

**MINUTES OF THE ST NEOT PARISH COUNCIL MEETING HELD USING ZOOM ON WEDNESDAY, 12<sup>TH</sup> AUGUST 2020 AT 7:30PM**

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

Cornwall Councillor M Eddy  
Jenny Hart for part of the meeting  
Sue Blaxley (Parish Clerk)

The Chair opened the meeting at 7:30pm.

**Public Participation**

None

**1. Apologies**

Apologies were received and accepted from Councillor C Smith.

**2. To confirm the minutes of the last meeting**

The minutes of the meeting held on 8th July 2020, 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 a deep clean of the Pavilion has been undertaken by Julie Ball which took 3 hours. She also said that a deep clean of the toilet building has been undertaken by Julie Ball prior to it re-opening. On behalf of the parish council, the Chair thanked Councillor G Rogers for volunteering to maintain the garden in the car park and she also thanked Councillor O Burrows for repairing the grab rail in the toilet building. She said that, following revised advice regarding the safety of using air hand dryers during the pandemic, the fuse has been put back in the air hand dryer in the toilet building and it is now operational. She reported that the Clerk wrote a letter to the owner of the Glencross Estate regarding the trees obstructing the footpath between Treverbyn Bridge past Trenant Chapel and that as a result of this letter, the footpath has been cleared. She reported that Councillor D Lucas had attended the meeting regarding the parking issues at Golitha Falls. Councillor D Lucas said that he would email councillors with a report of the meeting.

## **5. To receive the Chairman's Communications**

The Chair said that she will be attending a meeting with Westcountry Rivers Trust on 24<sup>th</sup> August 2020 to discuss progressing green issues in the parish.

The Chair said that, at a previous meeting of the parish council, it was reported that Jenny Hart was attempting to get access to the Draynes Rylands droving route and that she had informed the parish council of her intention to apply to Cornwall Council to have this former public right of way re-opened. It was proposed by Dr L Jones and seconded by Councillor R Berrett that standing orders be suspended to allow Jenny Hart to speak. All Councillors voted in favour of this proposal but it was agreed that, as this matter was not on the agenda, any decisions regarding this matter could not be made at this meeting. Jenny Hart said there are two options to gain access to the Draynes Rylands droving route, one of which was across part of the garden belonging to a parishioner. However, she said that this option was dropped and that she is pursuing the alternative option which is via the unclassified road up through Wortha to Draynes Rylands across a strip of the drovers' way, the ownership of which was previously unknown. She said that she has now established the ownership of that piece of land and she will notify the owner of her intention to make an application to Cornwall Council to have the public right of way re-opened. It was agreed that a decision regarding whether to acknowledge and /or support this application to Cornwall Council will be made at the meeting of the parish council in September. The Chair asked Jenny Hart to ask the owner of the strip of land to notify the parish council of his comments in respect of this matter prior to the next meeting of the parish council and it was also agreed that the parishioner who attended the previous parish council meetings regarding this matter will be informed.

Jenny Hart left the meeting.

## **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 T Hooper said that the dampener on the right-hand side of the child's

double air-walker is starting to fail. She said that she would report this to Councillor C Smith who may have some replacement rubber dampeners. Councillor P Critchon said that the front of the pavilion needs re-painting. Councillor G Rogers said that there may be other areas of the pavilion that also need painting. It was proposed by Councillor Dr L Jones and seconded by Councillor D Lucas that Councillors G Rogers and P Critchon inspect the pavilion and collate a specification of exterior decorating work that needs to be done so that the Clerk can obtain three quotations for the work. All Councillors voted in favour of this proposal. Councillor O Burrows said that there have not been any further problems with bottles or rubbish in Doorstep Green. He said that several of the corners of the steps to the amphitheatre have been knocked off, presumably by children riding their bikes. Councillor P Critchon asked if the edges could be ground back but Councillor G Rogers said this would result in sharper edges. Councillor P Critchon said that one of the benches had been thrown in the flower bed but has now been retrieved. She said that if this becomes a regular occurrence, the bench may need to be bolted down. Councillor H Bunt said that Councillor G Rogers has volunteered to maintain the garden in the car park and that Lee Martin has volunteered to maintain the garden outside the pavilion. It was agreed that the Clerk would write to Lee Martin and thank him. On behalf of the parish council, the Chair thanked members of the public for retrieving chess pieces from the river.

Councillor H Bunt reported that a parishioner had strimmed the orchard. He said that some new parishioners may not know where the orchard is located and that a sign could be erected at the entrance to the orchard. It was proposed by Councillor D Lucas and seconded by Councillor Dr L Jones that a sign saying "St Neot Community Orchard" be made by The Grain sign company in Liskeard and erected at the entrance to the orchard. All Councillors voted in favour of this proposal. Councillor P Critchon said that it may be a good idea to create a parking space at the entrance to the orchard. Councillor O Burrows said that people should be encouraged to walk or cycle to the orchard as opposed to drive. Councillor Dr L Jones commented that there is enough room to park vehicles adjacent to the orchard without creating an additional parking space. Councillor G Rogers said that a designated parking space will be used for general parking. Councillor T Hooper said that the parish council should encourage accessibility for all but at the same time should be encouraging people to walk to the orchard. It was proposed by Councillor P Critchon and seconded by Councillor T Hooper that a designated parking space be created at the entrance to the orchard. Two councillors voted in favour of this proposal and 8 against. The proposal was not therefore carried.

## **9. Cott Yard**

### **To consider the renewal of the lease for suites 2 and 3**

The Chair reported that Pertemps Investments Ltd, on behalf of Restgarth, have

said that they want to renew their lease for suites 2 and 3 in Cott Yard for a further year, on the same terms. They have also asked the parish council to consider whether the rent could be reduced if the lease were renewed for 2 years. It was noted that the annual rent is £4,095. The Chair said that the rent has not been increased for several years and the parish council's overall rental income on Cott Yard has been reduced due to Covid 19. It was proposed by Councillor R Burrows and seconded by Councillor Dr L Jones that the rent remains at £4,095 for the next two years. ie until July 2022. All Councillors voted in favour of that proposal.

**To consider re-opening the communal areas in Cott Yard and employing a cleaner for the communal areas**

It was noted that the Clerk had circulated a risk assessment to all Councillors prior to the meeting. The Chair said that the risk assessment proposed cleaning the communal areas twice a week for an hour at a time. She said that three people were interested in the job – two self employed cleaners living in the parish and Julie Ball who is currently employed by the parish council to clean the pavilion and toilet building. It was acknowledged that Julie Ball always does an immaculate job and is reliable and the parish council has only ever received praise for her work. Some discussion took place as to whether the post should be advertised and whether it would be fairer to distribute the parish council's cleaning tasks among different cleaners. However, it was acknowledged that whilst the job is for 2 hours at the present time due to Covid 19, it may be reduced to one hour a week so there is no security of hours for the person undertaking the role. It was proposed by Councillor R Burrows and seconded by Councillor Dr L Jones that the job be offered to Julie Ball. 7 councillors voted in favour of that proposal and 3 against. The proposal was therefore carried.

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

The Clerk said that Cornwall Council has notified her that as St Neot Local Historians are eligible for small business rate relief, they are entitled to claim the £10,000 Covid 19 grant from Cornwall Council.

**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**

The Clerk said that Cornwall Council has notified her that as the parish council is eligible for small business rate relief for the public toilet, they are entitled to claim the £10,000 Covid 19 grant from Cornwall Council. Councillor P Critchon said that there seems to be a pool of water on the floor at the base of the lavatory. It was agreed that this may be because the floor is being cleaned using a hosepipe

instead of a mop due to Covid 19 so the water may be surplus from the cleaning process.

## **11. Internal Audit Report**

### **To receive and consider the internal audit report for 2019/20**

It was noted that the internal auditor's report had been circulated in advance of the meeting. The Chair said there were some recommendations from the auditor which need to be addressed. First, she said that the parish council should review its policy in relation to data protection. Councillor T Hooper explained that the parish council requires a GDPR statement which should be published on the website. She said that this statement should state why the parish council holds personal data and what is done with the data. It was agreed that Councillor T Hooper would draft a GDPR statement for the Clerk and advise her how and where to publish the statement. Secondly, the Chair said that the internal auditor has identified that the parish council should identify a development plan to aid financial planning. She explained that this had started to be implemented prior to the pandemic. Thirdly, the Chair said that the parish council should undertake a review of the Trust Fund. The Clerk said this referred to the recreation ground of P R Blamey ie. Goonzion which is held in trust by the parish council for recreational use by the parish. It is registered with the Charities Commission and the councillors are trustees. It was noted that as the income and expenditure in respect of the trust are minimal, accounts are not required to be submitted to the Charities Commission. It was proposed by Councillor Dr L Jones and seconded by Councillor R Berrett that the internal auditor's report be accepted. All Councillors voted in favour of this proposal.

## **12. Review of Accounts**

### **To review the accounts for 2019/20**

It was noted that everyone had received a copy of the Analysis of Receipts and Payments with their agenda. The Clerk explained the payments and receipts and invited questions on the figures presented. She explained that the figures from the Analysis of Receipts and Payments have been transferred to the Annual Return which will be sent to the external auditor. She also read out the statements detailed on the external audit form relating to the Annual Governance Statement.

**12.1** It was proposed by Councillor R Berrett and seconded by Councillor D Lucas that the Annual Governance Statement 2019/20 be approved for submission to the external auditor. All Councillors voted in favour of this proposal.

