

Minutes of the Meeting of South Hill Parish Council held in the Parish Hall, Golberdon on Tuesday, 21st May 2019 at 7.30pm.

Item No.		Action by
1	<p>Councillors present. D Skelton, A Budd, Mrs W Trewin, D Brent, D Smith, D Hicks,</p> <p>Also attending. Mrs J Hoskin (Parish Clerk)</p>	
2	<p>Public Session. There were no members of the public present.</p>	
3	<p>Apologies for absence were received from Cllrs. J Gale, N Easton, L Moir.</p>	
4	<p>Members Declarations of Interest. None declared at this stage of the Meeting.</p>	
5	<p>Election of Chairman and Vice Chairman for the forthcoming year.</p> <p>Chairman – It was proposed by Cllr D Smith, seconded by Cllr A Budd and unanimously agreed that Cllr D Skelton be elected as Chairman for the forthcoming year. There were no other nominations.</p> <p>Vice Chairman - It was proposed by Cllr D Hicks that Cllr D Smith be elected as Vice Chairman. This was seconded by Cllr Mrs W Trewin and unanimously agreed. There were no other nominations.</p> <p>Cllr Skelton thanked Councillors for the re-elections and spoke about the last year being interesting, a lot of lessons had been learnt and the council could do better on timescales and use the Clerks time more effectively.</p>	
6	<p>Appointment of representative to outside committees / organisations.</p> <p>Parish Hall – It was agreed to retain previous arrangements that the Chairman of the Parish Council is the Councils representative on the Parish Hall Committee. Proposed Cllr D Smith, seconded Cllr D Hicks and unanimously accepted.</p> <p>South Hill Connection – It was proposed by Cllr Mrs W Trewin, seconded by Cllr D Smith and unanimously agreed that Cllr D Skelton continues with this role.</p> <p>Hawkins Trust – As Councillors D Skelton and D Hicks were trustees, it was proposed by Cllr D Smith, seconded by Cllr A Budd and unanimously agreed they continue on this committee.</p>	
7	<p>Minutes - to approve the Minutes of the Meeting held on the 16th April 2019 and the Annual Parish Meeting held on the 15th May 2019.</p> <ul style="list-style-type: none"> ○ The Minutes of the Meeting held on the 16th April 2019 were approved and signed by the Chairman following an amendments to Item 8e) being the Golberdon Methodist Cemetery and not Church as written; and Item 12b) typo error “one” not “once”. ○ The Minutes of the Annual Parish Meeting held on the 15th May 2019 were approved and signed by the Chairman. Proposed Cllr Mrs W Trewin, seconded Cllr A Budd and unanimously agreed. 	

8	<p>Matters Arising except matters listed below –</p> <p>Item 8a) Cllr D Smith thought the request by Cllr N Easton meant that Councillors were provided with the bank account balances prior to the meeting, and not at the meeting. It was agreed the bank balances be circulated with the agenda.</p> <p>Item 8e) St Sampsons Church donation – Cllr D Hicks felt the Council had previously agreed to give an annual donation to the church for the upkeep of the grounds. The Chairman questioned the indefinite arrangement and asked the Clerk to clarify the decision as recorded in previous minutes. Cllr D Smith stated that the amount given should be reviewed on an annual basis and this could be placed on the agenda in March each year.</p> <p>There were no matters arising from the Annual Parish Meeting (feedback recorded under Item 20 of this meeting)</p>	Clerk																											
9	<p>Planning Applications / Planning Matters:-</p> <p>a) No applications received at the date of this agenda.</p> <p>b) Update on planning enforcement cases. The Clerk reported that Mr Drew (Cornwall Council Planning Enforcement) was away until the 22nd May and had not responded with updates on enforcement matters. Callington Town Council will be asked for an update on the situation at West Frogwell Farm. The Council agreed to monitor the operations at Bearland Farm where it had been reported a stable was being used as an office; and would inform the planning enforcement if further information was received suggesting misuse of the building.</p>																												
10	<p>Accounts / Financial Matters.</p> <p>a) To approve accounts presented for payment. The Council approved the payments as presented; and agreed that South West Renewables be paid once the invoice was received. Proposed Cllr Mrs W Trewin, seconded Cllr D Brent and unanimously agreed. Cllr D Smith proposed that the membership with CALC be renewed but this be reviewed on an annual basis; seconded by Cllr D Skelton and unanimously agreed.</p> <table border="1" data-bbox="379 1444 1278 1780"> <tr> <td>BACS</td> <td>J Hoskin – clerks payment</td> <td>£ 195.52</td> </tr> <tr> <td>Ch 969</td> <td>HMRC</td> <td>£ 44.88</td> </tr> <tr> <td>BACS</td> <td>Western Web – website</td> <td>£ 80.40</td> </tr> <tr> <td>BACS</td> <td>Tamar Agri – hedge trimming Rec field</td> <td>£ 99.00</td> </tr> <tr> <td>Ch 970</td> <td>South West Water – field troughs</td> <td>£ 54.86</td> </tr> <tr> <td>BACS</td> <td>Cornwall Assoc Local Councils - membership</td> <td>£ 251.18</td> </tr> <tr> <td>BACS</td> <td>EGM Interiors (Gary – Project Manager</td> <td>£2193.00</td> </tr> <tr> <td>BACS</td> <td>Mike Palmer – Hall groundworks</td> <td>£4080.00</td> </tr> <tr> <td>Ch 971</td> <td>South Hill WI donation for meeting refreshments</td> <td>£ 75.00</td> </tr> </table> <p>The Chairman notified the meeting that the final grant funding claim to SITA for hall works had been submitted.</p> <p>The Clerk notified the meeting that Western Web had contacted her regarding issues that may affect anyone wishing to look at the website via Internet Explorer or Edge, stating that extra security could be added at one off charge of £75.00 followed by an additional £13.00 per year on top of</p>	BACS	J Hoskin – clerks payment	£ 195.52	Ch 969	HMRC	£ 44.88	BACS	Western Web – website	£ 80.40	BACS	Tamar Agri – hedge trimming Rec field	£ 99.00	Ch 970	South West Water – field troughs	£ 54.86	BACS	Cornwall Assoc Local Councils - membership	£ 251.18	BACS	EGM Interiors (Gary – Project Manager	£2193.00	BACS	Mike Palmer – Hall groundworks	£4080.00	Ch 971	South Hill WI donation for meeting refreshments	£ 75.00	
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	<p>the hosting costs. Cllr D Smith stated the certificate and “padlock” was not required and the site will be monitored.</p> <p>Councillors authorised the Chairman to purchase 25 metres of 10mm cable for the GSHP connection in the Hall and obtain the cash receipt in the name of the Parish Council. Proposed Cllr D Smith, seconded Cllr A Budd and unanimously agreed.</p> <p>b) To agree to pay a donation to the South Hill WI for providing the refreshments at the Annual Parish Meeting. Having liaised with the W.I. Cllr Mrs W Trewin reported on the amount required to cover their costs. It was proposed by Cllr D Skelton, seconded by Cllr D Brent and unanimously agreed to donate £75.00 (payment listed above).</p>	DSk
11	Parish Council Policies – annual review / update to be completed. It was agreed Councillors be asked to review the Parish Council Financial Regulations prior to the next meeting.	Clerk
12	Cornwall Council update – Cllr Sharon Daw. No report received.	
13	Parish Hall – update on refurbishment works. Funding agreement between the Parish Council and Hall Committee. A progress report from the Project Manager had been circulated to Councillors. It was decided that the Funding Agreement be sent to the Hall Committee and Cllr D Smith offered to revise this document in time for the Hall Committee meeting on the 22 nd May 2019. The obligations of the Council and Hall Committee were approved. The Hall Committee will update their insurance to cover the equipment installed. The dates for the RHI payments to be obtained when the registration is completed. Excess soil from the trenches in the field had been placed over the concrete hardstanding area at the top of the field.	DSm
14	Highway Matters – to report highway matters requiring attention. <ul style="list-style-type: none"> o The Chairman reported on the Cormac Open Day held at Bodmin stating that their preferred method for reporting defects was via the website; whereby repeated reports can be monitored. The two methods of repairing potholes were explained. Cormac would in future carry out three maintenance visits each year to check gullies etc. Cornwall Council will take action on any drains deliberately blocked by landowners / tenants. 	
15	Recreation Field – <p>a) To receive the inspection reports for the play area, identify any work required and authorise repairs, if needed. Feedback from ROSPA inspection. Cllr T Brewer was not present to give his report on inspections. It was noted that the grass required cutting and the Chairman offered to speak to the contractor. The moles had been treated. Cllr A Budd spoke about the ROSPA report and identified minor works to be completed to the fence. Materials had been ordered. The Chairman will ask Janet Holmes to weave the fresh growth on the willow arch.</p>	DSk AB DSk

	<p>b) Tree safety – update on work to trees (contractor appointed April 2019). The appointed contractor, due to have started work yesterday (20th May) had not attended site.</p> <p>c) Bench for top of Recreation Field – It was agreed that Cllr D Hicks liaises with the Parish Clerk and orders a bench suitable for the site. The bench to be fitted. Money will be obtained from the Trefinnick Solar Farm fund to cover the costs.</p>	Clerk / DH
16	Allotments – matters to be reported. Money for the 2019/2020 tenancies had been collected. Contact details to be held by the Clerk.	
17	Footpaths – update on work, if available. Cllr A Budd reported that materials had been obtained for the work required. A repair had been carried out to a stile at Trevigro where someone had ripped their trousers. The Chairman had contacted Linkinhorne footpath group.	
18	Caradon Community Network – date of the next Meeting. The next meeting was scheduled for the 6 th June 2019 but this was subject to change owing to the Community Network Manager having to attend a meeting in Truro earlier in the day, and the date also clashed with the Royal Cornwall Show.	
19	Correspondence / reports to be tabled by the Clerk. <ul style="list-style-type: none"> ○ Cornwall Council – Neighbourhood Planning Officer, Melissa Burrows offering to meet with the South Hill NDP group to discuss how well policies were being implemented. A planning surgery was being held on the 5th June at Luxstowe House, Liskeard or an alternative date could be arranged. ○ Cornwall Council Planning Application Consultations – a guide for parish / town councils by application type. ○ Cornwall Council – notification of temporary road junction from junction west of New Gardens to Caddapit, Trevigro from 1st – 3rd May for South West Water emergency works. ○ Clerks & Councils Direct magazine May 2019. 	
20	Parish Matters / Any other business and items for the next meeting. <ul style="list-style-type: none"> ○ Feedback from the Annual Parish Meeting. The meeting was a success and well attended . A suggestion box had received ideas for projects that could be carried out using the Trefinnick Solar Farm fund. The majority of suggestions supported the parish hall. ○ Broadband availability. To identify the areas of the parish that do not have access to the network or problems with existing service. The Chairman had surveyed rural areas of the parish and established the properties without fibre broadband. Many residents would sign up for fibre if it was available, although some properties were linked to the Rilla Mill exchange. Cllr D Hicks offered to speak to an Area Manager at BT Openreach if this would be helpful. ○ Cornwall Council representation. Councillors expressed their disappointment that Cllr S Daw did not attend more regular meetings of the Parish Council and keep Councillors fully informed on matters relating to the parish and Cornwall Council in general. They felt information was not being passed on and they were not getting the level of support expected from their Cornwall Council representative. 	

	<ul style="list-style-type: none"> ○ Thanks – Cllr A Budd, on behalf of St Sampsons Church thanked the Parish Council for their donation towards the upkeep of the grounds. ○ Notice Boards – Cllr A Budd reported the door had fallen off the notice board at Trevigro. The condition of the board to be monitored. The notice board at Brays Shop served three parishes and often displayed advertising for local businesses. The boards were not for advertising purposes and Councillors could remove these notices. 	AB
21	Date of next Full Council Meeting. Tuesday, 18 th June 2019	
22	To close the Meeting. There being no further business the meeting closed at 9.15pm.	

Dated: 18th June 2019

Signed: