voted in favour of this proposal.

The Chair said that the parish council's insurance policy states that all play equipment has to be inspected by a competent person on a weekly basis. Councillor C Smith read out a dictionary definition of a competent person. Councillor T Hooper said that if weekly inspections are undertaken, these need to be able to be supported with evidence. It was noted that there is currently a tick list of items to be inspected which is used by councillors when they inspect the equipment. She said that a thorough monthly inspection could take place and the check list could be used on the other weeks. It was noted that Councillors G Rogers and C Smith have volunteered to inspect the play equipment for two weeks each in a month and that Councillor O Burrows will undertake the inspections in the event that one of these councillors is absent. Councillor O Burrows said that the play equipment should be inspected at least once a week so he will also undertake ad hoc daily inspections too. Councillor P Critchon said that she thought the terms "competent person" and "appropriate standard" as detailed in the insurance policy require definition by Aviva, the insurance company. She said that she did not want the insurance company to fail to

honour an insurance claim in the event of an accident. Councillor Dr L Jones explained that the Clerk had asked this of Aviva and they had referred her to ROSPA, as that is who they would ask in the event of a claim. ROSPA's reply did not elaborate any further on "suitably competent person" but did mention that such a person might decide to go on a ROSPA training course. Councillor R Berrett said that he has confidence in those who have offered to undertake the inspections. It was proposed by Councillor Dr L Jones and seconded by Councillor R Berrett that Councillors G Rogers and C Smith undertake the weekly inspections of the play equipment and that Councillors O Burrows and T Hooper would cover any weeks when these councillors are absent. This is in addition to the annual inspection by ROSPA. All Councillors voted in favour of this proposal.

17. Greening the Parish

To receive and consider steps to be taken towards greening the parish

Following Cornwall Council's declaration of a Climate Emergency, the Chair circulated a questionnaire to all councillors entitled "Climate Change – What Can Your Council Do?". Councillors completed the questionnaire and returned it to the Chair for analysis and presentation at the next meeting of the parish council.

18. Doorstep Green and Playing Field

To receive and consider a request to use Doorstep Green for a barbeque on August 17th 2019 for Loveny Male Voice Choir

It was proposed by Councillor Dr L Jones and seconded by Councillor R Berrett that the parish council authorizes the above event provided the event organisers confirm that they have adequate insurance. All Councillors voted in favour of this proposal.

To receive and consider a request to use the playing field for a family farm and harvest day on 28th September 2019

It was proposed by Councillor A Bellringer and seconded by Councillor Dr L Jones that the parish council authorizes the above event provided the event organisers confirm that they have adequate insurance. All Councillors voted in favour of this proposal.

To receive and consider a report on any other matters arising relating to Doorstep Green and the Playing Field

Councillor O Burrows said that he wants to purchase some roses for Doorstep Green and other gardening items, such as a watering can. It was proposed by Councillor Dr L Jones and seconded by Councillor T Hooper that Councillor O Burrows be authorized to purchase roses and gardening items for Doorstep Green up to the value of £300. All Councillors voted in favour of this proposal.

Councillor O Burrows said that Colin Alford has completed the work to the paving slabs in the amphitheatre and to the wall around the chess set. Councillor C Smith said that Councillor O Burrows has undertaken a lot of work on this project too. Thanks were expressed to Councillor O Burrows, on behalf of the parish council, for his hard work in this respect. Councillor O Burrows said that the granite trough has been filled with compost and plants will be grown in the trough.

Councillor P Critchon said that the scouts are storing 13kg gas cylinders in the lean to building next to the pavilion. Councillor T Hooper said that she would investigate whether this is permissible and liaise with John Body in this respect. It was noted that Gary Rogers has cleared the garden area in front of the Pavilion and that the scouts will keep the area free of weeds. The Chair said that Councillor C Smith undertook a considerable amount of work rectifying the water leak outside the Pavilion. It was noted that the Carnival is on 23rd June 2019 and the parish council usually prepares a float for the event.

