

**Minutes of the Meeting of South Hill Parish Council held in the Parish Hall, Golberdon on Tuesday, 15<sup>th</sup> January 2019 at 7.30pm.**

Item No.		Action by
1	<p><b>Councillors Present.</b> Cllrs. D Skelton (Chairman), D Smith (Vice Chairman), A Budd, N Easton, Mrs W Trewin, J Gale, D Hicks, T Brewer.</p> <p><b>Also attending:</b> Mrs J Hoskin (Parish Clerk)</p> <p>The Chairman welcomed everyone to the first meeting of 2019.</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 Brent and 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 18<sup>th</sup> December 2018.</b> The Minutes of the Meeting held on the 18<sup>th</sup> December 2019 were confirmed and signed by the Chairman following the correction of a typo error on Item 12 (the words “and identified” deleted). Proposed Cllr T Brewer, seconded Cllr D Hicks and unanimously agreed.</p>	
6	<p><b>Matters Arising.</b> There were no matters arising from the minutes.</p>	
7	<p><b>Planning Applications / Planning Matters – to include applications received between the publication of the agenda and the meeting.</b> There were no applications presented for consideration at this meeting.</p> <p><b>b) Update on Planning Enforcement cases, if available.</b> Cllr D Smith stated that he would check the details of his report. Further information would also be added to support the information to be sent to the Ombudsman and copied to Cornwall Council Planning Enforcement.</p> <p>The Clerk had obtained information on how to report a complaint to the Ombudsman and the procedures to follow. It was agreed that the Clerk and Chairman meet, summarise this information and establish any further work required, and move forward in submitting the complaint.</p> <p>The enforcement complaint about West Frogwell Farm had been submitted online (Callington parish).</p> <p>It was noted that the local PCSO Caroline Franklin was aware of illegal activities at site within the parish. The Clerk will contact her for an update and confirmation as to any action the police were taking.</p>	<p>Dsm</p> <p>DSk/ Clerk</p> <p>Clerk</p>

8	<p><b>Accounts / Financial Matters – to approve accounts presented for payment.</b> The Council approved the payment of accounts presented, proposed Cllr D Hicks, seconded Cllr Mrs W Trewin, unanimously agreeing that the account from South West Water be withheld and the Clerk will clarify the amount owed.</p> <p>BACS - J Hoskin – Clerks payment for December 2019 = £ 160.36 Ch 954 – HMRC = £ 37.59</p>	
9	<p><b>Cornwall Council update – Cllr S Daw.</b> No report received.</p>	
10	<p><b>Parish Hall – update from the Project Manager / Hall Committee on the grant funded work.</b> The Chairman reported that the Hall Committee were in regular contact with the Project Manager who was obtaining costs for the various projects including ground works , insulation, heating and possibly an upgrade to the kitchen. The Chairman reported on an email received from Wendy (Cornwall SITA Trust) and it seemed the work funded by this grant needed to move forward sooner than expected. Plans from the Project Manager needed to be approved by the Parish Council and the Chairman will call an extra meeting if necessary should reports be received. It was noted the Parish Council had previously agreed to pay the required percentage contribution towards the SITA / SUEZ funding and the Chairman confirmed this amount as being 12% and not 11% as first thought. This was approved. It was agreed the £2,400 be paid, when requested.</p> <p>Work to the floor was planned for March 2019 and this was being funded by the Big Lottery Fund. Cllr N Easton stated that the date for the closure of the hall needed to be confirmed as soon as possible to allow anyone planning an event to seek an alternative venue.</p>	DSk/ Clerk
11	<p><b>Highway Matters – to report highways matters requiring attention.</b></p> <ul style="list-style-type: none"> <li>○ Potholes and blocked drains in the Manaton Mill area causing flooding to an adjacent property. It was proposed by Cllr N Easton, seconded by Cllr D Skelton and unanimously agreed that Cormac be notified and asked to investigate the obstruction restricting the surface water going through the hedge onto the field. Cllr D Hicks had in the past met Cormac on site and identified the problem.</li> <li>○ Old yellow markings on the Tregonnett road that identified sections of patching work had now been repainted.</li> <li>○ Signs advertising the Slimming World sessions at Golberdon had been fixed on the posts of highway road signs.</li> <li>○ Cllr T Brewer reported a Pizzz sign placed in a garden on the Launceston road just off Stoke Climsland (outside South Hill parish) that obstructed driver’s visibility. Cllr J Gale offered to look at the site and the Clerk will notify Cormac.</li> <li>○ Cllr N Easton will visit the lay-by near Camelot Kennels where hatched markings are required to prevent vehicles parking at the end of the lay-by obstructing the use of this area for other road users. The Clerk will notify Stoke Climsland Parish Council.</li> </ul>	Clerk          JG/Clerk          NE/Clerk
12	<p><b>Recreation Field – to report on the maintenance work / inspection reports for the play area.</b></p> <p>a) <b>To identify any work required on the maintenance work / inspection reports for the play area.</b> Cllr T Brewer gave a verbal report on recent</p>	

