



ST MEWAN PARISH COUNCIL

Parish Clerk: Wendy Yelland (CiLCA)

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Draft Minutes of the Ordinary Council Meeting held on the 8th May 2024 commencing at 19.00pm in St Marks Church Hall

AC1/24 Election of Chair 2024/2025

It was

PROPOSED by Cllr Vine that Cllr Mrs Tarbox is elected as Chair for 24/25. Sec Cllr Spencer.

The above was duly resolved.

AC2/24 Chairman's Declaration of Office

Cllr Mrs Tarbox signed the Declaration of Acceptance of Office for Chair 24/25 .

AC3/24 Persons Present/Apologies

Present: Cllr Mrs Tarbox, Cllr Vine, Cllr Davies, Cllr Spencer, Cllr Mrs Heyward, Cllr Mrs Watts, Cllr Jannaway,
Also present Cornwall Cllr Bunney, Clerk & Deputy Clerk.

Apologies: Cllr Rees-Webb,

AC4/24 Election of Vice – Chair 2024/2025

It was

PROPOSED by Cllr Mrs Tarbox for Cllr Vine to be elected Vice -Chair for 2024/25, seconded Cllr Jannaway.

The above was duly resolved.

AC5/24 Declaration of Acceptance of Office

Cllr Vine signed the Declaration of Acceptance of Office of Vice Chair 24/25.

AC6/24 Declarations of Interest from Members/Dispensations

No declarations of Interest

AC7/24 Public Participation

No public present.

AC8/24 Cornwall Cllr Report

Written report circ. prior to the meeting.

Cllr Vine & Clerk to attend 10th June Cormac Meeting re 20mph.

Cornwall Cllr Bunney sent apologies for resident regarding Trewoon gate.

Chairman queried Cornwall Cllrs voting for SWW being put in the water supplies, Cllr Mrs Tarbox disagreed with this as it is a neurotoxin and has been linked to several medical conditions including Alzheimer's. Cllr Bunney stated he was not personally involved but would pass on.



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Cllr Jannaway queried the new planning rule where Parish Cllrs can't be asked questions at Central Planning Committee, Cornwall Cllr Bunney stated this is going back to the Committee to be revisited. St Mewan PC has sent a letter to Mrs Linda Taylor – Leader of the Council and Cllr Oliver Monk Cabinet Member regarding this matter.

AC9/24 Council Meeting Minutes: 10th April 2024

It was

RESOLVED that the above Minutes of the Meeting of St Mewan Parish Council having been previously circulated, be taken as read, approved, and signed. Inc Confidential minute. Prop Cllr Davies, sec Cllr Jannaway

AC10/24 Clerk's Report

Clerk report circ. prior to the meeting.

OC74/19 St Stephens Rd, speeding issues, in progress. Confirmation from PCSO a site has been submitted to Devon & Cornwall for approval.

OC110/19 Notice Board at Trelowth – in progress.

OC132/19 Awaiting response from Highways re MA Grigg Ltd proposal.

OC33/20 Review of Neighbourhood Plan on going.

OC149/20 We're Watching You Dog Fouling Campaign posters and bin stickers – ongoing.

OC168/22 Sticker Open Space (namely the Dog Field) – In progress

OC191/22 Parish Projects, in progress

OC105/22 Trees with Ash die back Lower Sticker – in progress.

OC109/22 FIT readings. Request for smart meter not actioned until payments are re-instated.

OC118/22 Civility and Respect Pledge. Policy in progress

OC179/22 Land Agreements. Awaiting documents for signing. No further action on Polyear Close

OC190/23 Winter Maintenance in Parish.

OC235/23 Litter pick hoops. Purchased. To distribute to volunteers.

OC266/23 Confidential. In progress

AC21/23 Sticker Car Park signage. Letter sent to Sticker AFC

OC53 /23 Sticker Car Park Enhancement. Mrs K has confirmed they will be renewing a water butt.

OC73/23 The Goffin Working Party Group, Meeting date set.

OC94/23 Climate Change Objective (Standing Agenda Item). Awaiting start date for path. Weather dependent.

OC98/23 Polgooth Parking issues outside Stores and Post Office and Village Hall. Highways Expression of Interest withdrawn. Awaiting PO to submit proposals.

OC122/23 A3058 Trewoon Bank. In progress. Mulch Mats Completed. Three more to purchase.

OC140/23 Parish Planters. Received

OC142/23 Branch Trimming – Actioned. Will take place when other tree works are scheduled.

OC151/23 – Confidential item in progress

OC162/23 Roundabouts Polgooth and Lower Sticker. Completed

OC163/23 Request from resident for temporary access to the rear of his property from Trewoon Playing Field to enable clearing, to consider location plan provided.

Recorded delivery letter sent and signed for. Ongoing.

OC164/23 Finance. Account with CCLA Public Sector Deposit Fund. In progress

OC179/24 Design Code submitted. Cornwall Council have agreed to remove the reference to Cornwall Council Parking Standards and proceed with the process for getting the design code endorsed. Note: Please note: The Parking Standards are referenced in strategic policy, they will still apply to development in St Mewan Parish. The Parking Standards do allow for the need to reflect local requirements, which is what are trying to highlight/emphasise in the Code. Agreed to remove the reference as requested.

OC180/24 Tree works in the Parish. Instructed.

OC183/24 Parish Planting. Wildflowers actioned for 24/25

OC190/24 Confidential. In progress

OC201 /24 CCTV Trewoon. Confirmed maintenance contract.

OC202 /24 Parish Planting. Polgooth area deferred.



OC203 /24 Tree Felling. Actioned. Awaiting suitable weather and site meeting.

OC204/24 Highways and Footpaths. Renewal of signs and posts. In progress

OC222/24 St Mewan School – Cllr Rees Webb In progress

OC224 /24 Waste Management in the Parish – Actioned

OC225 /24 Highways and Footpaths. Tregongeeves Lane. Highways Steward confirmed on site visit this is an Enforcement issue.

OC226/24 Trewoon Playing Fields Hire. Actioned for insurance details from TTCF

OC244/24 Highways and Footpath Matters – Confirmed to Cornwall Council Sustainable Growth and Development Transport Coordination Services to support installation of an easier access to the bus stop at Edgumbe Rd Trewoon.

b) Application PA23/01949 Extension to Gypsy Site St Stephens Rd – REFUSED. Public pressure to reinstate entrance to footpath 11/1 for safer access. Clerk sent email to Cormac, Street works and CAT stating the Parish Council maintenance man will backfill to save time on a lengthy due process. This footpath is used by many walkers and in particular as a 3-day event is coming up there will be a lot of footfall on this path as it is a link to Sticker AFC. CAT confirmed on the 18/4 they intend dealing with the matter as a matter of urgency.

OC245/24 Finance – Unity Trust Bank called Friday 12th April 24 and expressed they are no further forward with the software issue and other customers are experiencing the same problems. The complaint is upheld. Whilst Unity Trust Bank appreciates this is not acceptable, they still cannot give a timescale on when it will be resolved. The clerk understands they are not open for new applications. It was agreed with the Finance Committee members to mitigate any potential risk is to transfer a sum of money over to the CCLA Public Sector Deposit Fund, which is already open, (Investment Policy Intro 4 & Strategy 5) until another account can be considered. The current waiting time to open an account with an ordinary bank is approx. 12 weeks. The funds' Portfolio Credit Factor (PCF), which is a risk-weighted measure that considers the credit quality and maturity profile of the portfolio securities, met Fitch's 'AAAmf' rating criterion of 1.5 or less throughout the review period. CCLA only invest 10% into any one UK bank.

OC250/24 –Confidential Land updates. Actioned.

Sticker

Resident – have not received any waste/recycling bags despite several emails. Signposted to go to Tregongeeves to collect.

Resident/s collected ' We Watching You' dog fouling signs. Really bad dog faeces not being picked up on the narrow pavement in Fore St and dog waste bags being hung on a plant in a resident's garden.