**12.2** It was proposed by Councillor D Lucas and seconded by Councillor G

Rogers that the Accounting Statements 2019/20 be approved for submission to the external auditor. All Councillors voted in favour of this proposal. The Chair requested some items in the document receive further annotation and explanation for clarity e.g. the expenditure for Cott Yard. The Clerk agreed to circulate the more detailed information as requested.

### **13. To receive reports from -**

#### **a) Cornwall Councillor**

Cornwall Councillor M Eddy said that Cornwall Council has local action plans in place to deal with local Covid 19 outbreaks. He said that track and trace seems to be a problem in that only 40% of those contacted phone back. Councillor G Rogers asked how much track and trace is taking place in Cornwall. Cornwall Councillor M Eddy said that he did not know but the number of cases of Covid 19 has dropped off. He said there is a complete upturn in the planning system which includes new permitted development rights, a new use classes order and significant changes to the way local plans designate land for development.

He said that he held a meeting at Golitha Falls on August 6<sup>th</sup> 2020 to discuss the highways issues at Golitha Falls and that several methods are going to be trialed to alleviate the parking issues at the site. In attendance were Cornwall Councillor M Eddy, Councillor D Lucas, Steve Edser (PCSO), PC Garth Hatt (Neighbourhood Police), Paul Allen (Cormac), Karen Lucas-Penhall (Inkies) and Rupert Hanbury-Tennison (local businessman). Cornwall Councillor M Eddy said that the parish council could consider the imposition of a traffic order on the road at Golitha Falls, such as double yellow lines. It was agreed that this matter would be discussed at the next meeting of the parish council after reading the forthcoming detailed report to be circulated by Councillor D Lucas.

Councillor G Rogers thanked Cormac for the routine maintenance of the gulleys adjacent to the highways but questioned why they only clean the mouth of the gulleys. Cornwall Councillor M Eddy said that he would ask Paul Allen. Councillor G Rogers said there was still a considerable amount of water on the Carnglaze Caverns Road and that his understanding was that Paul Allen was investigating this matter. Cornwall Councillor M Eddy said that he would remind Paul Allen of this issue. Councillor G Rogers also said that Cormac are strimming the grass around the bases of signposts which is damaging the bases of the posts. The Chair said that she had been contacted by a parishioner who was concerned about the number of camper vans parked at Colliford Lake and the resultant excrement and rubbish being left. She said that she has contacted Public Protection at Cornwall Council who have contacted the landowners, South West Lakes Trust, but there does not seem to be any legal powers for enforcement regarding this matter. Cornwall Councillor M Eddy explained that as South West Lakes Trust do not have an off street parking order for this location, there are no regulations to enforce.

Cornwall Councillor M Eddy also pointed out that the parish council should be considering paying any person employed by the parish council the National Living Wage of £9.20/hour, in line with Cornwall Council's policy.

**b) Goonzion Commoners**

Councillor H Bunt said there is very little ragwort on Goonzion. Councillor O Burrows said that he attends to the Japanese knotweed on Goonzion. The Chair thanked Councillors H Bunt and O Burrows for their work in this respect.

**c) Liskeard Looe Community Network Panel**

None

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

Julie Ball (Toilet and Pavilion Cleaning – (Hours in July 2020 not already paid and August 2020) - £420.00

Mrs S Blaxley (Zoom Subscriptions – August 2020) - £28.78

Cornwall Pension Fund (Pension for Clerk) - £128.10

D J O'Neill Electrical Contracting (Pavilion Lights) - £808.37

Classic Fire Limited (Fire Alarm/Extinguisher Servicing) - £84.00

South West Water (Water for Pavilion) - £17.34

South West Water (Water for Cott Yard) - £40.43

South West Water (Water for Toilets) - £62.11

Lanhydrock Gardening Services (Grass Cutting) - £464.40

Richards Builders' Merchants (Materials for Play Equipment) - £23.80

It was proposed by Councillor A Bellringer and seconded by Councillor T Hooper that the above orders for payment be authorized. All Councillors voted in favour of this proposal. The Clerk said that Classic Fire Ltd have advised that a new fire alarm panel is required in Cott Yard. It was proposed by Councillor Dr L Jones and seconded by Councillor T Hooper that the Clerk be authorized to instruct Classic Fire Ltd to install a new fire alarm panel. All Councillors voted in favour of this proposal.

**15. 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 the following income has been received: £1,197.19 from Pertemps as rent for Cott Yard, £136.50 from Menheniot Post Office as rent for the Pavilion and £718.33 from Cornwall Council as the first

installment of the PROW maintenance grant. The accounts balance at £70,947.43.

**16. Date of next meeting**

**To confirm the date and venue of the next Parish Council meeting which will be on Wednesday 9th September 2020**

The date of the next meeting of St Neot Parish council will be on Wednesday 9<sup>th</sup> September 2020 commencing at 7:30pm.

There was no further business and the meeting closed at 9:30pm.