

## South Hill Parish Council

**Minutes of the Zoom Meeting of South Hill Parish Council held on Tuesday, 17<sup>th</sup> November 2020 at 7.30pm.**

Item No.		Action by
1	<p><b>Councillors present.</b> Cllrs. D Skelton (Chairman), D Smith (Vice Chairman), A Budd, Mrs C Samuel, P Tunnicliffe, D Hicks, Mrs W Trewin, Mrs L Moir.</p> <p><b>Also attending.</b> Mrs J Hoskin (Parish Clerk) Two members of the public</p>	
2	<p><b>Public Session.</b> The Chairman welcomed everyone to the meeting and invited the members of the public to address the council, if they so wished. The residents had attended to answer any questions in relation to their planning application (Agenda Item 7a).</p>	
3	<p><b>Apologies for absence</b> were received from Cllrs. T Brewer and D Brent.</p>	
4	<p><b>Members Declarations of Interest. Councillors to register any declaration of interest. To advise of any dispensation to be granted in line with the Code of Conduct.</b> None declared at this stage of the meeting.</p>	
5	<p><b>Minutes –</b></p> <p><b>To approve the Minutes of the Meeting held on the 20<sup>th</sup> October 2020.</b> The Minutes of the Meeting held on the 20<sup>th</sup> October 2020 were approved following an amendment to Item 10 ; proposed by Cllr A Budd, seconded by Cllr P Tunnicliffe and unanimously agreed, removing a sentence as proposed by Cllr D Smith, seconded by Cllr D Hicks and unanimously agreed.</p> <p><b>To approve the Minutes of the Meeting held on the 5<sup>th</sup> November 2020.</b> The Minutes of the Meeting held on the 5<sup>th</sup> November 2020 were approved and signed by the Chairman. Proposed by Cllr D Smith, seconded by Cllr D Hicks and unanimously agreed.</p> <p><b>To discuss whether to, or not to publish the draft Minutes.</b> The Vice Chairman highlighted the timescale in publishing the minutes after they had been approved being four weeks after the proceedings. Cllr D Smith also raised the point about the drafting of the minutes and circulation to Councillors, stating that the draft minutes should be written by the Clerk, circulated to Councillors and presented at the next meeting for approval. Cllrs. L Moir, A Budd, C Samuel and D Hicks agreed with this statement. The Chairman said the first draft was being sent to the him initially so he could identify any errors or make suggested amendments. The reason for this was questioned.</p> <p>Cllr D Smith also felt the report for the South Hill Connection being so close to the meeting date was taking up the Clerks time rather than prioritising the publication of the draft minutes and this was not necessary. The Connection report from the Parish Council should be drafted by the Clerk when time permitted.</p>	

	<p>It was proposed by Cllr D Smith, seconded by Cllr D Hicks and unanimously agreed the minutes are drafted by the Clerk, circulated to Councillors and uploaded onto the parish council website. Any amendments to the draft will be made at the next meeting and the website updated. Cllr P Tunnicliffe felt this was a simple and easy solution and Cllr M Moir agreed this would improve efficiency.</p>	Clerk
<b>6</b>	<b>Matters Arising.</b> There were no matters arising from the minutes.	
<b>7</b>	<p><b>Planning Applications / Planning matters to include applications received between the publication of the agenda and the meeting.</b></p> <p><b>a). PA20/09339 Mr Trevor Mansbridge, Wagmuggle, Mornick, Callington – Proposed kitchen, dining and lounge extension.</b> Support. The extension would blend well with the existing building, does not affect the neighbouring property, and appears to extend the house in the appropriate way.</p> <p><b>b) Government White Paper on planning – to note any comments on the contents of the document.</b> The Chairman stated the consultation period had now ended and he was disappointed the Parish Council had not responded.</p> <p><b>c) To report on correspondence received from the planning officer in relation to PA20/08199 Baddaford Farm (application considered at the last meeting).</b> The correspondence had been circulated to Councillors. It was proposed by Cllr L Moir, seconded by Cllr A Budd and unanimously agreed the recommendation from the planning officer be accepted.</p> <p><b>d) Update from Cornwall Council Planning Enforcement including Wagmuggle.</b> It was noted that a second shed had appeared on the land, and this was owned by the former occupiers of the cottage who had retained the field. The Clerk read an email from the planning enforcement officer. Councillors agreed to pursue this matter with the enforcement section along with other sites in the parish and local area. The Chairman stated the enforcement department was massively under resourced but it would be helpful to know what stage of the enforcement process each individual case was at.</p> <p>Cllrs. D Skelton and P Tunnicliffe were attending the CC planning conference on the 26<sup>th</sup> November 2020.</p> <p>Cllr L Moir reported on the planning decision:- PA20/06471 Mr D Polden, Willow Court, Mornick – Outline application – Refused. Also a proposed development at Jacobswell Cottage, Maders was not going ahead and the Neighbourhood Plan had an impact on this decision.</p>	<p>Clerk</p> <p>DSk / PT</p>
<b>8</b>	<p><b>Accounts / Financial Matters.</b></p> <p><b>a) To approve accounts presented for payment.</b> It was proposed by Cllr P Tunnicliffe, seconded by Cllr C Samuel and unanimously agreed the accounts be paid. These had been circulated to councillors prior to the meeting. It was proposed by Cllr D Smith, seconded by Cllr D Skelton and unanimously agreed the membership subscription for the Cornwall Association of Local Council be paid this year as the council had benefited</p>	Clerk

