

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

Location: Delabole Methodist Church, Delabole

## MINUTES

- 21/114 Councillors present**  
Cllr R Chapman (Chariman), Cllr H Ferguson (Vice Chariman), Cllr N Hatch, Cllr A Pooley, Cllr A Stacey, Cllr C Keat, Cllr K Cann.
- 21/115 Apologies for absence**  
Cllr J Chapman due to self Isolating, Cllr E Reynolds due to work commitments and Cornwall Councillor D Fairman.
- 21/116 Declaration of Interests**  
a. Cllr A Pooley declared an interest in item number 21/123 due to being a member of the Football and Cricket club.  
Cllr N Hatch declared a personal interest in item number 21/128 due to the request being related to a memorial for a member of her family.  
Cllr A Stacey, Cllr H Ferguson and Cllr C Keat declared a personal interest in item number 21/124 due to being members of the village Carnival Committee.  
b. no prejudicial interests were declared.  
c. No gifts received for the value of £50 or more were declared.
- 21/117 To receive and approve minutes of last meeting**  
The minutes from ordinary meeting 13<sup>th</sup> July 2021 were approved as accurate .  
**Proposed:** Cllr A Pooley **Seconded:**Cllr K Cann **Votes:**unanimous
- 21/118 County Councillor report - Cllr D Fairman**  
Cllr D Fairman was not in attendance.
- 21/119 Clerks report**  
The information from the Clerk's report was noted with no further questions.
- 21/120 Public Participation (15 minutes allowed for this)**  
There were three members of the public present and no comments were made in this section.
- 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.  
  
The council discussed the above planning applications and **resolved** to submit a comment of support for each of them.  
**Proposed:** Cllr K Cann **Seconded:**Cllr N Hatch **Votes:**unanimous

**21/122 Skate Park**  
The chairman invited representatives of the Skate Park Project to speak. The members of the public explained that the planning for the project had expired and they sought the councils support to re-apply. They explained the the planning permission was required to be in the Parish Councils name in order to make the project eligible for further funding from different sources. There was further discussion of finances and potential grants available to fund the project. The Clerk will arrange a time to the talk in detail with representatives from the project to find out more about its status to help inform council of next steps.

**21/123 CCTV**  
Item deferred to next meeting.

**21/124 Carnival Revel**  
It was **resolved** to grant permission for a one day event to take place on 22<sup>nd</sup> August 2021 at the King George V Playing Field. On the condition that copies of Public Liability insurance, risk assessments and health and safety considerations are presented to the Clerk at least one week before the event along side a completed events policy form.

**Proposed:** Cllr A Pooley **Seconded:**Cllr N Hatch **Votes:**unanimous

**21/125 Play Park**  
Cllr A Pooley explained that he had received copies of 2019,2020 and 2021 ROSPA reports from St. Teath Parish Council. He explained that maintenance required had been highlighted previously. Cllr A Pooley also reported damage to fence running along the bottom of the playfield.

The Clerk brought to the councils attention an issue with some of the surfacing in the play park leaving black residue on children's clothes and shoes. She had been in contact with the company who supplied the play equipment who have now ceased trading. Therefore no warranty is valid. The Clerk was advised the council would need to fix the problem and then try to claim reimbursement from the administrators. Councillors discussed the issue and would continue to monitor the problem.

**21/126 Footpaths**  
No issues to note.

**Two members of the public left 7:40pm**

**21/127 Change of name from St. Teath Parish Council to Delabole Parish Council**  
There was discussion about land owned by the parish council and ensuring names are changed on deeds and legal documents. The Clerk will investigate land ownership further before seeking quote from a conveyancer. The renaming of the cemetery was also discussed. It was **resolved** upon to purchase replacement signs for King George V playing Fields and public toilets with the updated name Delabole Parish Council for a cost of £144 including VAT.

**Proposed:** Cllr H Ferguson **Seconded:**Cllr K Cann **Votes:**unanimous

**21/128 Memorial Plaque**  
It was **resolved** to mount the plaque at the front and centre of the clock tower and to instruct maintenance to fix it to the clock tower. Clerk to discuss this with maintenance and arrange for it to be mounted.

