

**MINUTES OF THE ST NEOT PARISH COUNCIL MEETING HELD ON
WEDNESDAY, 9TH OCTOBER 2019 AT 7:30PM IN THE COMMITTEE ROOM,
ST NEOT SOCIAL CLUB, ST NEOT**

Present: Councillors Dr L Jones (Chair), C Smith, A Bellringer, G Rogers, D Lucas, H Bunt, T Hooper, N O'Neill, P Crichton and O Burrows.

The Chair opened the meeting at 7:30pm.

Public Participation

None

1. Apologies

Apologies were received and accepted from Councillor R Berrett and from T Hooper for her late arrival at the meeting.

2. To confirm the minutes of the last meeting

The minutes of the meeting held on 9th September 2019, having previously been circulated, were agreed as an accurate record.

3. Declarations of interest in items on the agenda

None

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

The Chair said that she had attended the Court hearing on Monday October 3rd regarding the enforcement case at Colliford Lake. She said that Cornwall Councillor Eddy will report on this further. She explained that she had received an email from St Neot Art Group saying that they had removed all their equipment from the Pavilion and that any equipment that remains in the building does not belong to them. She said that the Clerk contacted Cormac regarding the parking of vehicles on the highway at Golitha Falls. Cormac have responded saying that they do not think this is a problem so Cornwall Councillor M Eddy will be following this matter up with photographic evidence showing the extent of the parking on the highway during busy periods. The Chair said that she was endeavoring to draft the Clerk a new contract of employment.

5. To receive the Chairman's Communications

The Chair said that she had received an email from the landlord at the pub regarding the alleged conduct of a parish councilor. She said that she had responded to him outlining the code of conduct and the complaints procedure he

should follow. The Chair said that she had also received an email from the recipient of the enforcement notice at Colliford Lake and that she had responded saying that the parish council was waiting for the result of the court case against him.

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

None

7. To receive a report from the Clerk

None

8. Doorstep Green and Playing Field

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

Councillor C Smith said that the surface matting has to be renewed around the new swings for health and safety reasons. He said that the existing matting is starting to break down and that a solution to this would be to install 20mm matting on top of the existing matting. He said this should be done in the next 6 months. He said that he had obtained a quotation from Schoolscapes and they have quoted £4,400 plus VAT for the materials plus the cost of security fencing when it is installed which would increase the cost to approximately £5,500. He said that he had obtained two further quotations: £3,248.00 from UK Bonding Surfaces and £3,034.00 to replace the existing matting with new matting 50mm in thickness. The Chair said that the new boardwalk area is looking fantastic and she thanked Councillor O Burrows, on behalf of the parish council, for his work in this respect. It was agreed that the Food and Farming Day was a success. Councillor O Burrows said that there was ash die back on some of the trees in Doorstep Green and the playing field. The Chair said that the advice is not to fell the trees at this time except in areas which may cause harm to the public such as by roads or paths. Councillor O Burrows said that he had purchased some replacement chess pieces for the ones that were missing but unfortunately, a black rook has now gone missing. It was agreed that Councillor O Burrows would speak to the Headteacher at the school and put an item in St Neot News regarding the matter. It was suggested that the Clerk contacts the local Police co-ordinator.

9. Cott Yard

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

Councillor C Smith said that the rear door to the suite used by Heather Taylor was reported as persistently sticking so F D Hall replaced the lock. However, the Chair said that the new lock does not appear to work from the outside. Councillor C Smith said that he would have a look at the problem. The Clerk said that she would check the expiry date of the contract for the heat pump that is currently in effect with HPSL. She said that she had received a report that the heating is not working. Councillor C Smith said that he would have a look at the problem. The Chair said that Heather Taylor had reported that there are some broken tiles on the roof. She said that the painter will commence the external decorating works in due course.

10. 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 C Smith said that Colin Alford will install the concrete pad for the new recycling bin in due course.

11. Public Rights Of Way

To consider the role of the Working Party

The Chair reported that Councillors P Crichton, O Burrows and D Lucas have been inspecting the PROW. She explained that Cormac have been inspecting all PROW in the parish and that the Inspector had explained the responsibilities in terms of PROW. She said that it is the gold paths that are maintained by the parish council and that stiles and gates are the responsibility of the landowners although Cornwall Council may fund up to 25% of the cost of these works if funds are available. She said that waymarks are the responsibility of Cormac. She said that she had conveyed this information to parishioners via St Neot News. The Clerk said that she would obtain a copy of the Inspector's report from Cormac. It was proposed by Councillor Dr L Jones and seconded by Councillor N O'Neill that the PROW no longer need to be inspected by parish councillors. All Councillors voted in favour of this proposal.

12. Greening the Parish

To consider a tree planting proposal at Colliford Lake

The Chair said that it is proposed to plant 420 20-30cm high whips at Colliford Lake and that the person responsible for the project would like the support of the community and the parish council. She said that he is liaising with the other parties involved including S W Water and S W Lakes Trust.

13. Standing Orders

To adopt the Standing Orders for 2019/20

Councillor D Lucas commented that the standing orders are too long and impractical. He said that they have been written by NALC and that they can only be changed in a minor way if that is considered necessary. It was proposed by Councillor Dr L Jones and seconded by Councillor G Rogers that the standing orders be approved subject to an addendum at the end stating that any major planning applications should be considered by the whole parish council as opposed to the Planning Committee. All Councillors voted in favour of this proposal except for Councillor P Crichton who abstained from voting. The Chair commented that she had not received any notification of Code of Conduct or planning training. The Clerk said that she would contact CALC regarding this matter.

14. External Auditor's Report

To receive and consider the External Auditor's Report for 2018/19

The Clerk said that the external auditor had returned the audit documents, signed and without comment.

