

**Minutes of the Meeting of South Hill Parish Council held in the Parish Hall, Golberdon on Tuesday, 20<sup>th</sup> November 2018 at 7.30pm.**

Item No.		Action by
1	<p><b>Councillors present.</b> Cllrs. D Skelton (Chairman), D Smith (Vice Chairman), A Budd, Mrs W Trewin, D Hicks, T Brewer, D Brent, Mrs L Moir.</p> <p><b>Also attending:</b> Mrs J Hoskin (Parish Clerk)</p>	
2	<p><b>Public Session (maximum 30 minutes) – meeting then closes to the public.</b> There were no members of the public present. No matters reported.</p>	
3	<p><b>Apologies for absence</b> were received from Cllrs. J Gale, N Easton and Cllr. S Daw (Cornwall Council).</p>	
4	<p><b>Members Declarations on Interest on items on the Agenda.</b> Cllr D Skelton declared an interest on any discussion held on enforcement matters that related to land adjacent to his property.</p>	
5	<p><b>Minutes - to approve the Minutes of the Meeting held on the 16<sup>th</sup> October 2018.</b> The Minutes of the Meeting held on the 16<sup>th</sup> October 2018 were approved and signed by the Chairman, proposed Cllr D Smith, seconded Cllr T Brewer and unanimously agreed.</p>	
6	<p><b>Minutes – to approve the Minutes of the Extraordinary Meeting held on 1<sup>st</sup> November 2018.</b> The Minutes of the Extraordinary Meeting held on the 1<sup>st</sup> November 2018 were approved and signed by the Chairman, proposed Cllr D Smith, seconded by Cllr L Moir and unanimously agreed.</p>	
7	<p><b>Matters Arising except matters listed below.</b></p> <p><b>Meeting 16<sup>th</sup> October 2018 – Item 13g) Renewal of agreement with Callington Colts.</b> Copies of the agreement had been signed by both parties.</p> <p><b>Meeting 1<sup>st</sup> November 2018 –</b> There were no matter arising from these minutes.</p>	
8	<p><b>Planning Applications / Planning Matters to include applications received between the publication of the agenda and the meeting.</b> There were no applications presented for consideration at this meeting.</p> <p><b>b) Update on Planning Enforcement cases and decide what to do next to address these matters.</b> The Chairman addressed the response from Cornwall Council in relation to enforcement matters, in particular the case at the Trevigro site. A response from CALC was read by the Chairman. At this point of the meeting it was confirmed that CALC was part funded by Cornwall Council. It was felt that Parish Council should be kept informed of enforcement and other matters without having to chase Cornwall Council for an update. The Chairman confirmed that parish Council needed to be the complainant if they wished this to happen and stated that the four existing enforcement cases were</p>	

	<p>all at Stage 4 of the enforcement process. These were sites at Trevigro, Pine Ridge, Kerney Cottage and a new entrance at Manaton. A site at the Old School House had been reported, but was currently not on the system. It was felt that a letter be sent requesting the councils intention on these cases, and the Clerk suggested that a meeting is held with the planning enforcement officer.</p> <p>It was agreed that parishioners be kept informed of enforcement cases on the Parish Council website and made aware of the enforcement process. Cllr D Smith will draft a document.</p> <p>Councillors went on to discuss the specific case of Pine Ridge and the Chairman handed the chair to Cllr D Smith (Vice Chairman) for this matter. Cllr D Smith reported on the correspondence sent by the enforcement team stating that enforcement action could not be taken now because no action was taken as part of the previous enforcement case, because too much time had elapsed since caravans first appeared on the site. However, there is clear evidence provided with planning applications at this site which contradict this statement. Cllr D Smith will provide details for a letter to be sent to the enforcement team.</p> <p><b>c) CC Housing Supplementary Planning Document</b> – The Clerk notified Councillors of this document that could be viewed on the Cornwall Council website – reference PA18/00003/SPD.</p>	<p>DSm</p> <p>DSm</p>															
<p>9</p>	<p><b>Accounts / Financial Matters – to approve presented for payment.</b> The Council approved the payments presented, proposed Cllr D Hicks, seconded Cllr Mrs W Trewin and unanimously agreed.</p> <table border="1" data-bbox="300 1048 1265 1238"> <tr> <td>Ch 948</td> <td>J Hoskin – Clerks payment</td> <td>£172.36</td> </tr> <tr> <td>Ch 949</td> <td>HMRC</td> <td>£ 37.59</td> </tr> <tr> <td>Ch 950</td> <td>M Pethick – Hedge trimming</td> <td>£ 96.00</td> </tr> <tr> <td>Ch 951</td> <td>South West Water – water for field troughs</td> <td>£ 27.76</td> </tr> <tr> <td>Ch 952</td> <td>A Budd – reimbursement of costs for playing field</td> <td>£ 18.36</td> </tr> </table> <p>It was noted that the Horticultural Show received and cashed two cheques in the 2017/2018 year as they requested a replacement cheque for the original that had been mislaid. This was found and then banked. Councillors agreed that no payment be made in this financial year.</p>	Ch 948	J Hoskin – Clerks payment	£172.36	Ch 949	HMRC	£ 37.59	Ch 950	M Pethick – Hedge trimming	£ 96.00	Ch 951	South West Water – water for field troughs	£ 27.76	Ch 952	A Budd – reimbursement of costs for playing field	£ 18.36	
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<p>10</p>	<p><b>Budget for the 2019/2020 financial year.</b> The first draft of the 2019/2020 budget was presented by the Clerk along with the account for the current financial year up to October 2018. Further adjustments were made to the budget and it was agreed this be re-presented at the next meeting and the precept for 2019/2020 be decided.</p> <p>It was agreed that the costs for the new picnic tables and three previous benches be transferred from the solar farm money (account) back to the general Parish Council fund.</p>	<p>Clerk</p> <p>Clerk</p>															
<p>11</p>	<p><b>Cornwall Council update – Cllr Sharon Daw.</b> Cllr Daw had been unable to attend the meeting. No report received.</p>																

12	<p><b>Parish Hall – update form the Project Manager on the grant funded work.</b> The Hall Committee met on the 19<sup>th</sup> November 2018 that was attended by the Project Manager. A decision was made to install a pine floor with extra insulation underneath the floor and stage area.</p> <p>Costs were being obtained for wall insulation and to insulate the roof are over the committee room.</p> <p>A recommendation had been made that the heating system be a Ground Source Heat Pump system with radiators.</p> <p>Work to replace the kitchen may be delayed, depending on funding available.</p>	
13	<p><b>Highway Matters – to report highways matters requiring attention.</b></p> <ul style="list-style-type: none"> <li>○ The surface of Lansugle Lane was now in a very poor condition.</li> <li>○ Cllr T Brewer felt that Cormac had done an excellent job in cleaning the road gullies although Cllr Hicks felt some drains needed further cleaning through the hedge into the adjacent field. This was recognised but confirmed by the Chairman that Cormac could not enter onto private land with consent from the owner / tenant.</li> <li>○ It was reported that the parish of Linkinhorne had recently obtained aluminium signs and the Clerk will enquire if these needed to be funded by the Parish Council. Cllr L Moir stated the sign at Maders needed to be repaired.</li> </ul>	Clerk
14	<p><b>Recreation Field – to report on the maintenance work / inspection reports for the play area.</b></p> <p><b>a) To identify any work required from inspection report and authorise repairs, if needed.</b> Cllr T Brewer gave a report on recent inspections highlighting there were no safety issues that needed attention, but stated that the hedge trimming had not been completed and the grass was not being cut around the base of the play equipment items and fence posts. Cllr A Budd had spoken to the contractor.</p> <p><b>b) Tree safety – report from arborologist, if available.</b> The Chairman reported that three arborists had been contacted to look at the trees, identify the work required and submit a cost. A further contractor will be invited to look at the trees.</p> <p><b>c) To approve the final version of the contracts to be advertised (mowing and maintenance)</b> The final version of the contracts was approved and the work will be advertised in the South Hill Connection and on the Parish Council website. Cllr D Hicks will ask the contractor to trim the boundary hedge.</p> <p><b>d) Grass Cutting.</b> Owing to the recent growing season the Council authorised Cllr A Budd to make the decision as to whether or not an additional cut in was required in November.</p>	DSk  DH  AB
15	<p><b>Allotments – to consider and select applicants for two vacant plots. Update on plots not being maintained correctly.</b></p> <p>The Chairman reported that another allotment holder was thinking to relinquish their tenancy on two plots. The vacancies will be advertised on the website. The chickens on the site were to be rehomed and the problems with rats was being addressed.</p>	DSm / Clerk

16	<p><b>Footpaths – update on work, if available.</b> The Council decided that work on the public rights of way will be carried out at the Council's instruction rather than present a contract that could not be fully monitored.</p> <p>Cllr A Budd had written the Risk Assessment and submitted this to Cornwall Council. New way marker discs and posts were needed. The Clerk had obtained the name of a company who supplied way marker discs should Cornwall Council be unable to supply them.</p>	
17	<p><b>Caradon Community Network – to confirm the date of the next meeting.</b></p> <p>The date of the next meeting was confirmed – 29<sup>th</sup> November 2018 at 6.30pm.</p>	
18	<p><b>Correspondence / reports to be tabled by the Clerk.</b></p> <ul style="list-style-type: none"> <li>○ St Sampsons Church – Use it or Lose it campaign and notification of a public meeting being held on the 26<sup>th</sup> November 2018.</li> </ul>	
19	<p><b>Parish Matters / Any other Business and items for the next meeting.</b></p> <ul style="list-style-type: none"> <li>a) <b>Update from Clerk on the empty property at Moorland View, Golberdon.</b> The Clerk was pursuing Cornwall Housing to make a decision on what was happening with this property.</li> <li>b) <b>Card for Marina Herbert</b> – It was agreed that a card be brought to the next meeting for Councillors.</li> <li>c) <b>War Memorial</b> – Volunteers were thanked for tidying and planting the area around the war memorial.</li> </ul>	Clerk WT
20	<p><b>Date of next Meeting.</b> Tuesday, 18<sup>th</sup> December 2018.</p>	
21	<p><b>To close the Meeting.</b> There being no further business the meeting closed at 9.39pm.</p>	
22	<p><b>Closed Session – to discuss the renewal of the Clerks contract of employment with amended contracted hours.</b> No closed session. The Chairman proposed that the Clerks contract of employment be completed by a sub-committee, similar to the process used to recruit the clerk, comprising of the current Chairman, Vice Chairman and Cllrs. N Easton, and J Gale. This was unanimously agreed.</p>	

Dated: 18<sup>th</sup> December 2018

Signed.