



ST MEWAN PARISH COUNCIL

Parish Clerk: Wendy Yelland (CILCA)
Kerenza

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Ordinary Council Meeting Minutes – 3rd June 2020 held Remotely via ZOOM at 19.00pm

OC1/20 Persons Present/Apologies

Persons present: Cllr Kneller (Chair), Cllr Mrs Tarbox (Vice-Chair), Cllr Mrs Padley, Cllr Mrs Mitchell, Cllr Mrs Ringrose, Cllr Harrison, Cllr Holman, Cllr Passmore, Cllr Jannaway, Cllr Spencer, Cllr Wallis

Parish Clerk: Wendy Yelland

Public – No members of the public

Note: One member of the public emailed requesting the link to access the meeting

OC2/20 Declarations of Interest from Members / Dispensations

There were no Declarations of Interest or Dispensation requests from Members.

The Chairman welcomed members.

OC3/20 Public Participation

No public participation

OC4/20 Council Meeting: Minutes 11th March 2020

It was

RESOLVED that the above Minutes of the Meeting of St Mewan Parish Council, previously circulated, be taken as read, approved, and signed. Prop Cllr Kneller, sec Cllr Mrs Tarbox.

OC5/20 Standing Orders

It was

RESOLVED to adopt supplementary Standing Orders to meet the statutory requirements for the holding of remote meetings, and this lasts until May 7th, 2021 or the repeal of legislation whichever is the earlier. Prop Cllr Kneller, sec Cllr Harrison.

OC6/20 Annual Internal Audit Report 2019/2020

It was

RESOLVED to **APPROVE** the Annual Internal Audit Report 2019/2020. Prop Cllr Holman, sec Cllr Mrs Mitchell

OC7/20 Asset Register year ending 2019/2020

It was

RESOLVED to **APPROVE** the Asset Register 2019/2020. Prop Cllr Wallis, sec Cllr Mrs Padley.

OC8/20 External Audit – The Annual Governance Statement 2019/2020 previously circulated

The Chairman read the Annual Governance Statement questions to members and

It was



RESOLVED to **APPROVE** the Annual Governance Statement 2019/2020 for signing. Prop Cllr Kneller, sec Cllr Passmore

OC9/20 External Audit – Annual Accounting Statement 2019/2020

It was

RESOLVED to **APPROVE** the Annual Accounting Statement including the year end Bank Reconciliation and Explained Variances 2019/2020 as previously circulated for signing. Prop Cllr Wallis, sec Cllr Mrs Tarbox

OC10/20 Remote Meeting Protocols

It was

RESOLVED to adopt the Remote Meeting Protocols as previously circulated. Prop Cllr Mrs Mitchell, sec Cllr Mrs Padley.

OC11/20 Clerk's Report

FC198/18 – Abandoned vehicles in progress

FC222/18 – Land at St Stephens Rd in progress

AC27/18 – Asset register in progress

AC41/18 – Parish Council land in progress

OC76/18 – Project list in progress

OC110/18 – Confidential -actioned

OC154/18 – Trewoon Wall in progress

OC164/18 – In progress

OC178/18 – Hi Vis Vests in progress

OC180/18 – Purchase 2 sets of solar panels – on hold

OC185/18 – Confidential in progress

OC205/18 – Confidential in progress

OC60/19 – Traffic Parking Orders in progress

OC69/19 – Confidential

OC74/19 – St Stephens Rd, speeding issues, in progress

OC84/19 – Speed Data in progress

OC90/19 – Confidential

OC101/19 -Awaiting seat location from the family and Imerys permission

OC110/19 – Notice Board at Trelowth – in progress

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

OC1341/19 – Awaiting response from Highways re clearance of bank in Trewoon

OC136/19 – Completed other than notice in Trewoon Post Office

OC163/19 – Awaiting delegation of other members when appropriate

OC168/19 – Responded re Trewoon Allotment Wall

OC169/19 – In progress

OC172/19 – Clerk to report postage costs at February meeting – not actioned

OC173/19 – Awaiting response from residents re trees

OC180/19 – Confidential – in progress

OC190/19 – Wildflower Planting Trials – in progress

OC191/19 – Action Plan – Agenda Item 12th Feb 2020

OC192/19 – VE day clerk to report -CANCELLED

OC193/19 – Waste bin to be ordered in conjunction with March agenda item

OC200/19 – Confidential in progress

OC208/19 – Clean Earth Energy – Screening and Scoping Assessment

OC209/19 – Highways in the Parish – confirmed to Highways

OC214/19 – Little Lane footpath – Volunteer poster for 28th March cancelled sue to Covid 19