Concerns from resident/s regarding fence instability at the lower end of the link footpath between Southdown Rd and Sticker Village. Agenda Item 18 May meeting.

Trewoon

Two We Are Watching You Signs at Trewoon Dog Walking Corridor and Trewoon Play Area

General

Confirmation of final approval for the St Mewan Design Code and so it can now be used. Addition to Cornwall Council website this week. Area Team Manger will be advised that the Design Code is now a material consideration and should be used to inform planning decisions in St Mewan Parish.

The Parish Council can use the content of the code when responding to planning applications.

Request for advertising a business – signposted to Community Notice Boards

Wildflower contractor has commenced works for planting in the Parish

AC11/24 Annual Internal Audit Report 2023/2024

The Internal Audit report was previously circulated.

It was

RESOLVED to note the Internal Audit report, only thing raised were the permit receipts, but these can be cross-referenced to the spread sheet.

Cllr Davies thanked the Clerk.



AC12/24 External Audit – The Annual Governance Statement 2023/2024

It was

RESOLVED to **APPROVE** the Annual Governance Statement. The statement was signed by Chair Cllr Mrs Tarbox for submission to BDO LLP (previously circulated electronically). Prop Cllr Vine, sec Cllr Jannaway. **Action: Clerk**

AC13/24 External Audit – The Annual Accountancy Statement 2023/2024

It was

RESOLVED to **APPROVE** the Annual Accountancy Statement. The statement was signed by Chair Cllr Mrs Tarbox, for submission to BDO LLP (previously circulated). Prop Cllr Jannaway, sec Cllr Mrs Watts. **Action: Clerk**

AC14/24 Ear Marked Reserves and Ring-Fenced Reserves

It was

RESOLVED to **APPROVE** the allocation of Reserves. Prop Cllr Vine, sec Cllr Mrs Heyward. **Action: Clerk**

AC15/24 Zurich Parish Council Insurance 2024/2025 (2nd year of 3-year agreement)

It was

RESOLVED to **APPROVE** the annual premium of £2207.30 with Zurich Insurance which is the second year of a three agreement. Prop Cllr Mrs Tarbox, sec Cllr Davies **Action: Clerk**

AC16/24 Climate Change Objective (Standing Agenda Item)

A request from the Polgooth Community and Garden Club

To **RECEIVE** update, **RESOLVE** any further action required, **APPROVE** associated expenditure.

Cllr Mrs Watts reported that the consultation was now live, 1 response received to date, open until the 20th May 24

Also a request for No Mow May for The Goffin, but just to cut a walking path.

It was

RESOLVED to **APPROVE** 'No Mow May' in Sticker Dog Field, and cut 50% (middle) of The Goffin, and next year try to schedule better so the last cut is end of April and next cut beginning of June.

Prop Cllr Spencer, seconded Cllr Mrs Tarbox. **Action: Clerk to instruct contractor**

AC17/24 Trewoon Recreation Ground Top Gate

Members received the petition of 74 letters requesting that the top gate is unlocked to give access from the dog walking corridor to the playing field. It was noted that all letters were identical and there were some letters where you could not identify the name or whether they lived in Trewoon. Wide range of discussion took place.

The letter sets out the reasons why Council resolved to lock the gate, dogs not on leads and intimidating children, dog faeces being left. The right of access on the deed from Tremewan is just to the top portion of the field, which is the fenced area. Cllrs stated there is a pavement from Tremewan, it was longer but is a safe route.

It was discussed to perhaps take away the kissing gate and put in solar lights on the lane and fill any uneven ground if necessary. The intimidation to children is a problem, and Council have a duty of care to ensure children are safe when using the play area or field.

Cornwall Cllr Bunney stated whether residents could police. Cllr Spencer felt another path down the side of the field and across the Community Garden could solve the problem. It would help stop dogs.

Cllr Vine stated a more formal consultation is needed, to ascertain formally what residents require. It is difficult to see who the letters are from.