	<p>inspections, identifying that section on the wooden equipment required attention. Cllrs D Skelton and A Budd will inspect and authorise any repairs. The hedge in the children’s play area had been trimmed leaving sharp ends of wood sticking out and loose sticks lying on the ground. The work to trim the inside of the hedge was difficult and Cllr Brewer recommended a mini-digger be brought in to “put up” the foot of the hedge as good management of the site. He reported the cost being approximately £300. Item to be placed on the agenda for the next meeting. Cllr D Hicks reported that the roadside of the hedge had also been trimmed although the contractor had not been authorised to do this. Cllr Brewer also reported that the grass between the fence posts was not being cut and the condition of the posts were deteriorating. Also the locations of the three tyres restricted grass cutting.</p> <p>It was proposed by Cllr D Hicks, seconded by Cllr N Easton and unanimously agreed that the trees in the area at the top of the Recreation Field be cut. Cllr N Easton recommended this work be added to the grass cutting contract.</p> <p>A letter will be sent to the Callington Colts football club asking them to remove the old sections of goal posts, nets and empty spray paint cans left at the top of the field.</p> <p><b>b) Tree Safety – to approve the cost of £245 for a tree safety and condition survey.</b> Having looked at the £245 cost for a written quotation and the content of the tree survey report , it was agreed that further details on individual trees was needed to allow the Parish Council to specify the work required to any potential contractor. The tree arborist will also be asked to recommend the work needed to reduce the crown of the tree in the play area that was now overhanging the hall building.</p> <p>Cllr T Brewer offered to supervise a bonfire to tidy up the field.</p> <p><b>c) Tenders for the 2019/2020 mowing and maintenance contracts to be considered at the next meeting.</b> Noted.</p>	<p>DSk/AB</p> <p>AB</p> <p>Clerk</p> <p>Clerk</p> <p>TB</p>
<p><b>13</b></p>	<p><b>Allotments – update on plots and management of the site. To review the tenancy agreement and rental fee for the 2019/2020 year.</b> It was agreed that the section of the allotment agreement relating to dogs be amended to read “Dogs to be kept under control and confined to the allotment holders plot”. It was proposed by Cllr N Easton, seconded by Cllr D Hicks and unanimously agreed the rental fee be kept at £15.00 per plot for the 2019/2020 year.</p> <p>Having received a letter confirming the tenant of plots 6 and 7 had relinquished the tenancy, it was plot 6 be offered to Mr J Slater and plot 7 given to Mr M Gould. The plots to be free of charge to the end of the year (31<sup>st</sup> March 2019) to allow the new tenants to organise the plots ready for the new planting season. The Council also agreed that current allotment holders Mr &amp; Mrs Lyons take on plot number 9 and accepted their offer to manage plot number 8 until a new tenant was found.</p>	<p>Clerk</p> <p>Clerk</p>
<p><b>14</b></p>	<p><b>Footpaths – update on work, if available.</b> The Chairman reported that the posts, way marker discs and stile kits were available from the Cormac Bodmin depot. It was proposed by Cllr J Gale, seconded by Cllr N Easton and unanimously agreed that the Parish Council joins the CC Local Maintenance Project for the 2019/2020 trimming year.</p>	

<b>15</b>	<b>Caradon Community Network – date of the next meeting to be confirmed.</b> - 7 <sup>th</sup> March 2019.	
<b>16</b>	<b>Correspondence / reports to be tabled by the Clerk.</b> <ul style="list-style-type: none"> <li>○ CALC / Cornwall Council – Information on the Governance review for parishes. Councillors did not wish to change anything in relation to South Hill.</li> <li>○ Marie Curie charity function notices.</li> <li>○ Clerks &amp; Councils Direct magazine – January 2019.</li> </ul>	
<b>17</b>	<b>Parish Matters / Any other business and items for the next meeting.</b> No matters reported.	
<b>18</b>	<b>Date of the next Meeting.</b> Tuesday, 19 <sup>th</sup> February 2019	
<b>19</b>	<b>To close the Meeting.</b> There being no further the business the meeting closed at 9.07pm.	
<b>20</b>	<b>Closed Session – Clerks contract.</b> The staffing committee will liaise with the clerk on the new contract of employment.	

Dated: 19<sup>th</sup> February 2019

Signed: