

**Minutes of the Meeting of South Hill Parish Council held in the Parish Hall, Golberdon on Tuesday, 19<sup>th</sup> March 2019 at 7.30pm.**

Item No.		Action by
1	<p><b>Councillors present.</b> Cllrs. D Skelton (Chairman) T Brewer, D Hicks, Mrs W Trewin, D Brent, J Gale, N Easton, A Budd.</p> <p><b>Also attending.</b> Mrs J Hoskin (Parish Clerk) Cllr J Flashman (Cornwall Council).</p>	
2	<p><b>Public Session.</b> There were no members of the public present.</p>	
3	<p><b>Apologies for absence</b> were received from Cllrs. D Smith (Vice Chairman), Mrs L Moir.</p>	
4	<p><b>Members Declarations of Interest.</b> None declared at this stage of the meeting.</p>	
5	<p><b>Minutes – to approve the Minutes of the Meeting held on the 19<sup>th</sup> February 2019.</b> The Minutes of the Meeting held on the 19<sup>th</sup> February 2019 were approved and signed by the Chairman following amendments to Item 5 (typo error on the work approve/d), Item 10 (second paragraph) the words “in the region of “ were deleted and (second paragraph, last sentence) to replace the work “ran” with “will run”. Proposed Cllr T Brewer, seconded by Cllr J Gale and unanimously agreed.</p> <p>It was also agreed that the costings discussed be added to the minutes as an appendix.</p>	Clerk
6	<p><b>Matters Arising.</b></p> <p><b>Item 10</b> Parish Hall – Cllr N Easton stated that a loan agreement with terms and conditions needed to be put in place for the money being paid to fund shortfall for the hall refurbishment work and provided from the Parish Council solar farm community fund account.</p> <p>The Clerk will seek information from CALC on an agreement document.</p> <p><b>Item 17</b> Callington Public Toilets – The clerk read the response from Callington Town Council as to why the public toilets were closed on Christmas Eve and their plans for the 2019 festive season.</p>	Clerk
7	<p><b>Planning Applications.</b></p> <ul style="list-style-type: none"> <li>a) No applications received at the date of this agenda.</li> <li>b) Update of planning enforcement cases, if available. Nothing to report.</li> <li>c) Report from Chairman on the recent Cornwall Council Planning Conference. The Chairman reported on the seminar attended on the 28<sup>th</sup> February 2019 at Liskeard Town Hall highlighting the subject and the “infill and rounding off” policies.</li> <li>d) Cornwall Council Meet the Planners seminar on 27<sup>th</sup> March 2019 at Liskeard Town Hall. The Chairman, along with Cllrs. J Gale, D Hicks and A Budd (if available).</li> </ul>	

	<b>e) Field at Trevigro</b> - The Clerk had received a letter from Mrs Darby regarding antisocial behaviour on her site at Trevigro. This was noted.							
	At this point of the meeting the Chairman brought Agenda Item 10 forward for discussion. (Recorded in number order for the minutes).							
<b>8</b>	<p><b>Accounts / Financial Matters.</b></p> <p>a) <b>To approve the accounts presented for payment.</b> The Council approved the payment of accounts as presented, proposed Cllr D Hicks, seconded Cllr D Brent and unanimously agreed.</p> <table border="0"> <tr> <td>BACS Mrs J Hoskin – clerks payment</td> <td>= £ 160.36</td> </tr> <tr> <td>Ch 959 HMRC</td> <td>= £ 37.59</td> </tr> <tr> <td>BACS Mrs E Moir – materials for GSHP base</td> <td>= £ 98.00</td> </tr> </table> <p>b) It was proposed by Cllr N Easton, seconded by Cllr D Skelton and agreed that the bank accounts balances be presented at each meeting.</p> <p>c) It was proposed by Cllr D Hicks, seconded by Cllr Mrs W Trewin and agreed the third bank account, not used and with an ongoing balance of £169.00 be closed and the money transferred into the Recreation field (solar farm account).</p> <p>d) Arrangements will be made to add the Chairman to the online banking system.</p>	BACS Mrs J Hoskin – clerks payment	= £ 160.36	Ch 959 HMRC	= £ 37.59	BACS Mrs E Moir – materials for GSHP base	= £ 98.00	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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BACS Mrs E Moir – materials for GSHP base	= £ 98.00							
<b>9</b>	<b>Cornwall Council update – Cllr Sharon Daw.</b> Cllr S Daw was unable to attend the meeting so Cllr J Flashman was available to answer any questions in relation to Cornwall Council and feedback any matters reported.							
<b>10</b>	<p><b>Parish Hall. – update on refurbishment works and to confirm the dates when the hall will be closed. Also reported under Item 6 of this meeting.</b></p> <p>It was confirmed that both the SITA and Big Lottery grants had been secured and the Parish Council were facilitating the SITA funding on behalf of the Hall Committee. Cllr S Daw had also donated £1,000 from her Councillors Community Chest fund. Work was to start on the 1<sup>st</sup> April 2019 and the Hall would be closed for 4-6 weeks. A deposit had been paid to SW Renewables for the GSHP system. The Chairman had completed and returned the SITA funding agreement and agreed to circulate the document.</p> <p>Cllr N Easton expressed his concerns in relation to the funding process, the management of the project and health and safety. He questioned the role of the Project Manager stating that he should be overseeing and taking responsibility for the project and presenting an up to date report. Cllr N Easton then questioned what actions were being taken, and by whom? The Chairman confirmed that the project manager was dealing with the technical matters and a site meeting was being held with both contractors in 2 days and he would ask Gary (project manager) to report to the Parish Council. The Chairman was corresponding with SITA, keeping them updated. The Chairman emphasised the need for the work to be completed on time and invoices paid promptly to comply with the funding agreement.</p> <p>It was proposed by Cllr A Budd, seconded by Cllr D Hicks and unanimously agreed the whole building be closed for the duration of the works, and the field whilst the groundworks were being carried out.</p> <p>It was noted that a schedule of works should be in place.</p>	<p>JG/DSk Clerk</p>						