19. Cott Yard

To receive and consider a report on any other matters arising relating to Cott Yard

Councillor C Smith reported that a fuse had blown in the underfloor heating system which he has replaced.

20. Toilets and Car Park in St Neot

To receive and consider a report on any matters arising relating to the toilets and car park in St Neot

Councillor Dr L Jones said that the toilet building has been painted and is looking very smart and that the two additional parking spaces have been created in the car park.

21. Holy Well

To receive and consider a report on any matters arising relating to St Neot Holy Well

The Chair said that Councillor G Rogers cut a path to the Holy Well last year and hoped that he would do it again this year. It was agreed that the new signs for the Holy Well would be erected on the wall of Cott and at the Holy Well. Councillors O Burrows and C Smith said they would erect these signs. It was agreed that the area around the Holy Well would be tidied up by a group of councillors on Wednesday 15th May 2019.

22. Notice Board by St Neot Primary School

To receive and consider matters arising relating to the notice board by St Neot Primary School

The Chair thanked Councillor P Critchon for her research into the materials and costings for works to the notice board outside the school. It was proposed by Councillor Dr L Jones and seconded by Councillor O Burrows that Councillor P Critchon be authorized to purchase materials for the notice board up to the value of £110. All Councillors voted in favour of this proposal.

23. To receive reports from -

a) Cornwall Councillor

Cornwall Councillor M Eddy said that six applications for highways works in the parish have been submitted to Cormac. He said that the plastic finger post sign by the entrance to the vicarage is in a poor state of repair. It was proposed by Councillor C Smith and seconded by Councillor H Bunt that new lettering be acquired for this sign. All Councillors voted in favour of this proposal. Cornwall Councillor M Eddy said that Tredinnick Methodist Chapel has been broken into, some gates in the parish have been smashed and the kiosk at Colliford has been vandliased. He said that everyone should be vigilant.

b) Goonzion Commoners

Councillor P Critchon said that there is some Japanese knotweed on Goonzion, some waymarkers have fallen down and there is a fallen tree by the adit and stream.

c) Liskeard Looe Community Network Panel

None

24. To authorise the signing of orders for payment, including –

Julie Ball (Cleaning of toilets and Pavillion – May 2019) - £195.00

Julie Ball (Holiday Pay 2018/19) - £188.50

Classic Fire Limited (Fire Alarm Service – Cott Yard) - £129.60

South West Water (Water for Toilets) - £46.32

British Telecommunications (Internet for Cott Yard) - £181.36

South West Water (Water for Cott Yard) - £30.53

South West Water (Water for Pavilion) - £25.28

Owain Burrows (Weed killer for Doorstep Green) - £75.73

HMRC (Employee Tax/NI) - £40.54

Lanhydrock Gardening Services (Grass Cutting) - £432.00

Richards Builders Merchants (Door Handle for Pavilion) – £28.74
D J O'Neill (Electrical Works to Pavilion) - £486.00
Gary Rogers (Works to garden in front of Pavilion) - £200.00
Loveny Construction (Works to Car Park) - £2,943.60

It was proposed by Councillor R Berrett and seconded by Councillor Dr L Jones that all the above orders be authorized for payment. All Councillors voted in favour of this proposal except for Councillor T Hooper who abstained from voting. In addition, it was proposed by Councillor C Smith and seconded by Councillor R Berrett that a payment of £373.08 be made to CALC for the 2019/20 annual subscription. Councillor Dr L Jones said that in terms of the expert advice and training they provide, it was beneficial to subscribe to the organization. All Councillors voted in favour of this proposal.

25. To receive correspondence from -

- a) **Cornwall Council**
- b) **Others**

None

26. Finance Report

To receive a current financial statement of the accounts and to review income and expenditure against budget

The Clerk said that she had not received the latest bank statement so there was no report.

27. Date of next meeting

To confirm the date and venue of the next Parish Council meeting which will be on Wednesday 12th June 2019

The next meeting of the parish council will be on Wednesday 12th June 2019 commencing at 7:30pm in the Committee Room, St Neot Village Hall.

There was no further business and the meeting was closed at 9:35pm.