

St Breward Parish Council 2020

Minutes of the Council meeting for

Monday 13th July 2020

Held via Zoom as a remote meeting at 7pm, because of COVID19 legislation

Parish Councillors Present: Denis Lusby, David Poxon, Veronica Stansfield, David Cornelius, Joe Kay

Unitary Authority Councillor Present: D Fairman

Clerk to the Parish Council: A Cornelius

Members of the Public Present: None

Guest: Julia Lansdowne (Senior Affordable Housing Officer)

	Minutes	Action req'd/Person responsible
Public concerns and issues raised prior to start of the PC meeting	None	
2) Apologies	Darren Wills, Patrick Lucas (both working)	
3) Declaration of members registerable, non-registerable and disclosable pecuniary interests (in accordance with Part 3, 5A & 5B Code of Conduct)	None	
4) Minutes of the meeting 4 th May 2020	<p>The PC approved the minutes of the meeting held on 4th May 2020. Proposed by VS seconded by DP . All in favour.</p> <p>The Chairman welcomed all participants via Zoom meeting in view of the current COVID pandemic, and noted that the meeting had originally planned for 7th July, but was changed to 13th July and displayed via usual communications.</p>	
5) Matters Arising	<p>Actions reviewed and prioritised in view of COVID 19:</p> <ol style="list-style-type: none"> 1) On Hold – work with owners of Wenford Pottery regarding commemorating Michael Cardew 2) DCC to review Footpath 13 – reviewed and works complete after fallen tree 3) Clerk to email T McGrath about S106 monies for Rylands Play Area – to do 4) Noticeboard replacement plan – on hold 5) Rylands Bus Shelter structural survey undertaken – Clerk informed Tina McGrath & Rob Waters – ongoing project – Clerk to check in with Tina McGrath 6) New dog fouling poster – update received from VS/DP. DP has location plan in place. 7) 20mph signs – plan in place with Ben F – again will display once lockdown restrictions are lifted. <p>Matters arising from Minutes 4th May 2020</p> <ol style="list-style-type: none"> 8) DF update re rotten gate post entering moor after Football Club entrance – complete. 9) Thanks sent to Jane Hanscomb as requested 	

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6) Public Concerns & Comments	None									
7) Planning matters & planning applications	<p>7A) Planning Applications:</p> <p>a) All planning applications and decision notices received from 5th May – 4th July 2020 were reviewed and confirmed by the Parish Council</p> <p>b) PA20/04484 Penvorder St Breward Listed building consent for roof repairs Mr G Munday- the PC supports this application. Proposed by JK, seconded by VS – all in favour.</p> <p>c) PA20/04086 Rough Ground St Breward House Conversion of single storey stone barn to form 1 bed holiday let accommodation and restoration of derelict stone dwelling & associated works Mr D Galvin (Veronica requested planning documents from Case Officer on 9th July) The PC does not support this application as there is insufficient information with the application for the Council to make a decision. Proposed by VS, seconded by DP – all in favour.</p> <p>d) PA20/05024 3 Mount Pleasant St Breward 2 storey extension with porch and raised decking area Ms Dangar & Mr Twentyman – the Parish Council does not support this application due to overdevelopment of a small Cornish cottage site. Proposed by JK, seconded by DP – all in favour.</p> <p>e) This application was received by the PC the day after the agenda was published. However, the PC agreed to consider this application at tonight’s meeting: PA20/04806 Higher Butterstor House The restoration of Higher Butterstor House to create an occasional camping barn for private use only. The PC supports this application. Proposed by JK, seconded by DC.</p> <p>The PC reviewed the Planning Action Tracker and noted no additional actions were required.</p> <p>7B) Planning Decisions: will be received</p> <table border="0"> <tr> <td>PA19/09203 (Tor Down Quarry) – approved</td> <td>PA20/03013 (Osbourne House) – approved</td> </tr> <tr> <td>PA20/03987 (The Stables TPO) – approved</td> <td>PA19/10335 (Land S of Tremorcoombe) - approved</td> </tr> <tr> <td>PA20/01419 (Riverside) – approved</td> <td>PA20/02775 Scoping Opinion Decision (Delank Quarry)</td> </tr> <tr> <td>PA20/02760 (Case Hill) – approved</td> <td></td> </tr> </table> <p>i) No new decisions made in report dated 10th July 2020</p> <p>7C) Other correspondence: will be received</p> <p>i) Briefing note – Government’s Business & Planning Bill – draft Planning Guidance and new permitted development rights (previously circulated to Councillors)</p>	PA19/09203 (Tor Down Quarry) – approved	PA20/03013 (Osbourne House) – approved	PA20/03987 (The Stables TPO) – approved	PA19/10335 (Land S of Tremorcoombe) - approved	PA20/01419 (Riverside) – approved	PA20/02775 Scoping Opinion Decision (Delank Quarry)	PA20/02760 (Case Hill) – approved		
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	 <p>Item 8c July meeting - Briefing Note Busine</p> <p>ii) Housing Needs Survey Update: Julia Lansdowne (Senior Affordable Planning Officer) joined the meeting and gave an update. A test link will be sent to the PC and a draft survey forwarded for the Housing Working Party to consider. Think about does it cover everything needed? Think about when you want the 6 week consultation period to start/end. Allow 2 weeks for Julia to undertake analysis and draft a report to the PC. When everyone is happy the PC will post on the website. DF added that CLT have secured match funding for this scheme. 19:40hrs Julia left the Zoom meeting.</p>	JL
8) Not listed in agenda - error		
9) Police Report from A Currie	Report from Andy Currie: There have been only two crimes recorded for May and June (1 domestic related incident and the second is in relation to a COVID-19 fixed penalty notice issued).	
10) Play Area at Rylands	The PC were advised that VS and PL undertook a risk assessment of the Play Area, following VS's attendance at CALC training session on the subject. A report was presented and the play area guidance reviewed. The PC resolved to re-open the Play Area at Rylands once notices were displayed. Proposed by DP, seconded by VS – all in favour. It was agreed to amend the weekly inspection to include that the displayed notices are in place, legible and secure. It was agreed to disable the speaking tube with tape.	VS VS/DP
11) Not listed in agenda – error		
12) Footpaths	Chris Monk has advised that FP13 gate will be addressed in next couple of weeks. Duck Street works on still on the schedule to be addressed. The FP which goes through the farmyard at Higher Penquite is still subject to a number of complaints from the public, as the dogs cause concern to walkers. This is being addressed by the Public Protection Unit.	
13) Public Conveniences	DL presented a risk assessment and plan for the reopening of the public conveniences. It was agreed that the Clerk have conversation with cleaner on this matter before they are reopened.	
14) Reports made to Cornwall Council in the past month and update on progress	No reports made.	
15) Letter received from Parishioner with regards to dog fouling	A letter was received from a Parishioner about dog fouling. The PC reviewed its content in detail. The PC already had a plan to address this matter and recapped on this at the meeting: a) Display new signs (DP) b) Communicate risks of dog fouling to public (VS – Parish Magazine July issue)	DP VS AC

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	<p>c) The Clerk was asked to reply to the Parishioner, and advised that the Parish Council do not have any more resources to pursue dog fouling/enforcement of fines with owners.</p>	
16) Financial Matters	<p>In view of plan to review arrangements - the PC resolved to revert to normal payment arrangements to Clerk & Cleaner. Proposed by JK , seconded by VS. All in favour.</p> <p>a) All payments made via internet banking since 4th May 2020 were reviewed.</p> <p>b) The PC noted the 2020/21 Section 137 rate is: £8.32 per elector and received its fixed asset register, removing the printer which was disposed of in April 2020.</p> <p>c) The PC received and reviewed the bank reconciliation for 2019/20 and agreed its publication on the PC website page – parishcouncil@stbreward.net</p> <p> 1920 Final Year End Bank Reconciliation.xl</p> <p>d) The PC reviewed its risk register, and will undertake to update this in line with social distancing guidance in due course.</p> <p>e) The PC reviewed its system and statement of internal control, modifying to reflect new COVID arrangements and Chairman signed them, in line with previously adopted Scheme of Delegation.</p> <p>  Statement of Internal Control MarcDelegation March 202</p> <p>f) The PC received and considered the Internal Audit Report from S Roy on 12th July 2020</p> <p> Internal Auditor Report 2020 12th July</p> <p>g) The PC reviewed and completed the Annual Governance and Accountability Return – noting that because it's expenditure was greater than £25,000 in year – this qualified for a Basic Review Part 3 return. This was signed by the Chairman during the meeting and agreed that the Clerk will sign prior to posting.</p> <p>h) The PC requested that the Clerk complete the document and send to External Auditor with relevant supporting information as requested, including the explanation of any variances</p> <p>i) The PC noted that following the announcement from the Secretary of State on 16th March intention to extend the statutory audit deadlines for 2019/20 in The Accounts and Audit (Coronavirus)(Amendment) Regulations</p>	

