

Minutes of the Meeting of South Hill Parish Council held in the Parish Hall, Golberdon on Tuesday, 20th February 2018 at 7.30pm.

1.. Councillors Present: Cllrs. D Hicks (Chairman), D Smith (Vice Chairman), Mrs W Trewin, D Brent, T Brewer, N Easton, D Skelton, A Budd, J Gale, Mrs L Moir.

Also attending: Mrs J Hoskin (Parish Clerk)
Cllrs. S Daw & J Flashman (Cornwall Council)
One member of the public

2. Public Session: The Chairman invited the member of the public to address the council if they so wished.

- Mrs Alison Humphreys reported on the parking problems experienced by the residents of the six homes at Moorland View, a development belonging to Cornwall Housing. A letter will be sent to the housing association. Cllr A Budd stated that sections of the fencing had also fallen down.

3. Apologies for absence: None.

4. Members Declarations of Interest: None declared at this stage of the meeting.

5. Minutes – To approve the Minutes of the Meeting held on the 16th January 2018: The Minutes of the Meeting held on the 16th January 2018 were approved and signed by the Chairman following amendments to Items 2 (the mobile home being for a neighbours relative); Item 9 (Cllr D Skelton suggested procedures be added to the polices document drafted approx. 2 years ago). Proposed Cllr J Gale, seconded Cllr Mrs W Trewin and agreed.

6. Matters Arising except matters listed below:

Item 7 – PA17/11768 Cllr D Skelton questioned the accuracy of the minutes on this item.

7. a) Planning Applications:

PA17/12177 Mr & Mrs Murns, Stables, Trefinnick Road, Bray Shop – New dwelling to replace existing stables. Support, noting that the drawing shows the caravan is to be removed once the dwelling is completed. Recommend a replanting scheme be applied to replace trees already removed. Proposed Cllr D Skelton, seconded Cllr J Gale and unanimously agreed.

PA18/00323 Ms Letty Cheney, The Studio, Trefinnick Road, Bray Shop – Refurbishments including extended floor plan and roof line, replacement roof covering, new timber wall cladding and windows. Support – providing the finished dwelling complied with current building regulations. Proposed Cllr. D Smith, seconded Cllr A Budd and unanimously agreed.

b) Planning Enforcement cases in South Hill and neighbouring parishes – update if available and report on the latest enforcement at Trevigro EN17/02380. Nothing to report.
The Clerk will seek an update on other cases registered with the Cornwall Council planning enforcement department.

c) Provision of projector to display planning applications at meetings / or paper plans: Problems with the WI Fi in the hall had prevented the council from trying to display plans from a projector.

8. Accounts / Financial Matters – to approve accounts presented for payment:

923/924	J Hoskin / HMRC – clerks payment	£ 193.75
925	Western Web Ltd – annual maintenance fee for website	£ 134.40
926	Grant Thornton – 2017 Audit fee	£ 120.00
927	SR Parkyn – grass cutting	£1020.00

Internet Banking forms: The Chairman and Clerk had both registered online for internet banking and awaited a response.

9. Parish Council policies – to adopt the following policies as agreed, in a standard format.

Standing Orders – Financial Regulations - Freedom of Information – Handling Complaints – Handling Requests for Information - Code of Conduct – Grants Policy – Model Publication Scheme - Media & Press Policy. Cllr D Smith had reprinted all policies in the same format. Cllr D Skelton sought clarification on the Financial Regulations, page 6 Section 3c). It was proposed by Cllr D Skelton, seconded by Cllr Mrs L Moir and unanimously agreed that all policies be adopted en-bloc and reviewed annually.

10. Cornwall Council update – Cllr Sharon Daw outlined the new highway budget to be given to the Community Networks; the feasibility study being carried out on the A38 and the condition of the roads generally, noting that the manhole near Gravel Pits had been repaired. Cllr Daw was aware of the parking issues at Moorland View.

The Chairman reported that the weight restriction sign on the bridge at Bicton Mill was to be removed by Cormac.

11. Parish Hall – to address matters concerning the Hall and to receive a report from the Committee, if required. To receive the quotations for replacing the wooden floor and associated works.

The Chairman stated that a specification needed to be provided to enable each contractor to quote for the work as detailed. The quotes should be sealed and presented to the Parish Council to open. Cllr D Skelton proposed that Gary Middleton (Quantity Surveyor) be asked to draw up the specification; this was seconded by Cllr J Gale and agreed. It was also agreed that the Parish Council would pay costs up to £300 for this work.

Cllr J Gale had a second contact for a QS if required.

It was proposed by Cllr D Smith, seconded by Cllr Mrs L Moir and agreed that the Parish Council take on the management of this project and liaise with the Hall Committee.

12. Highway Matters – to report highway matters requiring attention. Speeding at Brays Shop – update from Chairman on the provision of speed advisory signs:

It was noted that Paul Allen (Cormac) was to meet Cllrs. D Hicks, D Skelton to look at the possibility of the provision of speeding signs at Brays Shop.

Having researched to cost of the flashing speed advisory signs the Chairman reported on costs between £2,000 and £3,000 compared to the larger costs from Cormac.

Cllr Daw offered to check the area at Bowling Green to see if the trailer had been removed.

Other highway matters reported included the dragons teeth at Maders that needed repainting, and a pothole on Trefinnick Corner.

The Clerk will notify Cornwall Council planning that the roadside hedges at the Trefinnick Solar Farm, Brays Shop had been cut lower than that stated in the planning condition.

13. Neighbourhood Plan – update from Neighbourhood Team: Nothing to report.

14. Recreation Field – to review grass cutting specification for next year: The specification was updated stating that the childrens’ play area is cut 12 times and the area needs to be strimmed. The footpath work to be identified separately and a schedule completed to identify any work done, as per the current years contract. Councillors were asked to report back on any paths that need trimming. Cllr A Budd will oversee the trimming once the work required had been identified.

15. Allotments – to agree that a letter be sent to allotment holders inviting renewal of tenancies: Councillors approved the new updated allotment agreement adding a comment that the existing southern boundary hedge is maintained; the numbering markers are not to be removed and the gate is to be kept closed and locked when not in use. One allotment holder will be asked if they wished to retain their plot having not managed it correctly in the past year.

16. Footpaths – trimming work / way marker discs and stiles: Also reported under Item 14 of this meeting. Cllr A Budd had received new way marker discs and the Clerk had notified Cornwall Council on the path numbers for the replacement stiles. The Chairman outlined correspondence from Cornwall Council stating that the diversion of footpath 21 (at the Old Post Office) had been approved.

17. Report from the Caradon Community Network Meeting, if available: Cllr D Skelton gave a verbal report of the meeting which gave presentations on highway maintenance, sustainability and safety services including Adult Social Care. Repairing unclassified roads was low priority but defects should be reported and this could be done online on the Cornwall Council website. Cllr Edwina Hannaford (Cornwall Councillor portfolio holder for Neighbourhoods and Localism) gave a presentation.

18. Correspondence / reports to be tabled by the Clerk:

- **Jobcentre Near ME** asking if a link can be applied to the parish council website.
- **Cornwall Council** – proposal to change car parking charges – 2018 off street parking order.
- **Cornwall Council** – notification of temporary road closure from Taylors Shop to South Coombeshead Lane, Stoke Climsland from 12th – 14th March for work to utility apparatus.
- **Cornwall Council** – problems with the online planning register.
- **Cornwall Council** – Planning in Cornwall seminar at Scorrier on 10th March 2018
- **Cornwall Community Land Trust** – seminar at Truro on 2nd March 2018
- **Cornwall Council** – Localism Town & Parish update
- **Cornwall Council** – invite to an event to launch Digital Cornwall Week on 26th February at Carnon Downs.
- **Cornwall Council** – Communities & Devolution Bulletin
- **Saltash Town Council** – emergency first aid at work course on 2nd March 2018
- **Energy Analysis** – An independent organisation offering feasibility work to identify and develop renewable energy projects that reduce energy costs and generate revenue for the local community.
- **Cornwall Rural Housing Association** – information on the organisation.

19. Parish Matters / Any other Business and items for the next agenda:

- The Clerk reported she had attended the CALC seminar on Agendas and Minutes and had registered for the sessions on Audits under £25,000 and the new Data Protection Regulations coming into force in May 2018.
- Cllr T Brewer reported on the condition of the entrance to the cemetery. Although this was the responsibility of the Methodist Chapel Cllr D Hicks offered to have a look and identify the

work needed. It was suggested that tarmacking could be done in conjunction with the Parish Councils work at the recreation field.

- Properties were identified to receive a letter reminding them of their responsibilities to trim roadside hedges.
- Cllr D Skelton was reviewing the council's asset register and presented the first draft of this document.

(Cllrs. J Gale, A Budd, S Daw and J Flashman left the meeting at 9.35pm followed shortly afterwards by Cllr T Brewer)

20. Date of the next Meeting: Tuesday, 20th March 2018.

21. To close the Meeting: The meeting closed to the public at 10.00pm.

22. Closed Session (excluding the public owing to the confidential nature of the business being discussed)

Clerks Salary Review - in line with the rates proved by the NALC: Councillors agreed to increase the clerks salary in line with the new rates published by the National Association of Local Council remaining on scale SCP22 with the new rate of £10.74 to be paid from the 1st March 2018, proposed Cllr N Easton, seconded by Cllr Mrs L Moir and unanimously agreed.

Pensions Regulator – work place pension scheme and the options available for the parish council:

The clerk will obtain further information and report back to the Council.

There being no further business the meeting closed at 10.15pm

Dated: 20th March 2018

Signed: