

# Delabole Parish Council

Parish Clerk: **Holly Hutchins**

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[www.delaboleparishcouncil.gov.uk](http://www.delaboleparishcouncil.gov.uk)

Ordinary Meeting of the Council meeting – 8<sup>th</sup> June 2021 7pm  
Location: at Saint John the Evangelist Church, 76 High street, Delabole

**Due to Covid 19 regulations this meeting will be adhering to current social distancing regulations. Capacity is limited to 30 people only. Facemasks must be worn by all attendees during the meeting unless exempt.**

**TO MEMBERS OF THE COUNCIL:** R. Chapman(Chairman), H. Ferguson,(Vice Chairman), K.Cann, J Chapman, C. Keat, N Hatch. A Pooley, E. Reynolds, A, Stacey

Dear Members,

I hereby give you notice that the Ordinary meeting of the Delabole Parish council be held on **Tuesday 8<sup>th</sup> June 2021 at Saint John the Evangelist Church, 76 High street, Delabole at 7.00pm.** All Members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder.



Yours sincerely,

**Holly Hutchins, Parish Clerk.**

Press and Public are invited to attend. Meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public.

## AGENDA

- 21/035 Councillors present
- 21/036 Apologies for absence
- 21/037 Declaration of Interests
- 21/038 To receive and approve minutes of: Annual Council Meeting 18<sup>th</sup> May 2021
- 21/039 County Councillor report - Cllr D Fairman
- 21/040 Clerks report (For information only)
- 21/041 Public participation (15 minutes allowed)
- 21/042 Planning
  - a.[PA21/03981](#) Erect two 3 bed semi detached houses.
- 21/043 Cemetery
- 21/044 ICCM Training
- 21/045 Planters
- 21/046 Wildflower section
- 21/047 Tree donations
- 21/048 War memorial gardens maintenance and up keep.
- 21/049 Treligga Commons and Cliff PROW
- 21/050 Slate Close roundabout
- 21/051 Maintenance to park equipment
- 21/052 Water leak at public toilets
- 21/053 Slate plaque
- 21/054 Code of conduct training
- 21/055 Footpaths
- 21/056 Policies
- 21/057 Annual Parish Meeting
- 21/058 Speed watch training
- 21/059 Litter picking Initiatives
- 21/060 Community Network meeting representative
- 21/061 Finances/Staffing
- 21/062 Exclusion of Press & Public (Public Bodies Admission to Meetings Act 1960)
- 21/063 Agenda items for next meeting
- 21/064 Close the meeting