	<p>from their information circulated on the Coronavirus pandemic giving instructions for council meeting, village halls etc.</p> <p><b>b) Precept for 2021/2022 – to discuss the budget and set the precept for the next financial year.</b> Cllr D Smith had circulated the forecast budget for the 2021/2022 financial year. This was approved. After a discussion it was proposed by Cllr D Smith, seconded by Cllr P Tunnicliffe and unanimously agreed a precept of £9,500 (nine thousand five hundred pounds) be requested. This being the same as the current year.</p>	
9	<p><b>Play Area</b></p> <p><b>a) To receive a report on recent inspections and address any matters identified.</b> Cllr T Brewer had been unable to attend the meeting and present his inspection report. The Clerk will contact the contractor offering them the work for the next mowing year.</p> <p><b>a) To consider the quotations for the replacement fencing for play area and select a design and contractor.</b> After a lengthy discussion that considered the quotations received by the Clerk and circulated in A – F format it was again stated that wooden fencing was not required and some contractors had stipulated this product. It was proposed by Cllr D Smith, seconded by Cllr D Hicks that Councillors research the metal fencing products available and pass this information onto Cllr Smith to compile a spreadsheet. The costs to supply to be identified.</p>	Cllrs/ DSm
10	<p><b>Recreation Field –</b></p> <p><b>a) Update on the trimming of the boundary hedges.</b> The Chairman had spoken with the contractor to trim the boundary hedges.</p> <p><b>b) Update on the matting for the car parking area.</b> Cllr D Hicks informed the meeting that the matting had arrived. Preparations were being made for its installation. Councillors were asked to help with the work required.</p>	
11	<p><b>To consider the changes to the grass cutting contract for the Recreation Field in relation to the number of cuts.</b> Item deferred. The Chairman offered to amend the wording on the contract. He would then speak to the current contractor to ask if he could fulfil the work required. The first cut being February 2021.</p>	DSk
12	<p><b>Footpaths / Public Rights of Way – Update on work completed and work to be done.</b> Cllr A Budd reported that work had been restricted owing to the Covid 19 pandemic but plans were in place when work could restart. The Clerk will chase a response to the letter sent to a landowner.</p>	Clerk
13	<p><b>New board for Trevigro – to consider designs / costs and choose a new notice board.</b> Having looked at the quotation figures circulated by the Clerk, it was proposed by Cllr D Hicks, seconded by Cllr A Budd and unanimously agreed that an oak board with doors and new fitting posts be purchased at the cost of £510.00 plus Vat from Kiwi Dave.</p>	Clerk
14	<p><b>Correspondence / reports to be tabled by the Clerk.</b> Although correspondence and emails were being forwarded to Councillors the Chairman asked the Clerk to</p>	

