

St Breward Parish Council 2023/24

Minutes of the Council meeting for

Monday 5th June 2023 at 7pm

Held in St Breward Institute & War Memorial Hall

1) Parish Councillors Present: Veronica Stansfield, Fiona Camboropolous(until 20:07hrs), Stephen Nankivell, Patrick Lucas, Paul van der Ben, Denis Lusby, Darren Wills

Unitary Authority Councillor Present: Dominic Fairman

Clerk to the Parish Council: A Cornelius

Members of the Public Present: Dr Kirby Harris, Philip Crighton, Dawn Barratts

	Minutes	Action req'd/Person responsible
Public concerns and issues raised prior to start of the PC meeting	All present wished to present with regard to the village shop	
2) Apologies	David Poxon (unwell), David Cornelius (work)	
3) Declaration of members registerable, non-registerable and disclosable pecuniary interests (in accordance with Part 3, 5A & 5B Code of Conduct)	DW – item 11 re Village Shop provision due to closure of existing business owned by DW DL – item 11 re Village Shop as Vice Chair to Village Steering Group FC – item 11 re Village Shop as may have financial/personal interest in location of any proposed new facility	
4) Minutes of the meeting 2 nd May 2023	The PC approved the minutes of the meeting held on 2 nd May 2023. Proposed by VS , seconded by PvdB All in favour.	
5) Matters Arising	i) Adoption of Safeguarding Policy – on tonight’s agenda ii) DL had previously drafted the specification for Rylands Bus Shelter in order to receive quotes but no applicants came forward. Therefore the PC decided to host a project group and agreed to undertake some tidying up on Saturday 17 th June 2023. It was agreed that volunteers will be encouraged to contribute their time and effort. iii) Clerk advised that she is awaiting a price for the 20MPH signs iv) Clerk still has not heard from Community Heartbeat Trust re telephone box – will keep chasing v) Order for 1 multi- purpose litter bin and 2 x 90L grit bins completed and all installed. vi) Claylands Bus Shelter deeds – Clerk advised that this will be b/f to August meeting, vii) Elan City MVAS – complete unit has been delivered and received. Second unit yet to be installed. viii) DW has shared all data from MVAS No1. This requires analysis and is quite a lot to process. 2/5/23 12C) – DL contacting Mant Leisure re Play Area improvements required – unable to connect so far, will keep chasing. The Chairman brought item 11) forward at this stage of the meeting.	
6) Public Concerns & Comments	None	

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7) Planning matters & planning applications	<p>i) Decisions: PA23/02253 (Palmers) – approved , PA23/01334 (The Aviaries) – approved</p> <p>ii) Correspondence: PA22/10217 – PC replied within the 5 day deadline and agreed to disagree, Road closure – emergency water leak (SWW)</p>	
8) Police Report will be received	Bodmin & Wadebridge Neighbourhood Police Team Watch Office newsletter circulated.	
9) Updates from CALC	<p>CALC have distributed the training plan for the next 3 months.</p> <p>Monday 26th June – Being a good Chair – face to face training 26th June 7pm Liskeard Public Hall & Rooms.</p> <p>No one planning to attend.</p>	
10) Just Giving Table	Reported distributed from VS & CL to all Councillors. All reviewed and agreed to support continuing this project until precept/budget planning in November. Proposed DW, seconded PL – all in favour.	
11) Steering Group in response to closure of Village Shop	<p>Councillors Lusby & Wills left the meeting temporarily because of their declared interests. SN temporarily took position of Chair.</p> <p>Dr Kirby Harris & Dawn Barratt attended the PC meeting and gave a verbal detailed overview of the steering group, its membership and actions taken so far.</p> <p>The PC requested that the Steering Group provided an options appraisal for the provision of a new community shop, with costings, the analysis of the questionnaires and an anticipated timeline. The PC resolved to hold an extraordinary meeting on Tuesday 20th June 7pm to review a submission from the Steering Group. Proposed by SN, seconded by PvdB – all in favour.</p> <p>20:00hrs Meeting suspended to take a comfort break.</p> <p>Meeting resumed at 20:07hrs with Councillors Lusby & Wills in attendance.</p> <p>Dr Kirby Harris and Dawn Barratt left the meeting. Councillor Camboropolous left the meeting to attend another engagement.</p>	
12) Play Areas at Rylands	DL sent all weekly checks through to the Clerk via email prior to the meeting	
13) Village Seats, grit bins, bins & notice boards	<p>Notice board at Churchtown will be erected this Saturday. Clerk to notify Mrs Webb.</p> <p>VS gave resume of the notice board which incorporates map of the Parish. Quote is £2505 Proposed by VS, seconded by PvdB – all in favour.</p> <p>Replacement bench at Higher Lank – it was proposed by VS, seconded DW – to install a recycled bench – 3 in favour & 1 against. Costs will be brought to the next meeting.</p> <p>However, - all agreed to still try and get a granite bench for Colans Cross (Jubilee Memorial)</p>	06/06/23
14) Bus Shelters	Rylands Bus Shelter – phase 1 of overgrown weeds and shrubs complete. 2 nd phase to be determined. Clerk to discuss with Councillors next month.	

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15) Grass Cutting tender	Clerk to respond to 3 potential applicants and tender to be awarded in July meeting.	Complete 06/06/23
16) Application for shared prosperity fund – closing date 24 th July 2023	<p>Previous context noted: <i>Apportioned £360,000 for Bodmin/Wadebridge area (which St Breward is part of). Examples could include - Refurbishment of Halls & Community assets, footpaths (eg. FP 13), extension of GP services, refurbishment of toilets. Caveats – has to be delivered in next 2 years. Sarah Sims will be our Community Link Officer. Ask for money you need, bids that are match funded are often prioritised if Parish is making a contribution. DF will inform the Guides re the Guide Hut. Replacement signs for Holy Well, and Mine Hill area.</i></p> <p><i>DF has sent the document to Clerk for application.</i></p> <p><i>Clerk to contact Sarah Sims to help feasibility of a project involving the Leats etc – following the PC APM. All agreed to consider all schemes at next meeting and bring collective ideas so application could be completed.</i></p> <p>DL & VS were asked to discuss at inaugural meeting in Chy Tremain.</p>	
17) Footpaths	<ul style="list-style-type: none"> a) Emergency closure of footpath 26 due to decayed footbridge which has now been replaced by a new oak footbridge. b) Paul van der Ben gave a report of recent reviews of footpaths & advises that he will report via Cornwall Council website. Urban footways are in need of paring – which links to the grass cutting tender. c) FP5 – will report dangerous stile via the Council website. d) FP3 – chain on the bridge is tough to close – will report this. e) Report from VS - following an adhoc meeting with Chris Monk on Friday 2nd June (he saw my car outside the Memorial Hall so popped in for a cuppa), I can give the following updates: <ul style="list-style-type: none"> 1. The Footpath Signage Project may finally be getting off the ground , Mark Jewell (who took over from Debbie Ebsary) will be working with us on this. 2. Cornwall Council has approved the Diversion of FP2 at Candra 3. The decayed footbridge on FP26 (Penvorder Cottages down towards the Quarry Road) has been replaced with an oak footbridge 3. The work on flaying FP5 link 4, (down to to FP26) will be undertaken soon 4. The problem at the far end of Palmers on FP2 where it goes onto the Moor is ‘on the list’ to be resolved but not expected to be done anytime soon 5. The work on laying granite setts on the first part of FP6 (Mill lane at Row down to the road at Tordown has stalled. 	

