

# Delabole Parish Council

Parish Clerk: **Holly Hutchins**

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Ordinary Meeting of the Council meeting – 10<sup>th</sup> August 2021 7pm

Location: Delabole Methodist Church, Delabole

**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 10<sup>th</sup> August Methodist Church, 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

- 21/114 Councillors present**  
To **note** councillors present.
- 21/115 Apologies for absence**  
To **receive** apologies for absence with reasons.
- 21/116 Declaration of Interests**  
a. To declare any personal interests in items on the agenda and their nature.  
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)  
c. To declare any gifts received for the value of £50 or more.
- 21/117 To receive and approve minutes of last meeting**  
Councillors to **receive** and **approve** minutes from ordinary meeting 13<sup>th</sup> July 2021 . Chairman to initial each page and sign once approved.
- 21/118 County Councillor report - Cllr D Fairman**  
To **note** any updates from Cllr D Fairman – County Councillor.
- 21/119 Clerks report**  
To **note** information from the Clerk on actions since the last meeting.
- 21/120 Public Participation (15 minutes allowed for this)**  
To **note** 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.
- 21/121 Consideration of planning applications**

- a. [PA21/06184](#) Addition of extensions to rear, side and front of two-storey end-terrace house. 24 Trebarwith Road Delabole PL33 9DB
- b. [PA21/06635](#) Construction of a single storey side extension to the south of the existing dwelling to provide additional dining/living space and the construction of an oak framed porch on the front elevation.
- c. To consider any other consultations received since publication of the agenda.

- 21/122 Skate Park**  
To **discuss** the proposal for a skate park in the King George V playing Field.
- 21/123 CCTV**  
To **discuss** the proposal for CCTV at the Sports Pavilion.
- 21/124 Carnival Revel**  
To **resolve** upon granting permission for a one day event to take place on 22<sup>nd</sup> August 2021 at the Kind George V playing fields.  
**Recommendations:** *Copies of Public Liability insurance, risk assessments and health and safety considerations to be presented to the clerk one week before the event along side completed events policy form.*
- 21/125 Play Park**  
To **note** feedback from inspections and to identify any work required.
- 21/126 Footpaths**  
To **note** any work outstanding / required.
- 21/127 Change of name from St. Teath Parish Council to Delabole Parish Council**  
To **discuss** actions to be taken for updating name changes as a result in the governance review and including title deeds, contracts and signage around the parish.
- 21/128 Memorial Plaque**  
To **resolve** upon the location and method for fixing the plaque to the wall by the clock tower in the village.
- 21/129 Application for memorial**  
To **accept** payment and **approve** the memorial for Fernley Hatch to be placed on grave space Row 25 plot 8B at Delabole Cemetery.
- 21/130 Queens Jubilee**  
To **discuss** plans for the Queens Jubilee celebrations 2022.
- 21/131 Toilet Sanitary waste**  
To **resolve** upon contactor to manage the removal of sanitary waste at the public toilets.
- 21/132 Cornwall planning and AONB**  
To **resolve** upon adding Delabole Parish Councils support to the correspondence regarding planning in AONB being sent from St. Gennys Parish council to Cllr Scott Mann.
- 21/133 Neighbourhood/Local Plan**  
To **discuss** the development of a neighbourhood or local plan and to **resolve** to appointing a working group for the purpose of its development if deemed necessary.  
**Recommendations:** *There are national planning reforms underway. Council may wish to consider the outcome of these prior to starting planning process.*

- 21/134 Grant applications**  
To **resolve** upon request for grants for the following requested prior to the adoption of grant policy.
- a. Delabole Community School request for grant towards the cost of school crossing patrol.
  - b. Neighbourhood Community Kitchen grant request.
- 21/135 Friends of Delabole School Expired Cheque**  
To **resolve** upon re-issuing a cheque due the previous cheque expiring for the amount of £1000 as granted by St.Teath Parish Council in December 2020 to the Friends of Delabole School.
- 21/136 Contracts for footpaths/Grass cutting and Weed spraying**  
To **discuss** tender requests prepared by the clerk for footpath maintenance, grass cutting and weed spraying in preparation for going out to tender. To **resolve** final wording of tenders requests, method of advertising to potential contactors and setting a deadline for submission.  
**Recommendations:** *To consider cuts required on footpath contract. Additional cuts at cost on well used footpaths within the village. (e.g Quarry, Deer park to Delabole Point , Green lane – Trebarwith Rd to Trebarwith Village, footpath adjacent to Western supply.)*
- 21/137 Clerks Contact hours**  
To **resolve** upon agreeing to the main days of contact for the Clerk as Tuesdays and Thursdays.
- 21/138 Finance, strategy and staffing committee**  
To **appoint** members to a finance, strategy and staffing committee. (inclusive of the chairman and vice chairman as ex officio members)
- 21/139 Zebra crossing**  
To **discuss** the request from member of the public regarding a zebra crossing being installed near the village petrol station.
- 21/140 Public Toilet water leak**  
To **discuss** the water leak reported at the public toilet block regarding rain water passing on the playschool property.
- 21/141 Policies/Documents**  
To **resolve to adopt the following policies/documents:**
- Terms for reference – Committees
  - King George V Playing Field Events Policy
- 21/142 Training**  
To **resolve** to enrol the clerk on Budgeting and finance course offered by CALC for a cost of £30 + VAT Date TBC. To **discuss** and **resolve** upon any councillors also wishing to attend training.
- 21/143 Finance**  
To **note** the balances of accounts as accurate for 3/08/2021. Two councillors to sign the bank reconciliation statement on behalf of the council as noted.
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|--------------------------------------|--------------------|
| <b>Bank Balance 3/08/2021:</b>       | <b>£119 665.75</b> |
| <b>Reconciled Balance 3/08/2021:</b> | <b>£119 001.29</b> |

To **note** the income received, Two councillors to sign each remittance advice on behalf of the council as accepted:

Name	Budget line	Payment method	Value
EROB Plot purchase x2	Burials	Cheque	£632.00
Interment fee	Burials	BACS	£199.70

To **note & authorise** the below payments, Two councillors to sign each invoice on behalf of the council as authorised and noted where direct debits and other payments have been pre approved:

Payment Method	Budget Line	Name	Total	Vat
BACS	Defibrillator	Duchy Defibrillators Set up fee and annual fee	£342.00	£57.00
BACS	Maintenance, utilities & supplies	Cornwall Supplies Company	£81.01	£13.50
BACS	LGA s137	Atlantic Signs	£228.00	£38.00
BACS	Training	Cornwall ALC – code of conduct	£24.00	£4.00
BACS	parking	Cornwall Council – Parking attendant (June)	£116.55	
BACS	Pension	Cornwall Pension fund	£162.26	
BACS	Staff wages	Staff Wages	£1,072.32	
BACS	Staff wages	HMRC PAYE tax	£126.80	
Cheque No.	LGA s137	St Johns Church Grass cutting grant	£600.00	
DD	commercial waste/dog bin	Suez Payment (June)	£105.71	£17.62
DD	commercial waste/dog bin	Suez Payment (July)	£105.71	£17.62
DD	Maintenance, utilities & supplies	Source4b Vell lane water	£29.50	
DD	Maintenance, utilities & supplies	Source4b Toilets water	£58.00	
DD	Maintenance, utilities & supplies	British Gas Electric- Toilets	£100.73	£4.79
DD	telephone/internet	Three mobile	£4.48	
DD	Maintenance, utilities & supplies	EDF Millennium Clock	£48.96	£2.34
BACS	Grass Cutting	Growing Concern- July Invoice	£1,800.00	£300.00
Cheque No.	Maintenance, utilities & supplies	St Teath Parish Council reimburse cleaning supply	£64.61	£0.81
Cheque No.	Hall Hire	St Johns Church Hire (13th July meeting)	£15.00	
BACs	Office	Unity Bank Service charge	£18.00	
BACs	Parking	Cornwall Council – Parking attendant (July)	£136.35	
		<b>Total</b>	<b>£5111.80</b>	<b>£437.25</b>

To **resolve** to reissue a cheque to St. Teath Parish Council due to spelling error (previous cheque returned and destroyed).

Cheque No.	commercial waste/dog bin	Re-issue Cheque St. Teath parish Council (spelling error of amount)	£100.96
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To **resolve** to pay invoices received from SLA Parking when they are received to not incur late fees.

**21/144**

**Agenda items for next meeting**

To discuss items to be added to future agendas:

Full council meeting:

- Cllr Barry Jordan in email received 19/07/2021.

Finance, strategy and staffing council meeting:

- Council Action plan
- Reserves and budget review
- Savings account

**21/145**

**Close the meeting**