15. Community Emergency Plan

To receive and consider the working document and its implementation

Councillor D Lucas said that, under the Civil Contingencies Act 2004, there is a legal requirement for a parish council to have a Community Emergency Plan. The Chair circulated a questionnaire for all councilors to complete and return to Councillor D Lucas before the next meeting when the matter will be discussed in more detail. She was also arranging for a Cornwall Council advisor to come and speak to the council and any interested members of the public on 13th November 2019. She thanked Councillor D Lucas for his work on this to date. Councillor P Crichton said that she is progressing Neighbours Together.

16. New Councillor Induction

To receive feedback from the new councillors and to consider updating the current practice

The Chair said that she was interested to know if the new councilors considered that their induction training could be improved. Councillor O Burrows said that he felt that he was learning as he went along. He said that a package of information

for new councilors on the website may be useful. The Chair said that Councillor N O'Neill had volunteered to do this. Councillor T Hooper said that she found it very useful to be briefed on the meeting format with the Chair. She said that this would have been useful for the Planning Committee. She said that she needs more local "on the ground" knowledge. Councillor N O'Neill said that she found it very useful to be briefed on the meeting format with the Chair and that it added a personal touch. She said that it would be useful if new councilors had documents such as the asset register and the code of conduct to hand. The Chair asked if she thought that a mentor would have been useful. Councillor N O'Neill said that everyone is very approachable. It was agreed that Councillor N O'Neill would assist the Clerk with updating the website with photographs and documents regarding the work of the parish council.

17. Councillor Surgery at Local Produce Market

To receive feedback from the Councillor surgery on Saturday 5th October 2019 and to appoint a volunteer for the next surgery on Saturday 2nd November 2019

The Chair said that she had attended the market on Saturday 5th October 2019 and no urgent issues were raised. She said that it may be a good idea to have a display board at the market with photographs and text explaining some of the work of the parish council. Councillor D Lucas said that this would involve a lot of work to produce and to up to date. Councillor T Hooper said that it would provide a visual demonstration of the work of the parish council. It was proposed by Councillor Dr L Jones and seconded by Councillor P Crichton that a 3-panel display board be prepared with photographs and text on it to show the work of the parish council. Three councilors voted in favour of the proposal and 5 against. The proposal was not therefore carried. It was agreed that a representative for Neighbours Together will also be at the parish council's table at the market. Councillor P Crichton said she would attend the market in November.

It was proposed by Councillor G Rogers and seconded by Councillor H Bunt that a photograph of the parish council be taken. All Councillors voted in favour of this proposal.

18. To receive reports from -

a) Cornwall Councillor

Cornwall Councillor M Eddy explained that on 3rd October 2019, the defendant in the case regarding the site at Colliford Lake pleaded not guilty and asked for the case to be heard at Crown Court. However, he was advised by the Clerk to the court to seek legal advice and to return to the magistrate's court on 10th October 2019. Councillor G Rogers asked if Cornwall Council will be liable for re-housing

him if he leaves the site at Colliford Lake. Cornwall Councillor M Eddy said that if he claims gypsy status, he will move to a designated gypsy site. It was agreed that the process is very slow. Cornwall Councillor M Eddy said that Cormac consider that the capstone on the bridge on the Carnglaze Caverns road is a low priority and that the drains on the Carnglaze Caverns road are cleared out three times a year which is considered to be adequate. Cornwall Councillor M Eddy said there is an imminent crisis in adult social care especially for those with Alzheimer's disease and dementia. He said that Cornwall Council is investigating how people can be kept out of tertiary care and retained in their own homes. He explained that Cornwall Council is developing a climate change document and that in November 2019, a forest for Cornwall will be planted. He said that Cornwall Council is also looking at parish and town council boundaries and that there will be a meeting of the Community Network Panel on Monday 14th October 2019.

b) Goonzion Commoners

None

c) Liskeard Looe Community Network Panel

None

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

Julie Ball (Cleaning of Toilets and Pavilion – October 2019) - £195.00

PKF Littlejohn (External Audit Fee 2018/19) - £360.00

EDF Energy (Parish Lighting 17/06/19 – 16/09/19) - £106.53

D J O'Neill Electrical (Work to WI store) - £99.54

Owain Burrows (Chess pieces for Doorstep Green) - £67.80

EDF Energy (Electricity for Pavilion) - £96.16

Classic Fire Ltd (Fire extinguisher servicing in Pavilion) - £52.20

Julie Rowe (Cleaning Cott Yard) – £75.00

Owain Burrows (Chess pieces for Doorstep Green) – £73.88

Christian Smith (High Visibility Vests) - £64.58

St Neot Social Club (Cleaning Materials for toilets) – £15.18

Heather Taylor (Plants for Cott Wall) – £43.50

Mr B Pollard (Tiling works in Cott Yard) - £229.50

St Neot News (Expenses October 2018 to April 2019) - £510.61

Michael O'Leary (New Laptop) - £300.00

Cornwall ALC (Good councilor guides) - £13.50

F D Hall and Son (Lock to rear door in Cott Yard) - £55.80

It was proposed by Councillor Dr L Jones and seconded by Councillor T Hooper that all of the above orders be authorized for payment. All Councillors voted in favour of the proposal.

20. Finance Report

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

The Clerk reported that, this month, income of £31.30 has been received from the toilet donation box, £720.00 from Cornwall Council as the first installment of the PROW grant and £16,395.97 from Cornwall Council as the second half of the precept. The accounts balance at £74,675.33.

21. Date of next meeting

To confirm the date and venue of the next Parish Council meeting which will be on Wednesday 20th November 2019

The date of the next meeting of St Neot parish council will be on Wednesday 20th November 2019 commencing at 7:30pm.

There was no further business and the meeting closed at 9:05pm.