OC233/19 – Community Governance Review completed further submission

OC235/19 – Trewoon Bank cancelled due to Covid 19

OC236/19 – Action Plan in progress

OC238/19 – Climate Change Objectives Cllr Holman, Cllr Harrison and Cllr Wallis

OC239/19 – Digital Mapping Cllr Holman

OC240/19 – Parish Assembly Volunteer Award cancelled sue to Covid 19

OC241/19 – Trelowth Rd waste bin not actioned due to Covid 19



OC242/19 – Tour of Britain cancelled due to Covid 19
OC243/19 – Trewoon Development in progress

Footpaths during Covid 19

7 reports with concerns on heavy vegetation in parish footpaths and some where the signage has gone. 3 footpaths are accessed through part of gardens to residential properties.

CC Footpath Rangers were still contactable but working alternately. Report via CC website.

Footpaths and Bridleways have received the first cut including footpaths not on the schedule.

Rights of Way meeting to be arranged.

Allotments

No availability - 3 more enquiries for Trewoon

Resident complaint - felling of large tree branches on the allotment boundary and waste left at the entrance to the public footpath. Clerk resolved issue.

Resident concerns regarding an allotment garden not being cultivated and generally unkempt.

Cllr Mrs Padley and Clerk are visiting Trewoon allotments on Thursday 4th June 2020.

4 enquiries with 2 this week for allotments in Trelowth/Polgooth area. Clerk advised via email the council are looking to explore space for allotment gardens in Polgooth and Sticker and intend gauging the level of resident interest as per 11th March minute. Will update.

Playing Fields

Renewed signage on all entrances to playing fields with play equipment. Entrance gates are cable tied; however, youths and adults are still entering all play areas, in particular Sticker Activity despite government guidelines.

Verges

Cultivation of wildflower trial areas commenced 25/5. Contractor has watered 3 times during the hot weather.

Clerk met with contractors 3rd June 2020 to further discuss two areas on maps not located.

St Stephens Rd needs tractor and flail attendance.

Small area on entrance to Socotra Drive, Trewoon missed off CC maps. Rachel Tatlow from Highways has kindly agreed we can undertake the cutting and invoice separately.

Open space in Sticker, namely The Dog Field

Cllr Holman and the Clerk agreed to remove the stop post at the bottom of the footpath. This would give easier access for someone on a disability scooter. Resolved.

Verbal complaints received, including social media and clerk's observations of the increasing amount of dog faeces not being picked up despite 3 dog waste bins. This area is being used regularly by families who cannot currently enter the play areas.

General Maintenance

Residents' concerns over heavy vegetation behind Parish owned bus shelters on Truro Rd and at Trelowth. Contractor instructed to clear.

Quotation requested to repair post and rail fencing at the bottom of Polgooth Playing Field.

Quotation requested to repair post and fencing in Little Lane footpath, Sticker.



Weed control has been carried out by the parish contractor at Trelowth, St Mewan Lane and Polgooth.

The clerk requested at the meeting if a minor amount of strimming could be carried out on the nearside of the tarmac footpath between Glenleigh and the back of the Dog Field as it is very difficult to social distance 1 metre. Cllr Mrs Padley confirmed the parish council have never carried out any cutting, however it was agreed to strim and tidy on this occasion.

OC12/20 Parish Volunteers and Community Sector Re Covid 19

a) Chairman's update: -

The Chairman would like to pay tribute to Wendy the clerk during March and April with the challenges that they were both faced with on a daily basis. Cllr Harrison would like to second the thanks with members and for it to be recorded in the minutes.

The Chairman expressed his thanks to the three groups of volunteers in Sticker, Trewoon and Polgooth who have carried out an amazing job with various deliveries of food, goodwill prescriptions, newspapers items etc. The Chairman would like to acknowledge this, imminently, on behalf of the parish council. Wide range of discussion took place with varying ideas from members.

With a brief overview of the volunteer record sheets it is estimated over 700 deliveries have been carried out.

Cllr Jannaway expressed an enormous thanks for their personal support received whilst shielding

Cllr Holman expressed his thanks to Polgooth Village shop who are carrying out an awesome service.

The Chairman gives thanks to all the village shops and during his daily prescription runs at Glenleigh Park the residents are so grateful for the service being offered

Cllr Spencer A special thanks to the Polgooth postwoman 'Shaz' who delivers the mail in fancy dress. All the children have loved seeing her and she has put a lot of effort into lightning the mood in midst of this crisis.

Carl Ball from the Hewas Inn is continuing to deliver meals and prescription runs.

a) Clerk's update: -

All three groups are continuing to assist where needed despite some having gone back to work. Volunteers have built up a rapport with clients and contact direct.

Prescriptions are ongoing in all 3 villages.

Still a lack of time slots for Asda and Tesco deliveries – the elderly community like to have a plan for their shopping and do not wish to leave things to chance.

Volunteer Cornwall made contact to discuss the parish volunteer groups and any areas of concerns we may have. As prescriptions are ongoing, they could support if our volunteers are no longer available due to their personal circumstances, eg. returning to work. Delivery slots for Asda and Tesco are still difficult. VC have concerns of a second wave.

Volunteer Cornwall Co-Ordinator advised the clerk that requests have gone very quiet. St Mewan PC agreed in April with VC to assist directly with hospital discharges in allocating a volunteer for support if necessary. Central Community Centre at Sedgemoor have no new referrals.

The second parish leaflet drop was even more effective.

Volunteer Cornwall staff have been advised they cannot book any leave in October.

The clerk asked members if it would be appropriate to minute special thanks to:



Helen Nicholson, the Community Link Officer for keeping in touch with the parishes, not only by email with signposting information but with regular phone calls asking if there was any more support she could give the Parish.

Sandra Heyward from St Austell Town Council who assisted in providing contacts who were familiar with part of the St Mewan Parish area near to Gover for support. Arrangements were made for food parcels not required in St Mewan Parish to go to the Foodbank in St Austell.

The resident from Lanjeth who volunteered for the Trewoon Group and boosted the capacity to assist with requests direct from VC to our Parish for neighbouring parish support.

To all the wonderful volunteers and coordinators, I have been privileged to work with.

My chairman who has given me enormous support in not only volunteering himself on a daily basis delivering prescriptions, but to me personally as the clerk enabling an effective and cohesive team of volunteers throughout the parish with the ultimate goal of supporting the elderly and vulnerable in the parish. Thanks to all members for being contactable.

The clerk confirms Helen Nicholson has approved the Community Chest Grant.

Wide range of discussion with further expenditure agreed once items have been identified. To agenda

OC13/20 Finance

It was

RESOLVED to **APPROVE** the 3rd June 2020, pay schedule as presented and **AUTHORISE** payments for BACS transfer. Prop Cllr Kneller, sec Cllr Wallis.

The bank balances inc petty cash as at 31st May 2020 are **NOTED**.

Income: 24.00	Expenditure: 12740.50
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Wide range of discussion took place on youths gaining unauthorised entry daily to use the play equipment despite being against government guidelines. Sticker Skate Ramp in particular. All entrance gates are cable tied.

It was **AGREED** to email Devon and Cornwall Constabulary.

OC14/20 Emergency Scheme of Delegation (approved at the Extra Ordinary Council meeting on the 23rd March 2020)

Members received the ESD register to date and it was **NOTED**.

OC15/20 Calendar of Meetings

It was

RESOLVED to **APPROVE** Ordinary Council meetings via Zoom on the 2nd Wednesday of each month. Under the circumstances to schedule an additional meeting in August this year. To schedule Planning, Finance, Playing Fields and Rights of Way as necessary. Prop Cllr Kneller, sec Cllr Mrs Mitchell.

OC16/20 Correspondence received up to time of meeting (previously circulated and for information only)

Correspondence circulated

Emails: -

1. Weekly Planning & Decision Lists – 11/3 to 17/4
2. Rural Bulletin 17/3
3. Keep Britain Tidy – September
4. Cornwall Council Covid 19 update
5. Highways and Environment Covid 19 update
6. Volunteer Cornwall update
7. Came and Co – Covid 19
8. Volunteer Cornwall 5th – 20th March update



9. Rural Bulletin 24/3
 10. Hexaswater Action Group
 11. Volunteer Cornwall 25/3
 12. CC Helen Nicholson CLO – Support numbers
 13. Came and Co update
 14. Pear Technology
 15. CC Covid 19 update
 16. Countryside Alliance
 17. Cornwall Council update Covid 19
 18. Cornwall Stay Safe
 19. Complaint The Goffin – dog faeces
 20. CC Helen Nicholson – support
 21. Volunteer Cornwall 30/3
 22. Rural Bulletin 30/3
 23. CALC Advice Notes and Briefing Note Covid 19
 24. Rural Services Network
 25. CC Helen Nicholson – Support information
 26. CC Helen Nicholson – Support information
 27. CC – update Covid 19
 28. CC Voluntary Sector Covid 19
 29. Volunteer Cornwall update 3/4
 30. Volunteer Cornwall 6/4
 31. Rural Bulletin 7/4
 32. Volunteer Cornwall 8/4
 33. Consultation on Biodiversity
 34. CC Planning Protocol
 35. Environment Service – Public Footpaths info
 36. CALC Bulletins
 37. Cornwall AONB April newsletter
 38. CALC discounted prices for ZOOM
 39. CALC changes to Planning Service
 40. CC Helen Nicholson – Covid 19 Toolkit
 41. Volunteer Cornwall 9/4
 42. CC Covid 19 Public ROW and Coastal Paths
 43. CC – update on Covid 19
 44. Rural Bulletin 14/4
 45. Cornwall Air Ambulance
- 23rd April
46. Covid 19 Signage
- 24th April
47. CALC Covid 19 Information and Guidance
 48. Volunteer Cornwall
 49. Weekly Planning & Decision Lists 24/4
- 27th April
50. CC Helen Nicholson – Post office information for the elderly
- 28th April 28
51. Volunteer Cornwall info
 52. Rural Services Network 28/4
 53. Year End Internal Audit Report
- 1st May
54. Weekly Planning & Decision Lists
 55. Community Link Officer – Helen Nicholson update
 56. CC Town and Parish Council Covid 19 Update
- 11th May
57. Helen Nicholson – Community Support update
 58. Weekly Planning & Decision Lists 8/5
 59. Clerks May Magazine -download



12th May

- 60. CALC – Briefing Note 9
- 61. Volunteer Cornwall – update

13th May

- 62. South West Property Flood Resilience
- 63. The Rural Bulletin 12/5

14th May

- 64. Tour of Britain update

15th May

- 65. Weekly Planning and Decision Lists 15/5
- 66. Helen Nicholson – Community Support update

18th May

- 67. Cornwall Council Town & Parish Council Covid 19 Update
- 68. Cornwall Council Cornwall response to Covid 19

22nd May

- 69. CC Helen Nicholson Covid 19 Support Update
- 70. Weekly Planning & Decision Lists 22/5

28th May 28

- 71. Voluntary and Community Sector Covid 19 update
- 72. Volunteer Cornwall update 22/5
- 73. Cornwall Council's response to Coronavirus
- 74. CALC – Guide to Risk Assessment Covid 19
- 75. NALC – Covid 19
- 76. Cornwall Council Covid 19 Food Safety Business Recovery
- 77. Rural Bulletin 27/5
- 78. Cornwall Wildlife Trust
- 79. CC Maintaining the Community Infrastructure
- 80. Volunteer Cornwall update 29/5

29th May

- 81. Weekly Planning & Decision Lists

2nd June

- 82. Volunteer Cornwall update 1/6
- 83. Rural Bulletin 1/6

3rd June CALC VAT on Digital Services and Home Working Allowance

- 84. Flood risk research project

Letter

- 85. Resident complaint regarding Trewoon Allotments- Cllr Mrs Padley and Clerk to visit the Allotments and report back to council
- 86. Resident used clerk's email to post on Facebook re allotment interest

General Matters of Interest

- Cllr Mrs Tarbox – Due to increased speeding are there plans to re-instate the Community Speedwatch Group. The Chairman confirmed government guidelines currently do not allow this. Standing Agenda Item for reviewing the Neighbourhood Plan
- Cllr Mrs Ringrose – thanks to the delivery of prescriptions
- Cllr Holman – Zoom method is working well
- Cllr Spencer – Has walked the majority of parish footpaths and would like a paper map to be available for the public
- Cllr Wallis – Encouraged that the EU has budgeted a large amount of money for Environmental improvements.
- Cllr Mrs Mitchell – youths using the skate ramp on a daily basis
- Cllr Padley expressed thanks to all the volunteers
- Clerk – request Cllr Holman contacts Vision ICT

OC17/20 Items for agenda: 8th July 2020

Allotment interest in the Parish
Climate Emergency

There being no further business the Chairman closed the meeting at 20.26pm



Signed.....
Chairman of Full Council

Date.....

Full Council Members

- CLlr Kneller (Chairman)
- CLlr Mrs Tarbox (Vice-Chair)
- CLlr Harrison
- CLlr Spencer
- CLlr Holman
- CLlr Wallis
- CLlr Mrs Mitchell
- CLlr Jannaway
- CLlr Mrs Ringrose
- CLlr Mrs Padley
- CLlr Nicklin
- CLlr Passmore

