

MINUTES of St. Kew Parish Council Meeting held on Tuesday 11th May 2010 at 7.30 p.m. in St. Kew Parish Hall.

PRESENT:- Chairman J Rowe: Councillors R Godden, R Davey, J Godden, C Skewes, J Lethbridge, T Mott, J Parnell, B Gabriel and A Godden.

IN ATTENDANCE:- Mrs Emma Fowle, Parish Clerk, Mr and Mrs B Plater, Mrs J Gray, Cornwall Councillor Collin Brewer, Mrs J Mott, Mr W Garland, Mr & Mrs J Brown, Mr & Mrs Glynne-Jones

59. Chairman's announcements and apologies for absence.

The Chairman opened the meeting. **APOLOGIES** were received from Councillor T Wellington.

ADJOURNMENT

Cornwall Councillor Collin Brewer reported to the meeting that a planning application is imminent from Morrisons for a new supermarket in Wadebridge, on part of the current site of Wadebridge Town Football Club, to include a petrol garage and amendments to the road layout. He also reported that Cornwall Council were in receipt of two bids for the land to the rear of Higher Trenant Council offices in Wadebridge, one reportedly from a supermarket chain. There is as yet no more news on this however. He also reported that Cornwall Council have started to broadcast some council meetings live on the internet.

60. Election of a Chairman

The chairman handed the meeting over to the clerk, in order to receive nominations for the election of chair. On a proposal by Councillor J Godden and seconded by Councillor B Gabriel, it was **AGREED** that Councillor J Rowe continue as Chairman.

**61. Election of Officers
To appoint the following
Officers:-**

Vice Chairman

On a proposal by Councillor T Mott and seconded by Councillor J Parnell it was **AGREED** that Councillor R Godden continue as Vice Chairman.

Responsible Finance Officer

On a proposal by Councillor B Gabriel and seconded by Councillor R Davey it was **AGREED** that Councillor R Godden be re-appointed as Responsible Finance Officer.

Churchyard Liaison Officer

On a proposal by Councillor R Davey and seconded by Councillor J Parnell it was **AGREED** that Councillor J Godden be duly re-appointed as Churchyard Liaison Officer.

Tree Officer

On a proposal by Councillor R Godden and seconded by Councillor R Davey it was **AGREED** that Mrs. J. McGann be duly re-appointed as Tree Officer for the Parish.

Madam Nation Trust

On a proposal by Councillor R Godden and seconded by Councillor B Gabriel it was **AGREED** that Councillors R. Davey and J. Godden be duly re-appointed to Madam Nation Trust.

**To appoint members to the
following Committee**

Footpath Committee

On a proposal by Councillor B Gabriel and seconded by Councillor R Davey it was **AGREED** that Councillors R. Godden, A. Godden, T Mott and T Wellington be duly re-appointed to the Footpath Committee.

**To appoint Representatives to
the following Committees:-**

Parish Hall Committee

On a proposal by Councillor J Parnell and seconded by Councillor R

- Community Hall Committee
Parish Newsletter Committee
Playing Field Committee
- Davey it was **AGREED** that Councillor B Gabriel be appointed to the Parish Hall Committee.
Clerk to confirm with SLCC that this is not a prejudicial interest due to Councillor B Gabriel already sitting on the parish hall committee.
It was **AGREED** to hold this decision over to the next meeting.
No Member was appointed as the Committee have recently changed their meetings to daytime. This item left in abeyance at present.
On a proposal by Councillor J Godden and seconded by Councillor B Gabriel it was **AGREED** that Councillor J Parnell be appointed to the St. Kew Playing Field Committee
- 62. To consider and approve the Minutes of the previous Parish Council Meeting** On a proposal by Councillor T Mott and seconded by Councillor C Skewes the minutes of the previous meeting were agreed.
- 63. Matters Arising**
- Pg 3 Item 13: Signpost at St Kew:** This has now been repaired.
Clerk to write letter of thanks to Andy Bishop.
Pg 3 Item 13: Noticeboards: Clerk has received email from Gerald Blewitt offering to help maintain the noticeboards. Clerk to invite him to the next parish council meeting to discuss what needs doing.
Agenda to agree purchase of materials.
Pg 14: Item 50: Annual Audit: Councillor R Godden has received a letter from the audit commission confirming that the audit was satisfactory. On a proposal by B Gabriel and seconded by C Skewes it was agreed to submit the accounts. The chairman thanked Councillor R Godden for all his hard work.
Pg 16 Item 56: Garages behind Whitehall Estate: Clerk has spoken to Cornwall Council Planning Dept about this and they will investigate.
Pg 14 Item 51: Stile: Cllrs R Godden and T Wellington still to do this.
- 64. Correspondence**
- a) Letter from Mr B Plater regarding Allotments Project To be discussed under item 55
- b) CC – Allegation under the Code of Conduct ref: 063. No further action to be taken
- c) CC- CC – Consultation Arrangements update regarding planning
- d) Letter from Mr & Mrs Godfrey: Pre-planning application consultation After some discussion, it was agreed on a proposal by Councillor R Godden and seconded by T Mott that the clerk write to Mr & Mrs Godfrey and inform them that the parish council would support their application in principle, but subject to receiving full and acceptable plans. 7 in favour, 2 against.
- e) CC - Local Council Planning and Regeneration Service Protocol update
- f) Benbole Energy Farm – Public Consultation
- g) CC - Local Council Planning Training Programme – 2010/2011 Councillors interested in attending any of the sessions to let the clerk know.
- h) CC – Local Maintenance Partnership offer of grant 2010/2011 On a proposal by Councillor T Mott and seconded by Councillor J Godden, it was agreed to accept the offer of grant. Clerk passed to Councillor R Godden to return forms to Cornwall Council.
- i) Any other correspondence which the chairman considers appropriate

65. Planning and Decision Notices

2010/00395 Replacement of windows, replacement of flat roof with pitched roof, replacement of conservatory with sun roof and insertion of new window at The Firs, Chapel Amble for Mr and Mrs J Scott On a proposal by councillor R Davey and seconded by councillor A Godden it was agreed to recommend approval.

2010/00430 Change of main entrance, new flat roof veranda and extension at St Kew Harvest Farm Shop, St Kew Highway for Mr J Brown. The clerk read four letters of support. On a proposal by councillor T Mott and seconded by councillor J Lethbridge it was agreed to recommend APPROVAL. 8 in favour, one abstention.

2010/00473 Extension to agricultural building, formation of slurry pit and new access track at Land at Treburgett for WT Shute & Sons. The clerk read one letter of objection. On a proposal by councillor R Godden and seconded by councillor J Lethbridge it was agreed to recommend approval. & in favour, two abstentions.

2010/00496 Extension of time of 2007/00159 Demolition of fire damaged bungalow and erection of detached dwelling & garage at Seamoor, Pendoggett for Mr John Ganna. On a proposal by councillor C Skewes and seconded by councillor J Godden it was agreed to recommend approval. 8 in favour, one abstention.

Decision Notices

2010/00098 Extension to dwelling at The Barn House, St Kew for Mr & Mrs J Chancellor. Approved

2010/00149 Extension of time of 2005/00340 for erection of extension at Pandora, St Kew Highway for Mr Jackson. Approved.

2010/00136 Revised design to previously approved application 2009/01019 construction of detached garage and workshop at Tomphanny Farm, Tregellist for Mr A Masterson. Approved.

66. Schedule of monthly accounts

On a proposal by Councillor B Gabriel and seconded by Councillor C Skewes cheque number 000835 to a total amount of £153.20p was passed for signing.

67. Agree Opening of Footpath Cutting Tender Process for 2010/2011

On a proposal by Councillor J Godden and seconded by Councillor B Gabriel it was agreed to open the footpath cutting tender process. Clerk to put advert into the parish magazine, with tenders to be requested from and returned to Councillor R Godden.

68. Agree CiLCA Part 1&2 training for clerk

On a proposal by Councillor B Gabriel and seconded by Councillor R Davey, it was agreed that the clerk should attend CiLCA Part 1&2 training, at a cost of £249.00, to be paid for by the parish council. There may be a bursary available to cover part of this cost. On a proposal by Councillor J Godden and seconded by Councillor C Skewes it was also agreed that the clerk could join the Society of Local Council Clerks, at an annual subscription of £66.00, to be paid for by the parish council.

69. Bus shelter at St Kew Highway

Chairman J Rowe declared at interest in the opening of the tenders for the construction of a bus shelter at St Kew Highway, and handed the meeting over to Vice Chairman R Godden. Two prices were received from Michael Scott, for a bus shelter 10' x 8', as per the supplied drawing. 1) to face front and sides in stone - £6,200 2) to face front only in stone £5,890. Two prices were received from W.J Sweet, for a bus shelter 10' x 8', as per the supplied drawing. 1) to face front and sides in stone - £4,500 2) to face front only in stone £3,200. Two prices were received from Sandstone, for a bus shelter

10' x 8', as per the supplied drawing. 1) to face front and sides in stone - £5,160 2) to face front only in stone £4,196.

On a proposal by Councillor J Godden and seconded by Councillor J Parnell, it was agreed to accept the tender from W. J Sweet for a bus shelter 10' x 8', as per the supplied drawing, with the front only faced in stone - £3,200. Clerk to write to Mr Sweet and inform him, and also ask how long it might take and when a convenient time in his work schedule might be. Also to inform him that we will be looking into a grant and will be in contact with a start date when we have one. Clerk to write to unsuccessful tenderers as well. Councillor J Parnell has spoken to the owners of the property next to the proposed location of the bus shelter. They would like to request the rear of the shelter be hung in natural slate. Councillor R Godden informed the council that the council has enough money to pay for the bus shelter outright, and asked whether we should therefore go ahead and proceed with it now. It was agreed that the clerk would contact Cornwall Council first and find out how long the grant application process might take. The meeting was then handed back to Chairman J Rowe.

**70. Parish Plan update –
Allotments Committee**

Prior to discussion of these issues, the clerk circulated to all councillors a copy of the sections from the Standing Orders relating to committees and tenders. She also circulated the section on Committees from the Local Council Administration book. She informed the council that it was not a legal requirement for a council to have any terms of reference for a committee, but that the council did have to agree the remit of what any committee could and could not do, even if this was just to say that it could act as it wished and make whatever decisions it wished to make. The council could choose to amend the standing orders as per the tabled amendment, or have a terms of reference document for each committee, or a combination of both.

The clerk then read the letter from Mr & Mrs B Plater, offering to withdraw their offer of land for the use of the Parish Council Community Allotments.

Councillor B Gabriel began the discussion by going back through references to the allotments in the minutes of the last year. She commented that there was not a lot of information contained there, and was concerned about the lack of communication from the allotments committee and concerned about how decisions were being made. There was some discussion regarding this, and Councillor R Godden left the meeting. Councillor B Gabriel commented that she had not known explicitly up until that point that the offer of the land had come from Mr & Mrs Plater, and was concerned about this. Councillor T Mott stated that the council had been informed of this, and that it had not been recorded in the minutes. The Clerk responded that to her knowledge, no mention of it had been made at a council meeting, and asked all councillors to read the minutes each month and make any necessary corrections if any were needed. This was supported by several other councillors. Councillor T Mott and Mrs J Mott then left the meeting.

Councillor J Parnell commented that although it was to be acknowledged that mistakes had been made, the committee were to be commended for getting on with the job, and that we should all try and move forward now.

The meeting was then adjourned to let Mr Plater speak. He informed the council that if everything were to be put on hold for another month, he would rescind the offer of the land. The meeting was then reconvened.

Councillor J Godden proposed that the allotments committee be allowed to continue as previously, with terms of reference to be agreed at the next meeting. He read a statement of support for the work that the allotments committee had carried out, but stated he still believed that all major decisions should be brought back to the parish council. On a proposal by B Gabriel and seconded by J Parnell it was agreed to allow the allotments committee to continue as before for now, with all financial decisions and tenders to be brought back to main council, with special meetings to be called if timescales were tight. The Chairman will speak to Councillors T Mott and R Godden to see if they are willing to continue in their role as councillors and on the allotments committee.

71. **Agreement of Terms of Reference for Allotments Committee** This was adjourned to the next meeting.
72. **Discussion regarding amendment to Standing Orders governing committees** This was adjourned to the next meeting.
73. **Any other important matters** **Chairman J Rowe: Loss of play equipment at Whitehall Estate:** A see-saw has recently been removed from the play area due to Heath & Safety, despite it apparently recently passing safety tests. This will not be replaced. A notice was placed on the play area asking anyone interested in maintaining the play equipment to contact Cornwall Council. On a proposal by J Lethbridge and seconded by J Godden it was agreed that the clerk would write and find out more about this and ask why we were not informed directly.
Complaint re: Tree Cutting at Cador, St Kew Highway: Has received a complaint from Sue Joiner about this. Clerk informed the council that she had received a telephone call from the owners at Cador informing her that the works were going to take place, that Ian Davis, the Cornwall Council Tree Officer had been out to visit the site and that the works were in accordance to his recommendations and using his recommended contractors.
Councillor J Parnell: Parking opp. Red Lion, St Kew Highway: This has become a problem again – is there anything we can do? Clerk to write to the landlord and ask if they could encourage customers to park in the car park.
74. **Items for Your Parish** Planning & Decision Notices
Footpath Cutting Tender
75. **Register of Gifts and Hospitality for Councillors and staff** There were no items for the register of gifts and hospitality.

There being no other business, the meeting closed at 9:40pm