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| 21/035 | <b>Councillors present</b><br>To <b>note</b> councillors present.  |
| 21/036 | <b>Apologies for absence</b><br>To <b>receive</b> apologies for absence with reasons.  |
| 21/037 | <b>Declaration of Interests</b><br>a. To declare any personal interests in items on the agenda and their nature<br>b. To declare any prejudicial interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the room for the relevant items)<br>c. To declare and gifts received above the value of £50.   |
| 21/038 | <b>To receive and approve minutes of last meeting</b><br>Councillors to receive and approve minutes from Annual Council meeting 18\05\2021 .<br>Chairman to initial each page and sign once approved.  |
| 21/039 | <b>County Councillor report - Cllr D Fairman</b><br>To <b>note</b> any updates from Cllr D Fairman – County Councillor.  |
| 21/040 | <b>Clerks report</b><br>To <b>note</b> information from the Clerk on actions since the last meeting.   |
| 21/041 | <b>Public Participation (15 minutes allowed for this)</b><br>To <b>note</b> parishioners views shared and questions posed to the Parish Council on issues on this agenda as well as items for future consideration at the discretion of the Chairman.  |
| 21/042 | <b>Consideration of planning applications</b><br><b>a.PA21/03981 Erect two 3 bed semi detached houses.</b>   |
| 21/043 | <b>Cemetery</b><br>To <b>resolve</b> upon documents and charges set by the council in relation to Delabole Cemetery.<br><ul style="list-style-type: none"> <li>• Cemetery rules and regulations</li> <li>• EROB – Fees</li> <li>• Notice of Interment (cremation)</li> <li>• Notice of Interment (burial)</li> </ul> <p>To <b>resolve</b> upon fees and charges for Delabole Cemetery.</p> <p><b>Recommendations</b> : Included in the document pack are several examples of costing for local cemetery. Members to consider these as well as previous charges. Members to choose a date for charges to come into effect.</p> <p>To <b>resolve</b> by instructing the clerk to organise the removal of the of excess soil piled at the bottom of the cemetery.</p> <p>To <b>resolve</b> upon agreeing to pay Suez by direct debit for the removal of waste from bin located at the cemetery.</p> |
| 21/044 | <b>ICCM training</b><br>To <b>resolve</b> to enrol the clerk on ICCM cemetery management training at the earliest time possible. The cost from non member is £185+VAT for member £135+VAT- To <b>consider</b> annual membership £95.00.<br><b>Recommendations:</b> To enrol clerk on cemetery management and compliance training. To consider membership for one year to be reviewed again for the next year.  |
| 21/045 | <b>Planters</b><br>To <b>resolve</b> on the acceptance of two half barrels donated to the council by Delabole Community support group. To be maintained by members of Delabole Community Support group. To <b>resolve</b> upon the removal of planters which have fallen into disrepair.<br><br><b>Recommendations:</b> If accepted members to agree where planters should be placed. Taking into consideration ownership of land and health and safety. Members should also consider the up keep of the planters and where the flowers and plans would be sourced.  |
| 21/046 | <b>Wild flower section</b><br>To <b>discuss</b> plans for a wild flower section inside King George V playing fields.<br><br><b>Recommendations:</b> Clerk has made contact and awaiting reply from Cornwall council to clarify land ownership of the park. Upon meeting with Cllr N Hatch proposed section   |

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|        | <p>towards the top of the park at the far side by the trees. It is recommended that consideration and research into how the wild flower section should be developed careful to protect native species of plants and wildlife. Consideration should be made to home owners in the vicinity and park user who may object. Appropriate signage to emphasise the initiative behind the project should also be considered.</p>  |
| 21/047 | <p><b>Donated Trees</b><br/>To <b>discuss</b> the allocation of trees previously donated to St.Teath parish council.</p> <p><b>Recommendations:</b> Review the conditions of trees donated.</p>  |
| 21/048 | <p><b>War memorial gardens maintenance and up keep.</b><br/>To <b>resolve</b> the current contactor to maintain the war memorial gardens as an when it is required in addition to the contracted work for footpath maintenance and grass cutting.</p> <p><b>Recommendations:</b> <i>If resolved in favour to be notified of work before it is conducted and to agree on quoted price. When contract is up for renewal to look at factoring this work in.</i></p>   |
| 21/049 | <p><b>Treligga Commons and Cliff PROW</b></p> <p>To <b>discuss</b> a request by members of the public to support an application for a Definitive Map Modification Order located Nr Treligga.</p> <p><b>Recommendation:</b> <i>Members should study the documentation provided carefully and raise questions for future research into the proposal.</i></p>   |
| 21/050 | <p><b>Slate Close roundabout</b><br/>To <b>discuss</b> the previous request to St. Teath parish council regarding the roundabout located in Slate Close.</p> <p><b>Recommendations:</b> Due to the length of time since the original discussion. It is recommended that members approach residents to discuss their request before reaching a resolution. Clerk has made contact with the highways to acquire necessary paper work for a license for planting on a highways which are included in the document pack.</p>                                       |
| 21/051 | <p><b>Maintenance to park equipment</b><br/>To <b>discuss</b> the ROSPA report for the play park and repair options for equipment as outlined in the additional attached document. To <b>resolve</b> upon work to take place.</p> <p><b>Recommendations:</b> Members to consider cost, longevity and life of play equipment. Members will need to consider health and safety of equipment after repair and prioritise work needed to be done. Detailed quotes included in document pack.</p>   |
| 21/052 | <p><b>Water leak at public toilets</b><br/>To <b>resolve</b> upon action to be taken regarding water leaking from down pipe at the public toilets after heavy rainfall. More details in the attached report.</p> <p><b>Recommendations:</b> <i>Members to consider costs if one method of repair does not fix the problem. Quotes prepared for water jetting to clear blockage and Inspecting soak away. Clerk has attempted to make contact with Cornwall council who hold the freehold to the playschool. Detailed quotes included in document pack.</i></p> |
| 21/053 | <p><b>Slate Plaque</b><br/>To <b>resolve</b> upon the purchase of a slate plaque to commemorate the formation of Delabole Parish Council, to be displayed along side other commemorative plaques Nr the clock tower.</p> <p><b>Recommendations:</b> <i>To consider if the following applies power to make and erect ornamental village signs under the power to encourage visitors to the locality. Local Gov Act 1972 s 144 or alternatively S137 to purchase the sign.</i></p>   |
| 21/054 | <p><b>Code of conduct training</b><br/>To <b>note</b> code of conduct training was planned to take place online on 7<sup>th</sup> June and to note what councillors attended.</p>  |

| 21/055                  | <b>Footpaths</b><br>To <b>note</b> any work outstanding / required.   |                |             |                |       |                       |          |        |             |      |             |                |       |     |                         |                  |      |           |  |                    |           |        |        |  |
|-------------------------|---|----------------|-------------|----------------|-------|-----------------------|----------|--------|-------------|------|-------------|----------------|-------|-----|-------------------------|------------------|------|-----------|--|--------------------|-----------|--------|--------|--|
| 21/056                  | <b>Policies</b><br>To <b>resolve</b> by adopting the draft policies, as listed below: <ul style="list-style-type: none"> <li>• Complaints policy</li> <li>• Health and Safety Policy</li> <li>• Freedom of information publication scheme</li> <li>• Delabole FOI Policy</li> <li>• Local Government Employers Discretions Policy</li> </ul>  |                |             |                |       |                       |          |        |             |      |             |                |       |     |                         |                  |      |           |  |                    |           |        |        |  |
| 21/057                  | <b>Annual Parish Meeting</b><br>To <b>resolve</b> a date to set the Annual Parish meeting and to <b>discuss</b> who to invite to deliver presentations.<br><br><b>Recommendations:</b> Annual meeting ordinarily takes place between 1 <sup>st</sup> March and 1 <sup>st</sup> June (inclusive) and can be called by the chairman or the parish council, 2 councillors or 6 electors for the area. Decision to delay by Cllr D.Fairman to allow more members of the public attend. Set a date so it can be advertised well in advance and agenda items discussed. Notice period for Agenda is 7 clear days.   |                |             |                |       |                       |          |        |             |      |             |                |       |     |                         |                  |      |           |  |                    |           |        |        |  |
| 21/058                  | <b>Speed Watching training</b><br>To <b>discuss</b> community speed watch and potential training opportunities.<br><br><b>Recommendations:</b> To make contact with Speed watch to find out how to initiate speed watch campaign with the potential of additional speed watch locations within the village. Clerk has emailed awaiting response.  |                |             |                |       |                       |          |        |             |      |             |                |       |     |                         |                  |      |           |  |                    |           |        |        |  |
| 21/059                  | <b>Litter picking</b><br>To <b>discuss</b> litter picking initiatives in the parish.<br><br><b>Recommendations:</b> Ensure any initiatives are covered by suitable level of insurance. Health and safety briefings and appropriate risk assessments are in place.   |                |             |                |       |                       |          |        |             |      |             |                |       |     |                         |                  |      |           |  |                    |           |        |        |  |
| 21/060                  | <b>Community Network meeting representative</b><br>To <b>resolve</b> to nominate a member to represent the council at community network meetings and report back on issues discussed. Meetings are held on the last Tuesday of each month.<br><br><b>Recommendations:</b> Members to vote community Link representative.  |                |             |                |       |                       |          |        |             |      |             |                |       |     |                         |                  |      |           |  |                    |           |        |        |  |
| 21/061                  | <b>Finance /Staffing</b><br>To note the current balance in the bank on 31/05/2021: <b>£125915.75</b><br><br>To note the reconciled value of the account at 31/05/2021: <b>£124382.11</b><br><br>To note the income received: <table border="1" data-bbox="236 1641 1248 1778"> <thead> <tr> <th>Name</th> <th>Budget line</th> <th>Payment method</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>St. Teath PC reserves</td> <td>Reserves</td> <td>Cheque</td> <td>£111,980.19</td> </tr> </tbody> </table><br>To consider & authorise the below payments: <table border="1" data-bbox="236 1874 1294 2087"> <thead> <tr> <th>Name</th> <th>Budget line</th> <th>Payment method</th> <th>Value</th> <th>VAT</th> </tr> </thead> <tbody> <tr> <td>H. Hutchins<br/>V. Roots</td> <td>June Staff wages</td> <td>BACS</td> <td>£1,236.00</td> <td></td> </tr> <tr> <td>Saint Johns Church</td> <td>Hall Hire</td> <td>Cheque</td> <td>£15.00</td> <td></td> </tr> </tbody> </table> | Name           | Budget line | Payment method | Value | St. Teath PC reserves | Reserves | Cheque | £111,980.19 | Name | Budget line | Payment method | Value | VAT | H. Hutchins<br>V. Roots | June Staff wages | BACS | £1,236.00 |  | Saint Johns Church | Hall Hire | Cheque | £15.00 |  |
| Name                    | Budget line   | Payment method | Value       |                |       |                       |          |        |             |      |             |                |       |     |                         |                  |      |           |  |                    |           |        |        |  |
| St. Teath PC reserves   | Reserves  | Cheque         | £111,980.19 |                |       |                       |          |        |             |      |             |                |       |     |                         |                  |      |           |  |                    |           |        |        |  |
| Name                    | Budget line   | Payment method | Value       | VAT            |       |                       |          |        |             |      |             |                |       |     |                         |                  |      |           |  |                    |           |        |        |  |
| H. Hutchins<br>V. Roots | June Staff wages  | BACS           | £1,236.00   |                |       |                       |          |        |             |      |             |                |       |     |                         |                  |      |           |  |                    |           |        |        |  |
| Saint Johns Church      | Hall Hire   | Cheque         | £15.00      |                |       |                       |          |        |             |      |             |                |       |     |                         |                  |      |           |  |                    |           |        |        |  |