	<p>It was proposed by Cllr D Hicks, seconded by Cllr T Brewer and unanimously agreed that public notices were displayed on all entrances to the hall and field notifying of the hall closure and the field (during excavation works). Cllr J Gale offered to obtain the signs once the wording had been confirmed by the Chairman. The Clerk will put information on the Parish Council website.</p> <p>The children's play area to remain open with access to the field and hall being restricted by locking the gates.</p> <p>The Chairman offered to carry out the labour for the electric works, free of charge (materials to be purchased) and Cllr T Brewer thanked him for this contribution.</p> <p>A photographic record of the works was to be carried out.</p> <p>Cllr Mrs W Trewin thanked Cllrs. A Budd, D Hicks, D Skelton E Moir and Mr S Moir for installing the base for the ground source heat pump.</p>	
11	<p><b>Highway Matters – to report highway matters requiring attention</b></p> <ul style="list-style-type: none"> <li>○ <b>Safety at Polhilsa / Camelot A388 junction.</b> Cllr T Brewer notified the meeting that he had spoken with Cormac and they were arranging a meeting with the police to address this matter. The Chairman had attended the Stoke Climsland Parish Council meeting on the 17<sup>th</sup> March 2019 and they fully supported the concerns raised by this Parish Council and will request improvements at the Camelot lay-by. Cllr J Flashman reported that he had looked at the lay-by and was re-visiting the site with Mr Paul Allen (Cormac).</li> <li>○ Cllr D Brent reported the potholes in Lansugle lance and the road surface around Mornick was deteriorating. The road markings on the Likseard / Pensilva junction at Mornick needed to be repainted, recommending that the markings revert to the previous layout.</li> <li>○ The hedges at Trewassick had been trimmed.</li> <li>○ The Clerk will contact Callington Town Council in relation to the overhanging bushes at Target (South Hill to Callington Road). The silt at the bottom of the hedge also needed to be removed.</li> </ul>	Clerk
	Cllr N Easton left the meeting at 9.08pm.	
12	<p><b>Recreation Field –</b></p> <p><b>a) To receive the inspection reports for the play area, identify any work required and authorise repairs, if needed.</b> Cllr T Brewer reported on recent inspections with no matters identified. The Chairman, along with Cllrs, T Brewer and A Budd had met the contractor today to look at the work required to clear the base of the hedge in the play area. The contractor had agreed to carry out this work at no additional cost to the Parish Council.</p> <p>It was proposed by Cllr D Skelton, seconded by Cllr T Brewer and unanimously agreed that the mole treatment be carried out by South West Wildlife Services as recommended by the Clerk.</p> <p>The Chairman had spoken to the contractor appointed to the cut the recreation field and he had requested that the number of cuts be increased, at the same tendered price. The time to cut the field would then be reduced leaving less grass cuttings on the surface. This was agreed. The Clerk will clarify the contractor's insurance details.</p>	Clerk  Clerk

	<p>The Chairman reported that the section of boundary hedge adjacent to the play area had been trimmed, and the contractor had cut the lower section of hedge below the telephone kiosk (opposite neighbouring properties) although instructed not to do so. The Chairman had spoken to the residents and apologised for this, given them permission to plant saplings in the area concerned.</p> <p><b>b) Tree safety – update on obtaining quotes for work identified in the survey report.</b> Item deferred, quotes being obtained.</p> <p><b>c) Use of field –</b> The application letter will be published on the website.</p> <p><b>d) Recreation field on Show Day 2019 –</b> The show committee had requested the use of the field for stall holders on show day, Saturday 3<sup>rd</sup> August 2019. This was approved.</p> <p><b>e) Callington Colts</b> will be reminded of the old goal posts and spray cans that need to be disposed of.</p>	<p>Clerk</p> <p>Clerk</p>
<b>13</b>	<p><b>Allotments – update from Clerk on renewing allotment tenancies.</b> Cllr J Gale stated that the new tenants from Trevigro asked if they could have adjoining plots. The Clerk will contact Nigel Mutton to ask if he wished to change the plot that he retained, having given up adjacent two plots from 31<sup>st</sup> March 2019. A list of allotment holders as from the 1<sup>st</sup> April 201 will be provided by the Clerk. It was agreed that the next site inspection be completed within the first two weeks in April 2019.</p> <p>The Clerk reported on the reply from Mr Vaughan (previous tenant) stating that items left on the plot when he left were not his responsibility and therefore he was happy for them to be removed.</p>	<p>Clerk</p> <p>Clerk</p>
<b>14</b>	<p><b>Footpaths – update on work, if available.</b> The Cornwall Council Countryside Access team were delivering the materials required for the maintenance of the public rights of way.</p>	
<b>15</b>	<p><b>Caradon Community Network – report from the meeting held on the 7<sup>th</sup> March 2019. To identify projects for the 2019/2020 Highway Scheme.</b> The scheme was explained and it was noted that the re-painting of the “dragons teeth” at Maders was to be carried out Cormac. The list could include signs replacement directional signs and community speed watch initiatives.</p> <p>The Chairman reported on the meeting including care needs and support, highlighting the provision at the Passmore Edwards Court in Liskeard with a similar scheme being planned for Callington with rent, buy or shared ownership units.</p> <p>Funding was available from the Community Led Devolution Fund for recognised economic led areas in Callington. South Hill was not eligible for this fund.</p>	
<b>16</b>	<p><b>Correspondence / reports to be tabled by the Clerk.</b></p> <ul style="list-style-type: none"> <li>○ <b>Cornwall Council</b> –Community Speed Initiatives and costs to implement this work.</li> <li>○ <b>Ministry of Housing, Communities &amp; Local Government</b> – funding to create parks and green spaces (received via Scott Mann MP).</li> <li>○ <b>Cornwall Council</b> – notification of temporary road closure B3254 between Port Lane and Tremmabe Lane, Upton Cross from 16<sup>th</sup> -18<sup>th</sup> April 2019 for BT utility services.</li> </ul>	

	<ul style="list-style-type: none"> <li>○ <b>Cornwall Council</b> – notification of temporary road closure from junction next to Caradon View to Junction next to Bele Vue, Maders from 26<sup>th</sup> February to 18<sup>th</sup> March for South West Water works.</li> <li>○ <b>Clerks &amp; Councils Direct</b> magazine March 2019.</li> <li>○ <b>Cornwall Council Community Network Area SOS</b> – volunteering scheme for local projects.</li>   <li>○ <b>CALC</b> – copy of the Community Governance Review presentation from the meeting held on the 16<sup>th</sup> February 2019.</li> <li>○ <b>CALC</b> – news roundup 6<sup>th</sup> March 2019.</li> </ul>	
<b>17</b>	<p><b>Parish Matters / Any other business and items for the next meeting.</b></p> <ul style="list-style-type: none"> <li><b>a) Saltash Brunel Beavers</b> – Cllr A Budd reported that the beaver group were staying at the Hall site on the 28<sup>th</sup> September and asked the Councils permission to use the field for the camping of eleven tents. The Council agreed to the request and confirmed the £25.00 charge. Cllr A Budd will ensure the “use of the field” request form is obtained.</li> <li><b>b) 1 Moorland View, Golberdon</b> – It was noted that Cornwall Council were now carrying out the refurbishment works to re-let this property.</li> <li><b>c) Donations for local charities</b> – Councillors were asked to consider four charities to each receive £50 and bring their suggestions to the next meeting.</li> <li><b>d) St Sampsons Church</b> – request for a donation towards the upkeep of the grounds. Item to be placed on the agenda for the next meeting.</li> </ul>	
<b>18</b>	<p><b>To resolve to hold an Annual Parish Meeting – to agree a date in May 2019. To decide on the format of the meeting, who to invite and what the parish should achieve from this.</b> It was decided to hold the Annual Parish Meeting on Wednesday, 15<sup>th</sup> May 2019 at 7.30pm. The W.I. will be asked to provide teas / coffees. The meeting will promote the work of the Parish Council establish the parishes needs and concerns.</p> <p>The meeting, amongst other items will gauge the public feeling on the proposal to install a seat at the top of the recreation ground.</p>	
<b>19</b>	<p><b>Date of the next Full Council Meeting.</b> It was proposed by Cllr A Budd, seconded by Cllr J Gale and unanimously agreed the meeting be held in St Sampsons Church owing to the hall being closed. The date, Tuesday 16<sup>th</sup> April 2019.</p>	
<b>20</b>	<p><b>To close the Meeting to the public.</b> There being no further business the meeting closed to the public at 10.06pm</p>	
<b>21</b>	<p><b>To sign and issue the new contract of employment to the Parish Clerk and agree that salary payments are made by standing order and additional expenses to be claimed as and when required.</b> It was proposed by Cllr D Hicks, seconded by Cllr J Gale and unanimously agreed the updated Clerks contract be given to Mrs Hoskin and effective from the 1<sup>st</sup> April 2019.</p>	

Dated: 16<sup>th</sup> April 2019

Signed: