

**MINUTES OF THE ST NEOT PARISH COUNCIL MEETING HELD ON
WEDNESDAY, 15th MAY 2024 AT 7:30PM IN THE COMMITTEE ROOM, ST
NEOT INSTITUTE, ST NEOT**

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

Josie Williams
Sue Blaxley, Clerk and RFO.

The outgoing Chair opened the meeting at 7:30pm. He confirmed that no one was recording the meeting.

Public Participation

1. Apologies

None.

2. Election of Chairperson

It was proposed by Councillor H Bunt and seconded by Councillor H Webb that Councillor T Hooper be elected as Chair. No other nominations were received. All councillors voted in favour of the proposal except for Councillor N Ball who voted against. Councillor T Hooper was duly elected and took the Chair.

3. Election of Vice Chair

It was proposed by Councillor C Smith and seconded by Councillor M Rowe that Councillor G Rogers be elected as Vice Chair. There were no other nominations. All Councillors voted in favour of the proposal.

4. Election of Planning Committee

It was proposed by Councillor A Tamblyn and seconded by Councillor H Webb that that Councillor T Hooper be elected as Chairperson and G Rogers Vice Chair of the Planning Committee and that the following councillors form the Planning Committee: Councillors C Smith, H Bunt, M Rowe, D Glanville and T Thrussell. All councillors voted in favour of the proposal.

5. Election of Finance Committee

It was proposed by Councillor H Bunt and seconded by Councillor A Tamblyn that Councillor C Smith be elected as Chairperson and that the following councillors form the Finance Committee: T Hooper, N Ball, G Rogers and D Glanville. All councillors voted in favour of the proposal.

6. Election of Representatives

a) Goonzion Downs Commoners

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

b) Village Hall Management Committee

It was proposed by Councillor M Rowe and seconded by Councillor N Ball that Councillor C Smith be appointed as the representative for the following year. The proposal was carried unanimously.

c) SE Cornwall CAP

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

It was agreed that Councillor H Webb would continue to undertake the weekly inspections of the play and gym equipment in the playing field. Councillor T Hooper said that she empties the litter and dog faeces bins but would like to relinquish this responsibility. Councillor C Smith said that one option is to engage in a contract with Biffa who would empty the bins once a week at a cost of £13.40/bag but the bags would have to be put in the correct place every week and there would be a £5.50 non collection charge. It was agreed that if the bins were removed, there would be litter and dog faeces bags left as litter. It was agreed that this matter would be discussed at the next meeting of the parish council.

It was agreed that Councillors T Hooper and D Glanville would undertake an inspection of the parish council's assets.

Councillor N Ball left the meeting.

7. To confirm the minutes of the meeting held on Wednesday 10th April 2024

The minutes of the meeting held on Wednesday 10th April 2024, having been previously circulated, were agreed as an accurate record subject to an addition to item 15 stating that Councillor G Rogers was disappointed that there was no report from Cornwall Councillor P Seeva and an update on the issues that had been raised by parish councillors.

8. Declaration of interest in items on the agenda

Councillor G Rogers declared an interest in item 21 on the agenda.

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

The Chair said she had not yet met with Heather and Judith Taylor regarding the hedge overhanging Cott wall. Councillor G Rogers said he had attended a Cormac Spring workshop. He said that Cormac follow a policy of rewilding urban verges so they run a cut and collect system. He said that Cormac will take on the responsibility

of closed churchyards provided they are informed within one month of the closure. Councillor G Rogers explained that there are many volunteer engagements within Cormac but that Cormac's services have to be paid for if they are working alongside the volunteers. In respect of footpath strimming, Cormac explained that they cannot commit to undertaking this work if parish/town councils cannot find a suitable contractor under the LMP scheme. Councillor G Rogers said that Cormac repaired 35,071 potholes last year and have increased their workforce to repair potholes.

10. To receive the Chairman's Communications

The Chair said that a Finance Committee meeting had been held with the prospective tenant for the extension to the Pavilion and that a meeting had been held with Cornwall Council regarding the procurement process for the extension to the Pavilion. She said that an email had been forwarded to all councillors regarding a cycling event which a councillor from St Neots is undertaking. He plans to cycle from St Neots to St Neot and has asked for our views on the event and any suggestions as to what he should bring with him. It was agreed that the parish council would welcome him and suggests that he brings an oak sapling or some fish. It was agreed that the Clerk would contact him and offer these comments and ask for some more details, such as the timescale and the nature of the charity for which he is fundraising. Councillor H Bunt said that he had received the following communications: notification of an emergency road closure from Wenmouth Cross to Little Hammett; the monthly report from PCSO S Edsner which had been circulated to all councillors and an email from Councillor H Webb to say the rubbers on the fitness equipment need replacing. He said the signs in Loveny Close have been replaced and that the Doorstep Green tidy up was well attended. In addition, he said that an inspection of the fire alarms has been undertaken in Cott Yard. The Clerk said that she had received 2 letters from Cornwall Council: one saying that they had resolved not to make an order to add a bridleway to the definitive map at Carpuan and the other saying they had resolved to make an order to add a bridleway and upgrade Footpath 5 at Draynes Rylands.