|   |          |              |           |         |
|---|----------|--------------|-----------|---------|
| Code of conduct training                | Training | Cheque       | £50.00    |         |
| Three mobile                            | Phone    | DD           | £6.00     | £1.00   |
| Growing Concern                         |          | Cheque       | £1,800.00 | £300.00 |
| EDF Electricity (clock)                 |          | Direct Debit | £119.32   |         |
| South west water (Toilets)              |          | Direct Debit | £77.24    |         |
| South west water (Vell lane)            |          | Direct Debit | £12.77    |         |
| H.Hutchins (clerk) Stamps and postage   | Office   | Cheque       | £12.49    |         |
| H.Hutchins (Clerk) Plaque for cemetery. |          | Cheque       | £9.85     |         |
| Western Web                             | Website  | Cheque       | £666.00   | £111.00 |

To **note** amendment from last months payment schedule to include postage:

|   |        |                  |         |       |
|---|--------|------------------|---------|-------|
| Arnold baker on Local council administration book | Office | Cheque No.300020 | £123.80 | £0.80 |
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| <b>21/062</b> | <b>Exclusion of Press &amp; Public (Public Bodies Admission to Meetings Act 1960)</b><br><b>recommendations:</b> Not required  |
| <b>21/063</b> | <b>Agenda items for next meeting</b><br>To <b>resolve</b> by raising items to be added for discussion at next meeting. Items to be emailed to the clerk@delaboleparishcouncil.gov.uk |
| <b>21/064</b> | <b>Close the meeting</b>   |