	produce a list the same as before, prior to lockdown when actual meetings were being held and the correspondence was presented at the meeting.	Clerk
15	<b>Update on the Community Network Highway Scheme – Car 15, proposed shared mobile speed advisory sign.</b> The Chairman explained that a mobile speed advisory sign was available for the parishes within the Community Network would be shared by the eight parishes. The sign was available for four years. The costs were being met by the Community Network Highway Scheme and meant that the sign would be in Golberdon for a six week period once a year. Cllr D Hicks felt the sign would be more effective if it could be in situ for 2 x 3 week periods. The Chairman offered to make enquiries about this and whether or not it would affect the cost. This exercise would work in conjunction with the Community Speedwatch volunteers. It was proposed by Cllr W Trewin, seconded by Cllr P Tunnicliffe and unanimously agreed the Parish Council be part of the scheme and the sign placed in Golberdon. The Chairman / Clerk to feed this information back to the Community Network.	DSk  Dsk / Clerk
	At 9.30pm the Clerk reminded the Chairman that the meeting needed to comply with standing orders and agree to continue for a further half hour. This was proposed by Cllr D Smith, seconded by Cllr L Moir and unanimously agreed.	
16	<b>Safety at Camelot junction A388 – photos and report from Cllr T Brewer.</b> The Chairman had circulated photographs received from Cllr Brewer. Cllr D Hicks notified the meeting that Cornwall Councillor Cllr J Flashman and Paul Allen (Cormac) had visited the junction in the last few weeks. The Clerk to seek the outcome of this site meeting. Cllr Hicks also reported that during this visit they had also inspected the drains at Golberdon and that surfacing work was planned for the future with patch repairs in the interim period. The required drain and gully repairs from Golberdon to Kerney Bridge were listed as capital expenditure that currently had no budget and would therefore be longer term projects.	Clerk
17	<b>Emergency Plan.</b> The Clerk to obtain a draft from the Community Network officer.	Clerk
18	<b>Correspondence that needs to be discussed.</b> It was agreed that a request from an allotment holder to place composting bins in the recreation field be placed on the agenda for the next meeting. Questions were raised about the safety of these bins in a public area and who would be responsible for their monitoring and maintenance. Cllr L Moir welcomed the scheme but felt the location in the recreation field maybe the wrong place. The Chairman offered to obtain further information on the number, type and size of bins suggested.	DSk
19	<b>Parish Matters / Any other business and items for the next meeting.</b> No matters reported.	
20	<b>Date of the next Meeting – Tuesday, 15<sup>th</sup> December 2020</b>	
21	<b>To close the Meeting.</b> There being no further business the meeting closed at 9.54pm allowing Cllr D Smith to report on Item 22 before 10.00pm.	
22	<b>Closed Session – report from the staffing committee and clerk’s annual appraisal.</b> Cllr D Smith reported on the clerks appraisal conducted by himself and Cllr C Samuel on the 13 <sup>th</sup> November 2020. The meeting closed at 9.57pm.	

Dated: 15<sup>th</sup> December 2020

Signed

Budget 2021/2022

<b>Projected Income 21/22</b>	
Field Rent	£1,699.50
Allotments	£240.00
Recreation Field (Colts)	£175.00
Cornwall Council Tax Grant	£120.00
Loan Repayment (Parish Hall)	£1,000.00
VAT Reclaim	£500.00
<b>Projected Income before precept</b>	<b>£3,734.50</b>
<b>Projected Expenditure 21/22</b>	
Salary	£2,410.20
Expenses	£500.00
Playing Field Cutting	£1,100.00
Insurance	£350.00
S106 Donations	£200.00
Defibrillator	£125.00
Website	£100.00
CALC Subscription	£250.00
ROSPA	£125.00
Room Hire	£132.00
South West Water	£165.00
Audit	£125.00
Wreath	£25.00
Hedge Trimming	£100.00
Play Area Grass Cutting	£850.00
Election Set aside	£1,500.00
St Samson's Donation	£400.00
Methodist Graveyard	£100.00
Play Area Maintenance	£100.00
Play Area Fencing	TBA
General Maintenance Work	£500.00
<b>Total Expected Expenditure</b>	<b>£9,157.20</b>
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Net Projected Cashflow before precept 21/22	<b>£5,422.70</b>
20/21 Precept	£9,500.00
<b>Cashflow with no precept change</b>	<b>£4,077.30</b>