

MINUTES OF THE ST NEOT PARISH COUNCIL MEETING HELD ON WEDNESDAY, 14th JUNE 2023 AT 7:30PM IN THE COMMITTEE ROOM, ST NEOT INSTITUTE, ST NEOT

Present: Councillors H Bunt (Chair), C Smith, D Glanville, A Tamblyn, M Rowe, T Thrussell, H Webb, N Ball, T Hooper and G Rogers.

Cornwall Councillor P Seeva

Heather and Judith Taylor, John Body, Mark Rodwell, Jo Rowe, Derek Fairhall, Mim Mc Cormack, Tina Laphorne, Nigel Laphorne and Katie Martin.

Sue Blaxley, Clerk and RFO.

The Chair opened the meeting at 7:45pm. He confirmed that no one was recording the meeting.

Public Participation

None

1. Apologies

None

2. To confirm the minutes of the meetings held on Wednesday 3rd May 2023 and Wednesday 26th May 2023

The minutes of the meetings held on Wednesday 3rd May 2023 and Wednesday 26th May 2023, having been previously circulated, were agreed as accurate records.

3. Declaration of interest in items on the agenda

Councillor T Hooper said that, having spoken with the Monitoring Officer, she was informed that at the last meeting it might have been perceived that she may have had an interest in the item regarding the proposed village shop. However, the Monitoring Officer has said that any interest that she might have had would have been negligible and not registrable. She said that the Monitoring Officer suggests that in order to prevent any concern going forward, she should ask the Chair to allow her formal dispensation on this subject matter for a suitable period, which will enable her to discuss the issues and vote. Therefore, she said that she wished to ask the Chair to allow her the benefit of a formal dispensation on matters relating to the new Village Shop for 1 year from 14th June 2023, in order that she may both participate in debate and vote on items raised on this matter at a duly convened parish council meeting during the period stated.

The Chairman granted the dispensation.

4. Village Shop Project

To receive and consider a presentation from the prospective tenant for Cott Yard to amend the proposed terms and conditions to enable a suite to be used as a temporary shop and to receive and consider their vision for a village shop for the future.

Nigel Laphorne explained that he runs two shops – one in St Cleer and one at Tredinnick. He said that the suite in Cott Yard is a very tight space from which to operate a village shop. He said the heat that will be generated from the refrigeration equipment is his main concern as this heat will lead to the deterioration of the other goods in the shop. He explained that he has consulted with a refrigeration engineer who has said that an air conditioning unit could be installed in the suite which will vent through a 40 – 50mm hole in the wall on the roadside of the suite, opposite the pub. He said that the cost of this unit will be between £2,500 and £3,000 fitted and that it can be moved to a permanent shop in the future. He said that he will have to purchase smaller refrigeration units than he would normally purchase so that they will fit through the doorway. He said that, as a stepping stone, he will work with the space offered in Cott Yard. However, he said that it must be a stepping stone given the limited space and the availability of footfall around that space. Ultimately, he said that the shop must be in the playing field. He said that he will also need to store a 1,100 litre wheelie bin at the site for the storage of plastic and cardboard (no food waste) and he will require a small secure store for newspapers to be collected and delivered (this happens when the shop is closed) and for milk. He said he would provide this storage facility. Councillor C Smith said the archivists will allow him to use their parking space. He said that he understood that the owners of Cott are concerned about parking in the yard area. He said that he will tell people not to park there but this does not necessarily mean they will comply. He said that the shop will be open 7 days a week (8am – 4pm Monday to Saturday and 9am until 2pm on Sunday) and he will stock a big enough range of goods to obtain the required turnover. He said that he plans to employ people from the village. Councillor T Hooper said that the parish council will manage the parking situation as far as is possible. Councillor C Smith suggested that an electric gate barrier might be an option. Councillor C Smith said that a small air conditioning unit can be accommodated in the suite. He suggested that parcel collection and delivery services should be offered when the shop is in the playing field as it will significantly increase footfall into Cott which may be detrimental to the amenity of the neighbours. He asked what part of the business a cafe would comprise. Nigel Laphorne said that in a 10m x 5m space, the café would be 2 or 3 tables. He said the ideal size for a permanent shop would be 12m x 5m and a minimum of 18 covers for the café. Councillor D Glanville confirmed that the goods for the shop will be brought from the other shops as required. Nigel Laphorne confirmed this was the case. He said that he did not need outside storage for goods or the first-floor suite in Cott Yard. He said that goods would be brought to the site in small commercial vans as opposed to lorries. He said that some signage would be required. He said that his aim was to cause minimum disruption for all concerned. He explained that he would require broadband and a telephone. Councillor N Ball asked if the air conditioning unit would need to dispel water into a drain. Nigel Laphorne said there will be no noise disturbance from the air conditioning unit as it will be vented through the wall to the roadside opposite the pub.