It was

RESOLVED to carry out a site visit to ascertain what could be done; with the suggestion it then goes to public consultation regarding options. In the meantime, it was **RESOLVED** that the gate will remain locked.

Prop Cllr Spencer Sec Cllr Vine. **Action: Clerk to write to resident.**

AC18/24 Highways and Footpath Matters

a) Residents raised concerns regarding the instability of the fencing from No 8 Southdown Rd and the unadopted footpath which links to Sticker Village. The clerk confirms the path is regularly used. The resident has kindly resecured the fencing making safe.

b) Any other matters arising – Clerk requested support from Cornwall Cllr Bunney regarding footpath



11/1, as no action has taken place. Cornwall Cllr Bunney felt it should be Rights of Way that open it to the paths full capacity.

AC19/24 Parish Council Banking Arrangements

a) Updates to consider.

b) The clerk previously circulated the hard copy letter from Unity Trust Bank which again has upheld the complaint. The functionality was on the previous internet banking platform however, when this was updated in June 2023 this feature was not carried over. Unity Trust Bank can confirm that soon when download statements, within a specified date range, that the running balance will be displayed on them. The feature has been developed so that it can be added to the current internet banking platform. This is being tested by our IT team; however, this should be available to all customers before the end of May. When Unity Bank are in a position to confirm the exact date, they will update. They are also working on improving the layout for when customers download transactions which they need to print off or save to files. The clerk has emailed Unity Trust Bank as correct balances were correct through year 23, the problem has only arisen since January 24.

c) The clerk previously circulated to members the decision made by the Finance Committee to transfer a proportion of money from Unity Trust bank over to the CCLA, as this account is now open, to mitigate any risk with Unity Trust Bank. The council are in the process of opening an account with Lloyds Bank.

The interest received from the transfer of £118818.48 on the 15th April 24 to the 30th April 24 is £255.

Update on CCLA – the clerk circulated the SLCC news piece from the Finance and VAT advisor outlining parish and town councils to use external investors to deposit surplus funds which gives a higher rate of interest

Cllr Spencer reported the main banks, with dual signatories, these are on the high street, looking at accounts with interest. Cllr Davies felt the options needed to be looked at and perhaps split the funds.

It was

RESOLVED Cllr Spencer carries on with research reporting back to council but with savings options.

Prop; Cllr Vine Sec Cllr Mrs Tarbox.

AC20/24 Grant/Donations

a) To **CONSIDER** a grant application from Sticker Village Association
Grant application circ. prior to the meeting.

Discussion took place.

It was

RESOLVED to award £1500 from Community Benefit fund, on proviso a receipt for the works carried out is provided within 12 months.

Prop Cllr Vine sec Cllr Davies.

b) To **CONSIDER** a donation to Breath re copy help for The Trewoon Project

It was

RESOLVED to donate £25.

Prop: Cllr Mrs Tarbox sec Cllr Vine

AC21/24 Fish & Chip Van in Sticker Car Park

3-month review request by Tom Doran.

Members stated it was well supported and unobtrusive in the car park. There have been no problems, and it hasn't caused any litter.

The barrier for the car park is 2.6m, some camper vans are using the car park.

Should this be installed, it will impact on the chip van as that is 2.9m high.

Someone will need to open the barrier every week for the van.

It was

RESOLVED not to erect the barrier at present and to place on the October agenda for review.

Prop: Cllr Vine, Sec Cllr Mrs Heyward.

AC22/24 Lower Sticker Playing Field

The clerk confirmed the documents and insurance received from Sticker Village Association are in order.

a) It was



RESOLVED to **APPROVE** Lower Sticker Playing Field hire for Sticker Village Association to use for any event to be held between the 1st May 24 and 31st March 25. The clerk to be notified of any other event outside Sticker Carnival Week. Prop Cllr Mrs Tarbox ,sec Cllr Davies

b) It was

RESOLVED to **APPROVE** permission for Sticker Village Association to hold a family fun dog show as part of Sticker Carnival Week schedule of events. Prop Cllr Mrs Tarbox, sec Cllr Jannaway. **Action: Clerk to write to Sticker Village Association.**

AC23/24 Terms of Reference

To **APPROVE** Terms of Reference for the following: -

- a) Working Party Groups
- b) Finance, Staffing, General Purposes and Audit Committee
- c) Planning Committee

It was

RESOLVED to **APPROVE**

Prop Cllr Mrs Tarbox Sec Cllr Jannaway.