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

Councillor G Rogers said that alterations have been made to land owned by the parish council adjacent to the house under construction at the top of Tripp Hill in the form of a stone wall and a beech hedge. It was acknowledged that these works have enabled safer access to and from the road for the occupiers of the dwelling although it was agreed that the works are not in keeping with the surroundings. It was agreed that the owner of the dwelling does have a ROW onto Goonzion. In addition, it was noted that a galvanized trailer is also being stored on the land owned by the parish council. Some discussion took place as to how to address this matter. It was proposed by Councillor M Rowe and seconded by Councillor T Thrussell that the Clerk writes a letter to the owner of the dwelling explaining that he has encroached onto land owned by the parish council and that he is using the land for purposes other than common land. The parish council will allow him to use the path but no further encroachment should take place and the galvanised trailer must be removed. Furthermore, in line with others who use parts of Goonzion for purposes other than common land, the parish council will charge him £50pa for use of this land. All councillors voted in favour of this proposal.

Councillor G Rogers asked why there are road closure signs and diversion signs on the road leading from St Neot to Mount when no works are taking place. It was agreed that the Clerk would ascertain why the signs are in place.

Councillor C Smith said he was concerned that the parish council invested £2000 towards the new ramp into the churchyard last year but no works have commenced. It was agreed that the Clerk would write to St Neot PCC to establish when the works will commence.

Councillor C Smith suggested that it might be a good idea to add to the sign on the A38/Carnglaze Caverns' road junction to promote the village. It was agreed that this matter would be discussed at the next meeting of the parish council.

12. To receive a report from the Clerk

None

13. stneot.org

To receive and consider matters arising relating to stneot.org

Councillor H Webb said that she has taken over the administration of stneot.org. The Clerk confirmed that the parish council owns the domain name. Councillor H Webb said that the website was devoid of much information and asked for suggestions as to what could be included. Suggestions included activities taking place in the village, details of the clubs and organisations in the village and St Neot News. The Chair thanked Councillor H Webb, on behalf of the parish council, for offering her help with the website.

14. Doorstep Green and Playing Field

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

It was noted that the Doorstep Green tidy up has taken place and that the issue of the goal post anchor has been resolved. Some discussion took place as to who would plant the planters around the gazebo in Doorstep Green. It was agreed that Councillor G Rogers would purchase the plants on behalf of the parish council and volunteers would plant them. Councillor C Smith said that he has replaced all the shock absorbers on the fitness equipment. It was agreed that Councillors M Rowe, C Smith and A Tamblyn would undertake the weed spraying in the village, Doorstep Green and the playing field and that Councillor L Jones will clean the chess pieces. Councillor H Webb said that the steps used to access the monkey bars require tightening.

15. Pavillion

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

The Chair said that the works to the pavilion are now being referred to as works to form a community hub as this is more favourable for the grant application. She said that Cornwall Council has advised that the appointed QS must be suitably qualified and insured. She said there was no news on the Building Regulations application but that a revised planning application has now been submitted. She said that the quotations received for the role of PM will be discussed at a future meeting. The Chair explained that the lead in time of 12 weeks for National Grid to divert the HV cable has now commenced so it is not anticipated that the build will commence until 14th August 2024. She explained that Cornwall Council has stated that the grant application has received priority support from East Cornwall CAP and that it now progresses to the Central Team at Cornwall Council. She explained that a decision on the award of a grant is imminent. She said that the ITT was live on Contracts Finder from 13th May 2024 and it closes on 18th June 2024. She said that the parish council needs to be proactive in encouraging local contractors to tender via Contracts Finder. The Chair said that, if no suitable tenders are received, the ITT can be run again in June/July 2024. However, she said that time is of the essence as any grant money awarded must be spent and claimed by 31st December 2024. The Clerk explained that tenders will be submitted to her via email but these will not be opened until 18th June 2024 in the presence of the Chair. She said that, at 4pm on 19th June 2024, 3 nominated members of the parish council will meet with Cornwall Council to discuss how the scoring process for the tenders operates. These nominated councillors will then individually, and without collaboration with each other, score the tenders in accordance with Cornwall Council's procedure. It was agreed that Councillors C Smith, L Jones and T Thrussell will score the tenders. The Clerk emphasised that all tender details must remain confidential and that only the name of the winning bid and the amount of that bid will be public information.

The Chair said that the Village shop Steering Group will meet on Monday 20th May 2024 to discuss progress on the project and to set up focus groups.