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	<p>2020. Local authorities are now required to commence the public inspection period on or before the first working day in September 2020 NOT first 10 working days of June (Category 1 authorities)/July (Category 2 authorities).</p> <p>The Clerk presented the Bank Reconciliation for Quarter 1 April 2020 – June 2020, which was accepted and approved by the PC.</p>  <p>Bank Reconciliation Quarter 1 Apr-June 2</p> <p>A letter requesting a donation to help support the associated running costs St Breward Guides & Brownies was received. Particular COVID impact upon normal activities was explained. DL proposed £250 to be given under Section 137 power. Seconded by JK – all in favour.</p> <p>A letter (dated 8th June) summarising annual Churchyard income & expenditure for 2019/20 was presented to the Council from J Hooper, Churchwarden. It was agreed to transfer usual £1000 grant as per planned for in PC annual budget/precept.</p> <p>Mr Hooper also asked PC to review the sign at Mine Hill which was placed about 20 years ago with an account of the Mine's history. It is in need of renewal and provides information to locals and visitors. The PC agreed to explore replacement costs.</p> <p>Approval for all payments and financial matters, proposed by JK, seconded by VS - all in favour.</p> <p>Noted that the current account has £261.05 and savings account has £7490.13.</p>	<p>AC</p> <p>VS/AC</p>
<p>17) Reports will be received from Clerk, Councillors, Volunteers who are responsible for a portfolio</p>	<p>a) Community Network meeting feedback held via Zoom on 23rd June 2020 was received from DL & VS Reflections led to a focus upon having a network wide emergency plan in view of the recent local response. DL & VS will be part of this.</p> <p>b) DL requested that each Councillor provide reflections and feedback of what worked well – to inform this plan.</p> <p>b) DF advised that there will be the Network Annual meeting soon, and DL has been asked to Chair this for the rest of the year. DL happy to do so.</p> <p>c) DC praised CC for the recent work undertaken on Delphy Bridge railings.</p> <p>d) VS asked DF if there was any update on Industrial Units at Chyryn Drive. DF to investigate.</p> <p>e) DF reminded the PC to pursue the grant from CC for the bus shelter. Clerk to sort.</p> <p>f) JK asked if there had been any progression with regard to installing a cattlegrid near the school entrance. DF & SN to advise. DF suggested that the installation of a cattlegrid costs approx. £20k. The Countryside Stewardship Agreement is subject to renewal – may be this could be factored in.</p>	

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18) Correspondence the PC will view or discuss specific items of correspondence received via email or post	a) CALC guidance regarding need to continue remote PC meetings b) CALC – ACRE guidance for halls and community centres c) Neighbourhood Policing Newsletter d) Citizens advice newsletter e) CC COVID 19 briefing for Community Networks f) Town & Parish Council Highways & Environment update g) Drug Alert Briefing on 22 nd June 2020	
19) Forthcoming Training/Meetings/seminars	a) free virtual incident report card training for tackling environmental crime 9 th July 10-11am. No volunteers b) Camelford Network meeting – 28 th July – DL & VS	
20) To agree matters for the next meeting	Village cattlegrid Housing Needs Survey Update	
21) Date & time of next meeting	Tuesday 1 st September 2020 at 7pm via Zoom, the meeting ended at 21:03hrs.	