AC24/24 CALC and SLCC Annual Memberships 2024/2025

- a) To **APPROVE** CALC membership at £1247.39 and

RESOLVED to **APPROVE**

Cllr Mrs Tarbox sec Cllr Jannaway

- b) To **APPROVE** Clerk's SLCC Membership at £238.00

RESOLVED to **APPROVE**. Prop Cllr Mrs Tarbox sec Cllr Watts

AC25/24 Code of Conduct

To **ADOPT** the Code of Conduct published May 2021

It was

RESOLVED to **APPROVE**. Prop Cllr Spencer Sec Cllr Mrs Watts

AC26/24 Delegation Arrangements

It was

RESOLVED to **APPROVE** the continued use of the revised delegation arrangements in line with Council's Standing Orders and Financial Regulations. Prop Cllr Mrs Tarbox sec Cllr Mrs Heyward. Note: New financial regulations are due.

AC27/24 Council Meetings 2024/2025

It was

RESOLVED to **APPROVE** the Calendar of Ordinary Council Meetings 2024/2025 to be held on the 2nd Wednesday of each month with the exception of August. Cllr Spencer would still like to see meetings held in Polgooth Village Hall. The Chair expressed there is no adequate parking for Polgooth Village Hall and Trewoon Village Hall is booked. Prop Cllr Vine sec Cllr Mrs Tarbox

AC28/24 Election of Committees 2024/2025

To **APPROVE** membership of committee (inc substitutes)

- a) Finance, Staffing, General Purposes and Audit Committee
- b) Planning

Clerk explained that due to numbers of Cllrs the Playing Field Committee and Rights of Way were not quorate at present.

It was

RESOLVED that membership to meetings would be as 23/24. Prop Cllr Mrs Tarbox sec Cllr Vine



<u>Finance, Staffing, General Purposes</u> Cllr Mrs Tarbox Cllr Davis Cllr Rees – Webb Cllr Vine	<u>Planning</u> Cllr Mrs Tarbox Cllr Mrs Heyward Cllr Davis Cllr Jannaway Cllr Vine
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AC29/24 Committee Meetings 2024/2025

It was

RESOLVED to **APPROVE** Committee Meetings as and when necessary
Prop Cllr Mrs Davies sec Cllr Mrs Watts

AC30/24 Election of Working Party Members 2024/2025

To **REAFFIRM** Cllr members for:

- a) The Goffin Project is
- b) Cllr Mrs Watts & Cllr Spencer and Deputy Clerk.

Prop Cllr Mrs Tarbox sec Cllr Jannaway.

AC31/24 Parish Council Policy Review 2024/2025

To **REVIEW** and **RE- ADOPT** the following policies: -

- a) Communications Policy
- b) Community Benefit Fund Policy & Application Form
- c) Climate Change Living Document
- d) Community Engagement Policy
- e) Cllr Co-Option Application
- f) Environment and Sustainable Development Policy
- g) Equal Opportunities Policy
- h) Equalities & Diversity Policy
- i) GDPR Policy
- j) Grant Policy & Application Form
- k) Handing of Complaints Policy
- l) Health& Safety Policy
- m) Lone Working Policy
- n) Policy of Use for Parish owned Bus Shelters
- o) Privacy Policy
- p) Reserves Policy
- q) Social Media and Electronic Communication Policy
- r) Training Policy
- s) Playing Field & Open Space Hire Agreement
- t) Allotment Rules & Regulations
- u) Business Continuity Plan
- v) Disciplinary Procedure
- w) Grievance Procedure
- x) Member Code of Conduct
- y) Model Publication Scheme
- z) Officer Member Protocol
- aa) Financial Risk Management Policy
- bb) Protocol for Marking the Death of a Senior Member of the British Monarchy
- cc) Statement of Internal Controls
- dd) Standing Orders
- ee) Financial Regulations

