

South Hill Parish Council

Minutes of the Zoom Meeting of South Hill Parish Council held on Tuesday, 20th April 2021 at 7.30pm.

Item No.		Action by
1	<p>Councillors present. D Skelton (Chairman), D Smith (Vice Chairman), T Brewer, D Hicks, Mrs C Samuel, Mrs L Moir, P Tunnicliffe, Mrs W Trewin.</p> <p>Also attending. Mrs J Hoskin (Parish Clerk) Two members of the public</p>	
2	<p>Public Session. The Chairman opened the meeting and invited the members of the public to address the council if they so wished.</p> <ul style="list-style-type: none"> ○ The residents had joined the meeting to answer any questions in relation to their application for funding from the Trefinnick Solar Fund and spoke about the project (letter circulated to Councillors). 	
3	<p>Apologies for absence were received from Cllr A Budd.</p>	
4	<p>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. None declared at this point of the meeting.</p>	
5	<p>Cornwall Council – report from Cllr Sharon Daw. No report received. Cornwall Councillors were now in purdah leading up to the May 2021 elections.</p>	
6	<p>Minutes – to approve the Minutes of the Meeting held on the 16th March 2021. The approval of the Minutes of the meeting held on the 16th March 2021 was deferred owing to changes to the draft document.</p> <p>To agree that the Minutes of a meeting that require changing be withheld, amended and represented for approval at the next meeting. The Clerk recommended that any minutes being amended should be changed and presented for approval at the following meeting. She was finding that when minor changes were agreed and approved, these were often questioned so clarity in bringing the minutes back to the following meeting would resolve this. It would also be helpful if Councillors emailed the Clerk with any suggested amendments prior to the meeting.</p> <p>Cllr D Smith proposed that amended minutes be brought back to the following meeting, approved and then signed. The draft minutes to be published on the website. This was seconded by Cllr L Moir and unanimously agreed.</p>	
7	<p>Matters Arising except matters listed below.</p> <p>Item 8a). PA21/00006/NDP Plan proposed for Linkinhorne Neighbourhood Plan. Cllr P Tunnicliffe confirmed that Councillors were not given the opportunity by the Chairman to make comments on this document. It was noted that lessons could be learnt from this plan.</p>	

	<p>Item 8c) Waggmuggle. Cllr D Smith confirmed the wording in the minutes was correct although the Chairmans comments were noted that the current residents of Waggmuggle did not wish to be associated with the site that was on land west of Lansugle Farm. Cllr D Smith suggested that the enforcement refence number be quoted and not the site name.</p>	
8	<p>Planning Applications – to be considered / responded to.</p> <p>a) No applications received at the publication of the agenda. Nothing to report.</p> <p>Update on planning enforcement cases, if available. Two cases needed to be followed up, being the caravan at Lower Manaton and the non-compliance with the original planning approval for the Trefinnick Solar Farm in relation to the landscaping (these matters both mentioned in a response to planning application PA20/10862 in January 2021).</p>	Clerk
9	<p>Accounts / Financial Matters:-</p> <p>a) To approve accounts presented for payment. The payments had been circulated by the Clerk. Cllr D Smith suggested the insurance renewal be held until the next meeting. The Clerk had circulated the renewal documents to the Chairman and Vice-Chairman and it was agreed that cover for the rubber matting at the recreation field be added. The Chairman declared an interest and abstained from discussions relating to the accounts having submitted a claim for the reimbursement of fencing materials, zoom meeting costs and other expenses. Cllrs D Hicks and W Trewin questioned the claim. Cllr D Smith proposed the accounts be paid, this was seconded by Cllr D Hicks and agreed by the remaining Councillors able to vote.</p> <p>b) To consider the application from Freddie's Farm for money from the Trefinnick Solar Fund. Having discussed the applicaiton Councillors were happy to support the project. Cllr D Hicks proposed a donation of £1,000 be given from the solar fund. There was not seconder for this proposal. Cllr T Brewer proposed a donation of £500. There was no seconder for this proposal. Cllr L Moir proposed that a donation of £1678.50 be given; this being the amount needed. This was seconded by Cllr C Samuel and agreed by the majority of seven. Cllr T Brewer did not support this proposal.</p> <p>c) To select local charities for a donation. It was agreed to give £50 each to five worthwhile local charities, being the Cornwall Air Ambulance, Ellies Haven, the Covid Vaccination Centre at Pensilva, Cornwall Blood Bikes and the Callington Food Bank. Proposed by Cllr D Hicks, seconded by Cllr W Trewin and unanimously agreed.</p>	
10	<p>Play Area –</p> <p>a) To receive a report on recent inspections and address any matters identified. Cllr T Brewer had carried out the inspections with no matters to report concerning the equipment but did identify a bump in the tarmac path that appeared to be caused by a tree root lifting the surface.</p>	

	<p>The Clerk had circulated the annual ROSPA inspection report completed this month. The Chairman will pass a copy to Cllr T Brewer. The Chairman stated there were no issues in the report that required immediate attention. Cllr L Moir had cleaned the birds mess off the picnic tables and repositioned them away from the tree. The Chairman thanked her for doing this.</p> <p>b) To receive tender prices for the removal of the old fence and the erection of the new fence (fence purchased by the parish council) and select a contractor for the work. The Clerk reported that four companies had received the tender information and only two had responded. The Clerk notified the council of the two prices and it was proposed by Cllr D Hicks, seconded by Cllr W Trewin and unanimously agreed that tender A be given the work. The Clerk and Cllr D Smith will summarise the material and fitting costs and the Clerk will notify the companies concerned. A delivery address to be confirmed, and a installation date obtained.</p>	DSM / Clerk
11	<p>Recreation Field –</p> <p>a) To report any matters requiring attention. The Chairman had witnessed the accumulation of bottles and BBQ remains in the field. The Clerk will email the contractor to clear the brambles at the top of the field in the area allocated for the wild-flower meadow. With Covid 19 restrictions being relaxed it would allow a working party to meet in the field and install the car park matting. Cllr D Hicks to arrange a date.</p> <p>b) To consider a request for the hiring of the field. Councillors had no objection to the hire request for an adoption party. Proposed by Cllr L Moir, seconded by Cllr C Samuel. The hall committee had agreed to the party using the building. The Clerk to liaise with Cllr A Budd.</p>	DH Clerk / AB
12	<p>Footpaths – update on work to be done. Cllr A Budd was absent from the meeting so unable to give an update on the footpath work. Cllr L Moir reported the signs were being done. The Clerk will chase a response to a letter sent to a local landowner.</p>	Clerk
13	<p>To decide on a date for a site meeting following the lifting of Covid restrictions to consider the request from SHARE to plant fruit trees on a public area within the parish. The scheme to involve local families. (Item discussed at the last meeting). It was agreed that a site meeting be arranged after the May 2021 elections.</p>	
14	<p>Correspondence / reports to be tabled by the Clerk. To address the handling of correspondence between meetings. The Clerk had circulated the correspondence list.</p>	
15	<p>To receive the Chairman’s report from the Community Network Meeting held on the 1st April 2021. The Clerk had circulated the recent update on the Community Network Highway Scheme. The Chairman confirming that the request for the Golberdon bus stop sign would be on the next round of funding.</p>	

	The Chairman gave a report on the last meeting that was attended by Hayley Jewell from the Cornwall Council enforcement section. It was noted that the enforcement team were unable to give regular updates on cases so the parish council needed to make these requests. Cllr D Smith suggested that a Councillor be appointed to monitor enforcement cases. Item to be placed on the agenda for the next meeting.	Clerk
16	Emergency Plan for South Hill parish. Update on information received and it's progress. The Chairman was looking for a qualified first aider in the parish to include in the plan. The Clerk had identified a simple, easy to read document from another local council and the Chairman asked Councillors to look at this document.	
17	Review of Parish Council policies. To carry out the review of policies to ensure information is updated, when required. <ul style="list-style-type: none"> ○ Standing Orders – Cllr D Smith to report on the revised wording as agreed at the last meeting. Cllr D Smith had revised the wording with reference to the recording of meetings and will circulate to the Clerk and Councillors for adoption at the next meeting. ○ Financial Regulations. The Clerk had circulated the financial regulations. The Clerk was asked to clarify the section relating to quotations and report to Councillors. To be amended and adopted at the next meeting. 	Dsm Clerk
18	Review of the Councils action list provided by the Clerk. <ul style="list-style-type: none"> ○ Website – the Clerk will ask the website provider to confirm the costs of amending the website to allow reports to be added alongside the agenda and minutes. 	Clerk
19	Parish Matters / Any other Business and items for the next meeting. <ul style="list-style-type: none"> ○ Update on the new notice board at Brays Shop. The parish council will be asked to consider costs at the next meeting and make a recommendation. ○ To report the new notice board at Trevigro has been fitted. The board had been fitted in the new location. ○ Co-option of Councillors following the May 2021 elections. To be advertised after the elections. Cllr D Brent had decided to stand down after many years and was thanked by the Chairman for his commitment over the years. ○ To receive Councillors views on the recent election nomination process and address any matters of concern to feedback to Cornwall Council. The Clerk reminded Councillors to return the two expenses forms even if there was no claim to be made. It was noted that Cllr T Brewer had experienced problems submitting his nomination papers. ○ Parking. Cllr T Brewer reported the number of cars parked between the war memorial and the lower entrance to the field on Saturday 17th May. There were several children and parents in the play area and vehicles were causing a congestion for other road users. The speed of traffic travelling through the village was also noted and the Chairman hoped the local community speed watch team could start again soon. 	

	<ul style="list-style-type: none"> ○ Sewage System. Cllr L Moir had spoken with an employee of South West Water who was investigating the report of water from roofs entering the sewage system. ○ Untrimmed hedges. The Chairman had contacted Cornwall Council to report landowners not trimming their roadside hedges. 	
20	<p>Date of the next Meeting – Tuesday, 18th May 2021 (Annual General Meeting) and Councillors to sign their “Declarations of Acceptance of Office” following the May elections. If possible, this meeting will be held in the parish hall and dates had been provisionally booked for the remainder of the year.</p> <p>The Annual Parish Meeting could be scheduled for later in the year pending covid restrictions.</p>	
21	<p>To close the Meeting. There being no further business the Chairman thanked all Councillors for their service and work over the past four years. He paid tribute Jim Gale and Nick Easton who had also served on the parish council during this time. Carol Samuel and Peter Tunnicliffe had been welcomed as new Councillors. Cllr Dennis Hicks was thanked for monitoring the online banking and Cllr Dan Smith was acknowledged for his support as Vice-Chairman.</p> <p>The meeting closed at 9.40pm.</p>	

Dated 18th May 2021

Signed