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	<p>Cormac are purchasing the stone and would bring it to the site, they could lay on a team (man and shovel) to do the louching (hard work) but have no one available to actually lay the setts. Would the Parish Council be able to source and pay for someone to do the laying of the setts? if so, Cormac would need the person employed by us to lay the setts to give Cormac an estimate of how many hours they would need 'the man with shovel'. DL will discuss with Terry Pengelly to inform quote.</p> <p>Footpath Paring Contract 2023 Philip Hoskin has just about completed the first cut. He contacted VS about a broken wooden stile on FP2 at Palmers near the wooden footbridge. VS reported this.</p>	
18) Safeguarding Policy	DL presented the updated Safeguarding policy – the PC resolved to adopt this policy, and PL was proposed to be the Parish Council Lead - proposed by DW, seconded by VS – all in favour.	
19) Public Conveniences	No reported problems	
20) The PC will note all reports made to Cornwall Council in the past month and update on progress	<ul style="list-style-type: none"> a) W232042322 – near Carwen – cattlegrid full of mud & debris has been reported b) Update re Allensford was received 	
21) Reports will be received by Unitary Councillor Fairman and/or the members of the Parish Council	<ul style="list-style-type: none"> a) DF – advised that £200,000 for a feasibility study of extending the Camel Trail into Camelford from St Breward will consider resurrecting this from the shared prosperity fund. b) SN described a stone below Pendavy's entrance which needs to be removed. VS will photograph and report to CC. c) PL advised that Camelford Leisure Centre will be a warmth community hub and funding has been granted from Cornwall Council. Info to follow. d) PvdB – FP 13 – concerns around hedge near school. Photo will follow. e) Defib has been checked by DL – and is working. 	
22) Financial Matters	<p>The PC noted that the current account has £259.02 on 5.6. 2023 The PC noted that the savings account has £33377.83 on 5.6.2023 The PC reviewed all payments, BACS payments and inter account transfers and all actions supported. Proposed by SN , seconded DW – all in favour of £1200 transfer. The PC noted the following: The Carnival Association have donated £150 to the Play Areas.</p>	

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	<p>Payments in June 2023: PAYE: £135.20 Cleaner: £300 Clerk: £541.20 Clerk using home as an office: £250 V Stansfield (Just Giving Table) £28.14 Payroo: £6 Internal Auditor Sam Roy: £60</p> <p>a) Clerk updated re British Gas fixed tariff negotiation - The Clerk has negotiated the new rate/tariff for electricity with British Gas moving forward for another year Starting on 3rd May 2023 for a 3 year duration until 31st May 2026 (legally binding verbal contract) agreed. Standing charge will be £58.66p/day & Unit charge will be 35.45 p/k/wh. This contract can only be altered if closing or relocating the facility.</p> <p>b) The PC noted the 2022/23 section 137 rate is £8.82 per elector.</p> <p>c) The PC received and approved the bank reconciliation for 22/23 and noted its publication on the website</p> <p>d) The PC discussed the process for risk reviews in 2023</p> <p>e) The PC reviewed and updated its system of internal control</p> <p>f) The PC received and considered the internal audit report, noting there were no actions.</p> <p>g) The PC reviewed & completed the Annual Governance and Accountability Return</p> <p>h) The PC confirmed the notice of public rights and publication of unaudited annual governance and accountability return and Sections 1 &2 of the approved AGAR period require by Regulation 15(2), Accounts and Audit Regulations – on the PC notice board and website before 1st July 2023.</p> <p>i) PWLB Audit Statement for 31 March 2023 & outstanding balance was received and noted.</p> <p>j) The PC reviewed & noted the draft paper re earmarked and general reserves.</p>	
23) Correspondence	<p>a) Landmark Tree offer - proceed</p> <p>b) Leat project plan – Sarah Sims & Oliver Jones – linking with Simon Deverill to show water course & its tributaries & who it affects. Still waiting for this.</p> <p>c) Peninsula Transport : RI53 published (motorways/A roads)</p> <p>d) NHW request for information on shop closure</p> <p>e) Off street parking order outcome</p> <p>f) St Breward PO correspondence from Royal Mail/Post office Ltd</p>	
24) Forthcoming	a) Bodmin, Wadebridge, Padstow, St Teath, Tintagel Inaugural meeting community area partnership – 21 st	

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Training/Meetings/seminars	June 2023 Chy Trevail Bodmin 530 – 7 30 pm. DL & VS will attend.	
25) Items for discussion at next meeting	Update re Steering Group for village shop General & earmarked reserves update	
26) Date & time of next meeting	20 th June at 7pm – extraordinary meeting focusing on one item only – the Village Shop proposal & presentation from Village Steering Group. The PC agreed to hold the next meeting on Monday 3 rd July 2023 at 7pm Meeting closed at 21:40hrs	