It was

RESOLVED to **APPROVE** changes and additions to the Community Benefit Fund and Grant Policy. To add 'Have you applied for a grant in the last 12 months and all small grant applications which the Parish budget



for, must be received by 31st December and distributed at the Annual Parish Assembly.
Prop Cllr Mrs Tarbox sec Cllr Vine

AC32/24 Investment Strategy Policy

It was

RESOLVED to **APPROVE** the aforementioned policy (previously circulated)

Prop Cllr Mrs Tarbox sec Cllr Jannaway.

AC33/24 Village Hall Parish Council Representatives

To **APPOINT** council member/s to attend Polgooth, Sticker and Trewoon Village Hall committees (as voting members in line with the deed)

Cllr Vine- Polgooth

Cllr Ms Watts- Sticker Village Hall Rep. to think about position.

Cllr Mrs Heyward- Trewoon

Prop Cllr Mrs Tarbox sec Cllr Jannaway.

AC34/24 Finance

It was

RESOLVED to **APPROVE** the May 2024, pay schedule of payments as presented. Prop Cllr Mrs Tarbox sec Cllr Vine.

Income: 56272.65	Expenditure: 8720.68
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The bank balances inc petty cash as of the 30th of April 2024 were **NOTED**

AC35/24 Members reports/feedback from training/workshops/meetings/external bodies/matters of interest in the parish

Nothing to report.

AC36/24 Correspondence received up to the time of meeting.

Emails: -

16th April

1. Final approval of the St Mewan Design Code
2. Cornwall Dementia Conference 17/5 posted Facebook
3. Rural Bulletin
4. Community Area Partnership meeting 24/4
5. Weekly Planning Decision List 10/4

19th Aril

6. Weekly Planning List 17/4
7. Clean Cornwall Newsletter

23rd April

8. Go Collaborate Presentation Slides
9. Keeping Cornwall updated

7th May

10. Keeping Cornwall updated
11. Affordable Housing Newsletter
12. Town and Parish Council Newsletter
13. Volunteer Cornwall Newsletter
14. CAPS Meeting 24th July
15. Lendology
16. Weekly Planning Decision List 1/5
17. NHS Cornwall Together
18. Rural Bulletin 30/4



- 19. Keeping Cornwall updated
- 20. 10th Anniversary of Cornish National Minority Status
- 21. Weekly Planning List 24/4
- 22. Weekly Planning Decision List 24/4
- 23. Rural Bulletin 23/4
- 24. Weekly Planning List 1/5

8th May

- 25. Rural Bulletin
- 26. Weekly Planning Decision List 1/5
- 27. Resident info on recent planning application for Meadow Lakes which is in Grampound in Creed Parish and borders St Ewe.
- 28. Weekly Planning List 8/5
- 29. CALC Out and About Open Surgery and Training Opportunities

AC37/24 Items for Agenda

To **NOTE** any items for the next meeting
 20mph speed limits
 Trewoon gate, report back on-site visit.
 Barry West- to invite to June meeting.

AC38/24 Public Bodies (Admission to Meetings) Act 1960

To **RESOLVE** that in view of the confidential nature of the business about to be transacted it is advisable that the press and public be excluded and are instructed to withdraw during the discussion of the following item.
 No public present.

Confidential Minute filed under AC39/24

There being no further business to be transacted the meeting closed at 9.10pm.

Signed.....Date.....

Chair of Full Council

Council Members

- Cllr Mrs Tarbox – Chair
- Cllr Vine – Vice Chair
- Cllr Mrs Heyward
- Cllr Debbie Watts
- Cllr Davis
- Cllr Jannaway
- Cllr Rees- Webb,
- Cllr Spencer