It was noted that the rent has been agreed with the tenant. It was agreed that an air conditioning unit could be installed and it was proposed by Councillor C Smith and seconded by Councillor G Rogers that the parish council will pay for half of the cost of the installation of the unit with the running costs and maintenance of the unit being the responsibility of the tenant. All Councillors voted in favour of the proposal. It was noted that no internal alterations are to be made to the building and that an outside store and bin would be acceptable. The Chairman thanked Nigel Laphorne for attending the meeting and said that the parish council looked forward to working with him.

Jo Rowe said that, on behalf of the Village Shop Steering Group, he was so pleased that progress is now being made towards the provision of a shop in the village.

5. Village Shop Project

To receive and consider a report from the Steering Group in relation to the proposed planning application for an extension to the pavilion to develop an improved community facility including a permanent shop, a shared community space and a store for the scouts' movement.

Councillor T Hooper read out a report from the Village Shop Steering Group:

The Shop Steering Group are keen to work with the Parish Council to develop a new and improved space at the Pavilion site, in the Playing Field. Planning permission needs to be submitted as soon as possible to enable grant funding to be sourced. The application seeks to extend the Pavilion in order to create a more desirable recreational area which will complement the immediate outdoor space. This is to accommodate:

- a larger purpose built permanent shop, incorporating the Post Office;
- the potential for a café/tea-room/coffee shop;
- continued use of the Pavilion by the Scouts, including some storage;
- other community organisations for events and parties etc; and
- an outdoor seated area with accessible pathways to the facilities.

Planning permission is likely to take 3 months to secure. As the Pavilion is already in place it is thought that permission for an extension is the best way forward (accepting that there is no guarantee the application will be successful).

It is anticipated that the cost of this build will be in the region of £40k (ex. VAT), but this is dependent on the extent of the ground works and other unknown costs. Grant funding is to be applied for and other fund-raising activities are to be held to enable the project to be delivered. £11.5K is already in place. Application for grant funding needs to be applied for as soon as the planning permission is submitted as there is money available to be drawn down in this financial year (2023/24). Assuming planning permission is granted (probably during September), ground works can

begin. Ideally the construction work could take place before the end of the year, subject to funding and weather.

By acting on this immediately, the Parish Council will enable the Steering Group to have the best opportunity to complete the project within this financial year and in partnership we would:

- improve the existing community facilities;
- cause minimal disruption to the Scouts and others who use the Pavilion;
- enable other community groups to enjoy the new internal and external space;
- facilitate a permanent shop and post office; and
- help to create a vibrant hub to the community.

The Parish Council are asked to support the following recommendation:

1. To allow the agent to apply for Planning Permission on behalf of the Parish Council (as described above) and submit the planning application.

Councillor C Smith said that the parish council needs to look at the plans and the application form prior to submission to Cornwall Council. Councillor T Hooper said that she is contacting the Agent to ask him to draw up the plans and complete the application form as soon as possible. It was agreed that Derek Fairhall would meet with the Agent and tenant to ensure the tenant's needs are met prior to the plans being drawn. It was agreed that an extra ordinary meeting of the parish council will be called to discuss the proposed submission as soon as the plans and application form are complete. The Chairman thanked the Village Shop Steering Group for attending the meeting and the hard work they have put into the project so far.

Heather and Judith Taylor, Mark Rodwell, Jo Rowe, Derek Fairhall, Mim Mc Cormack, Tina Laphorne, Nigel Laphorne and Katie Martin left the meeting.

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

Councillor G Rogers said that he had met with a representative from Cormac and some of the issues raised have been acted upon: 2 out of the 5 cattle grids have been cleaned out, the Give Way sign on Goonzion has been replaced and the water running across the Carnglaze Caverns Road has been rectified. He said he will give an update when further issues are resolved. The Chairman thanked Councillor G Rogers, on behalf of the parish council, for meeting the Cormac representative.