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

Councillor C Smith said that the Finance Committee met on 16th April 2024 with the prospective tenant for the new shop and discussed the commercial rent for the premises. He said that it was agreed that £11,500 would be a fair rent with a flexible discount offered of 35% so that the rent would be £7,475pa initially. The rent for use of the existing Pavilion would be £2,500pa in the long term although priority use must be given to other users. Initially, it would be offered free of charge with a move towards a rent of £2,500pa. He said that the tenant would pay for all the services in both the extension and the existing pavilion and the insurance so any income generated would be net profit. Councillor C Smith said that the parish want a shop and tea - room so it is imperative that everyone works together, bearing in mind that the parish council does need to generate an income to recoup some of the capital expenditure and for future maintenance of the play equipment, pavilion and playing field. Councillor C Smith said the details would be drawn up in a formal lease agreement. Councillor H Webb asked how the rent compares to that paid by the shop keeper for Cott Yard. Councillor C Smith said that the rent for the shop in Cott Yard is currently £2,500pa. It was proposed by Councillor C Smith and seconded by Councillor A Tamblin that the details, as outlined above, be accepted in principle.

All councillors voted in favour of this proposal. Councillor C Smith said that a piece of gutter has fallen off and needs repairing and modifying. It was agreed that Councillor C Smith would ask a local contractor to attend to this matter.

16. Cott Yard

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

Councillor C Smith reported that he had fitted a new light in the shop. He said that now the suite above the shop is vacant, Country Lane Enterprises want to use the small office for storage. It was proposed by Councillor C Smith and seconded by Councillor M Rowe that the small office could be used for storage at a rent of £70/month. All councillors voted in favour of this proposal. Councillor C Smith said that the larger area in the suite could be used by the scouts when works to the pavilion are underway. He said that the shop staff will now clean the communal areas in Cott Yard so the current cleaner will no longer be required. It was proposed by Councillor C Smith and seconded by Councillor G Rogers that 1 months' notice be given to the current cleaner explaining that her services are no longer required in Cott Yard. All Councillors voted in favour of the proposal.

17. Toilets and Car Park

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

None

18. St Neot Orchard

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

Councillor G Rogers reported that he had removed the dead tree and planted a replacement.

19. Farmers Market

To receive a report from the councillor who attend the farmers market on appoint a representative to attend the farmers market on 4th May 2024 and to appoint a representative to attend the farmers market on Saturday 1st June 2024

It was noted that Councillor N Ball had attended the farmers market on 4th May 2024 and there were no issues raised. Councillor H Bunt reported that the development on the site opposite Lampen Mill requires planning permission. Councillor A Tamblyn said that he would attend the market on 1st June 2024.

20. To receive reports from -

a) Cornwall Councillor P Seeva

There was no report. Councillor G Rogers said that he was disappointed that Cornwall Councillor P Seeva had not sent his apologies or a report.

b) Goonzion Commoners

None.

c) S E Cornwall CAP

Councillor T Thrussell explained that there are now 12 meetings a year which includes the CAP meeting and sub-committees. He said that he had asked about funding for a 20mph speed limit through St Neot village but was informed that all funding has been spent until 2025. He said that residents of Cornwall will be consulted on where they consider 20mph speed limits should be imposed in the county. Councillor T Thrussell said that representatives from the CAP vote on CLUP applications. He said that the CAP committee voted to oppose the price increase on the Tamar Bridge.

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

Cornwall Pension Fund (Pension for Clerk) - £177.79
Julie Ball (Toilet, Pavilion and Cott Yard cleaning) - £311.62
Lanhydrock Gardening Services (Grass Cutting 15th March 2024) - £319.30
Source for Business (Water for Pavilion) - £19.17
Source for Business (Water for Toilet) - £93.12
South West Water (Water for Cott Yard) - £53.00
Christian Smith (Light for Shop) - £84.00
Gary Rogers (Replacement Tree and Compost) - £76.00
Fresh Air Fitness (Rubbers for Fitness Equipment) - £194.82
Lanhydrock Gardening Services (Grass Cutting) - £319.20
Cornwall Council (Planning Application Fee) - £293.00

It was proposed by Councillor M Rowe and seconded by Councillor C Smith that all the above orders be authorized for payment. All Councillors voted in favour, except for Councillor G Rogers who abstained from voting.

22. 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: HMRC (VAT recovered) - £5,789.00; Cornwall Council (1st half of precept) - £18,491.00; Menheniot Post Office (Pavilion rental) - £126.00; Pertemps (Cott Yard rent) - £957.81; Heather Taylor (Electricity for Cott Yard) - £13.37 and Country Lane Enterprises (Electricity for Cott Yard) - £511.46. The Clerk reported that the accounts balance at £64, 227.76.

Councillor H Bunt expressed his thanks to all councillors and the Clerk for their support over the last 3 years.

23. Date of next meeting

To confirm the date of the next Parish Council meeting which will be on Wednesday 12th June 2024.

The next meeting of the parish council will be on Wednesday 12th June 2024 commencing at 7:30pm in the Village Hall/Social Club meeting room.

There was no further business and the meeting was closed at 9:20 pm.