7. To receive the Chairman's Communications

The Chairman said that Councillor G Rogers has strimmed the orchard path and has removed fly tipping from Goonzion. He said that works to replace the cattle grid at Luna will start at the end of July 2023 and the broken gate and railings at Penkeastle have been reported to Highways.

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

Councillor T Thrussell said the parish map is now ready for printing subject to the location of the shop being identified on the map. It was agreed that Cott Yard would be labelled Rural Resource Centre and the location of the shop would be marked as the playing field.

9. To receive a report from the Clerk

None

10. Annual Governance Statement and Accounting Statements

To approve the Annual Governance Statement and Accounting Statements for 2022/23

- (a) It was proposed by Councillor N Ball and seconded by Councillor M Rowe that the annual governance statement for 2022/23 be approved. All Councillors voted in favour of this proposal.
- (b) It was proposed by Councillor N Ball and seconded by Councillor C Smith that the accounting statements for 2022/23 be approved. All Councillors voted in favour of this proposal.

11. Internal Audit Report

To receive and consider the internal audit report for 2022/23

It was noted that the Clerk had circulated the Internal Audit report prior to the meeting and that the comments contained therein had been noted. It was proposed by Councillor H Bunt and seconded by Councillor T Hooper that the report be accepted. All Councillors voted in favour of the proposal.

12. Doorstep Green and Playing Field

To consider which replacement table tennis table to purchase

Councillor C Smith reported that a refund of £2,100 has been received from Table Tennis 365 for the table tennis table but they do not want it returned. He suggested that instead of purchasing a replacement, the money be used to re-galvanise the legs of the table. Councillor D Glanville suggested sitting the table on concrete drainage pipes. Councillor C Smith said that concrete blocks would suffice. It was agreed that further investigations into this would be made for discussion at the next meeting of the parish council. The Chairman suggested incorporating a storage box for the bats and balls under the table.

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

Councillor C Smith said that painting of the play tower will commence on 3rd July 2023 and that the contractor would be asked to paint the swing frame with clear preservative too. It was agreed that a village clean up would take place on 5th July 2023 commencing at 6:30pm and that Doorstep Green maintenance would take place by volunteers and members of the parish council on 26th July 2023 commencing at 6pm. Councillor T Thrussell said he would clean the gym equipment. The Chairman said Councillor G Rogers had planted the flowers in the gazebo planters and Diana Smith was watering them. In addition, he said that Councillor C Smith has fitted a new tap in Doorstep Green. He thanked Councillors G Rogers and C Smith and Diana Smith, on behalf of the parish council, for attending to these tasks. Councillor A Tamblyn said that the school have asked if the electricity box in Doorstep Green could be opened on Sports Day and on 18th July 2023 for the school summer fayre. It was agreed that Councillor A Tamblyn would ask the school if they empty the bin by the gazebo as it was very full at half term. The Chairman said that concern has been raised that the pegs holding the goal are not flush with the grass and present a trip hazard. Councillor C Smith said he would attempt to rectify this matter.

13. Pavillion

To receive and consider a report on any matters arising relating to the Pavilion

It was noted that CJR Building has still not completed the snagging jobs at the pavilion.

14. Cott Yard

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

The Clerk said she would remind Pertemps that the ground floor suite must be vacated on or before 25th July 2023 and she would ask them if they intend to remain in the first-floor suite after that date on a month by month basis.

15. Toilets and Car Park

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

It was noted that the hedge adjacent to Janet Haley's garden needs cutting. It was proposed by Councillor C Smith and seconded by Councillor A Tamblyn that Gary Rogers be contracted to undertake these works. All Councillors voted in favour of the proposal except for Councillor G Rogers who abstained from voting.

16. St Neot Orchard

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

Councillor D Glanville reported that an additional identification map has been prepared and sent to Land Registry and that he hopes the paperwork for the transfer of the land will soon be finalised. It was noted that the orchard needs cutting before the bracken is too tough. It was proposed by Councillor C Smith and seconded by Councillor H Bunt that Gary Rogers be contracted to undertake these works. All Councillors voted in favour of the proposal except for Councillor G Rogers who abstained from voting.

17. Farmers Market

To receive a report from the councillor who attended the market on 3rd June 2023 and to appoint a representative to attend the farmers market on 1st July 2023

Councillor H Bunt reported that he had attended the market on 3rd June 2023 and the following issues were raised: the sign at the top of Loveny Close is discoloured; a tenant at Lampen Lane was under the impression that Cornwall Housing would be allocating parking spaces to residents (Councillor T Hooper said she would contact Cornwall Housing); there are two properties empty in Lampen Lane; cars are parked very close to the bridge in the village; the question was asked as to whether ex council houses can be used for Air B and B; the broken rails next to the cattle grid on Goonzion have not been repaired. Councillor A Tamblyn said that he would attend the farmers' market on 1st July 2023.

18. To receive reports from -

a) Cornwall Councillor P Seeva

Cornwall Councillor Phil Seeva said that Cornwall Council has set two balanced budgets and that there is steady leadership with only two cabinet changes. He said that, as a result of public consultation, the plans for a Mayor for Cornwall have been dropped. He said that Cornwall Council is putting more resources into planning enforcement. He commented that of the 1,000 Ukrainian people who were housed in Cornwall, only 300 remain.

He said that he will not be calling the planning application at 2 Church View for the creation of a parking area in the garden (PA22/10062) to the Planning Committee. He said that he has consulted with Senior Planning Officers and Highways, the ownership certificates are now correct and the Applicant has agreed to lower the height of the retaining wall. He said that the vehicular movements have been calculated based on the number of properties. He said this application will be approved under delegated powers. Councillor G Rogers said that, in the event of an accident, those who made the decision should be held to account. Councillor T Hooper commented that he had been asked to look at an integrated approach to the parking issues in the vicinity of the site and to take a strategic approach as opposed to looking at the planning application in isolation. She suggested that this has not been done. Councillor G Rogers asked Cornwall Councillor P Seeva to clarify the procedure for displaying yellow site notices to advertise planning applications. He also asked Cornwall Councillor P Seeva to ascertain why the planning application for

the felling of a tree at St Neot Vicarage (PA23/04050) was determined before the parish council had submitted its comments. The Chairman asked Cornwall Councillor P Seeva to ascertain if the sign at the top of Loveny Close could be replaced.

b) Goonzion Commoners

Councillor M Rowe said that concerns have been raised about erosion on the roadsides across Goonzion and concern has been raised as to the length of time the Luna cattle grid will be closed when it is being replaced.

c) Liskeard Looe Community Network Panel

Councillor T Thrussell said that he had attended a meeting when many representatives had introduced themselves and shared major issues that are relevant to the area. He said that it had been suggested that meetings be held online but this was dismissed as it does not allow for networking. He said the panel will be re-named.

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

Cornwall Pension Fund (Pension for Clerk) - £192.27
Julie Ball (Toilet, Pavilion and Cott Yard cleaning) - £359.17
Sue Blaxley (3 months' salary and expenses) – £2779.78
Liddicoat Butchers (Pasties for Coronation High Tea) – £312.00
Classic Fire Ltd (Fire Alarm Service) - £108.00
LJC Bookkeeping Services (Internal Audit) - £225.00
Fresh Air Fitness (Parts for Fitness Equipment) - £85.20
St Neot Institute (Cleaning Materilas for Toilets) - £23.97
Gary Rogers (Orchard Strimming) - £125.00
Gary Rogers (Plants and Compost for Gazebo Planters) - £55.17
Christian Smith (Food for Coronation High Tea) - £74.31
St Neot WI (Food for Coronation High Tea) - £73.00
Richards Builders Merchants (Building Materials) - £44.86
Lanhydrock Gardening Services (Grass Cutting) - £593.40

It was proposed by Councillor H Bunt and seconded by Councillor H Webb that all the above orders be authorized for payment. All Councillors voted in favour, except for Councillors G Rogers and N Ball who abstained from voting.

20. Finance Report

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

The Clerk reported that income has been received this month as follows: Menheniot Post Office for Pavilion rental - £115.50 and £857.56 from Cornwall Council as the PROW grant. The Clerk reported that the accounts balance at £72,171.92.

21. Co-option

To receive and consider applications for co-option onto the parish council

None

22. Date of next meeting

To confirm the date of the next Parish Council meeting which will be on Wednesday 12th July 2023.

The next meeting of the parish council will be on Wednesday 12th July 2023 commencing at 7:30pm in St Neot Institute.

There was no further business and the meeting was closed at 10.05 pm.