**Proposed:** Cllr A Pooley **Seconded:**Cllr A Stacey **Votes:**unanimous

- 21/129 Application for memorial**  
It was **resolved** to accept payment and approve the memorial for Fernley Hatch to be placed on grave space Row 25 plot 8B at Delabole Cemetery.  
**Proposed:** Cllr A Pooley **Seconded:**Cllr A Stacey **Votes:**unanimous
- 21/130 Queens Jubilee**  
Councillors discussed options to mark the Queens Jubilee. Suggestions included a picnic in the park, entertainment and commemorative items for all village children.
- 21/131 Toilet Sanitary waste**  
It was **resolved** upon Company A to manage the removal of sanitary waste at the public toilets.  
**Proposed:** Cllr H Ferguson **Seconded:** Cllr K.Cann **Votes:**unanimous
- 21/132 Cornwall planning and AONB**  
A follow up email was received from St Gennys Parish Council stating they no longer intended to send the proposed letter.
- 21/133 Neighbourhood/Local Plan**  
Cllr K Cann spoke about the need of a Neighbourhood Plan and public consultation. Cllr C Keat suggested waiting for the new legislation to come into effect. Cllr R Chapman asked the Clerk to speak to the community link officer to see if they would meet with the council to advise about the process and offer more advice.  
**One member of the public left 8:10pm**
- 21/134 Grant applications**  
The council **resolved** upon awarding the following grants. During discussion the Clerk explained that the total budget for grants this year would be exceeded if the proposed grants were awarded. The council **resolved** to pay the additional funds required from general reserves.  
a. Delabole Community School request for grant towards the cost of school crossing patrol **Grant awarded: £1500**  
**Proposed:** Cllr N Hatch **Seconded:** Cllr C Keat **Votes:**6/2  
b. Neighbourhood Community Kitchen grant request. **Grant awarded: £640**  
**Proposed:** Cllr A Pooley **Seconded:** Cllr K.Cann **Votes:**unanimous
- 21/135 Friends of Delabole School Expired Cheque**  
The council discussed reissuing the expired cheque. Councillors requested the clerk to contact the Friends of Delabole School and ask them to contact St. Teath Parish Council as the grants were awarded prior to the reorganisation of parishes.
- 21/136 Contracts for footpaths/Grass cutting and Weed spraying**  
Contracts for Tender were discussed and it was **resolved** to add a clause to the footpath tender that allows contractors to be able to be asked to complete extra cuts as and when required.  
  
Tenders to be advertised on the Parish Council Website, Delabole Slate newsletter and local press. Deadline set for submission of 17<sup>th</sup> September to allow for consideration for budget planning next financial year.  
**Proposed:** Cllr A Pooley **Seconded:** Cllr K.Cann **Votes:**unanimous

- 21/137 Clerks Contact hours**  
It was **resolved** that the main days of contact for the Clerk will be Tuesdays and Thursdays.  
**Proposed:** Cllr A Pooley **Seconded:** Cllr K.Cann **Votes:**unanimous
- 21/138 Finance, strategy and staffing committee**  
The following members were appointed to the Finance, Strategy and staffing committee:
- Cllr R Chapman
  - Cllr H Ferguson
  - Cllr C Keat
  - Cllr A Pooley
  - Cllr A Stacey
- Proposed:** Cllr K Cann **Seconded:** Cllr N Hatch **Votes:**unanimous
- 21/139 Zebra crossing**  
The clerk explained they had been in contact with highways regarding the zebra crossing nr Luggs petrol station. Highways have responded saying that the footfall in the area would not meet requirements for a Zebra crossing but a traffic island could be an option if the road was wide enough and the council agreed to fund it. The Clerk had measured the road width at 6.5m which fell short of the size required. The Clerk will write to the member of public explaining what had been discussed and inform them of other plans being discussed in the future with regard to traffic calming in the village.
- 21/140 Public Toilet water leak**  
Clerk explained that she had been in contact with Cornwall Council regarding the lease of the public toilets and the location of the soak-away. Cornwall council confirmed that the Parish Council hold a full maintenance lease and would be liable to fix the issue but could not locate plans for where the soak-away was situated. The Clerk was now in contact with another department at Cornwall Council to discuss options as it is still believed the playschool development is on top of soak-away and will need to be considered when deciding on the best course of action.
- 21/141 Policies/Documents**  
**Resolved** to adopt the following policies/documents:
- Terms for reference – Committees
  - King George V Playing Field Events Policy
- Proposed:** Cllr A Pooley **Seconded:** Cllr K.Cann **Votes:**unanimous
- 21/142 Training**  
**Resolved** to enrol the clerk on Budgeting and finance course offered by CALC Tuesday 7<sup>th</sup> September 2021. **Resolved** to enrol the following councillors on Finance for Councillors training – Cllr K Cann, Cllr A Pooley, Cllr A Stacey, Cllr C Keat and Cllr R Chapman on Chairman training.
- Proposed:** Cllr H Ferguson **Seconded:** Cllr N Hatch **Votes:**unanimous
- 21/143 Finance**  
**Noted** 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.

**Bank Balance 3/08/2021:**  
**Reconciled Balance 3/08/2021:**

**£119 665.75**  
**£119 001.29**

**Noted** the income received, Two councillors signed 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

**Noted & authorised** the below payments, Two councillors signed 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.		St Johns Church Grass cutting grant	£600.00	
300053	LGA s137			
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 Growing Concern- July Invoice	£48.96	£2.34
BACS	Grass Cutting		£1,800.00	£300.00
Cheque No.		St Teath Parish Council reimburse cleaning supply	£64.61	£0.81
300055.	Maintenance, utilities & supplies			
Cheque No.		St Johns Church Hire (13th July meeting)	£15.00	
300057	Hall Hire			
BACs	Office	Unity Bank Service charge	£18.00	
BACs	Parking	Cornwall Council – Parking attendant (July)	£136.35	
		Total	£5111.80	£437.25

**Proposed:** Cllr H Ferguson **Seconded:** Cllr N Hatch **Votes:** unanimous

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

Cheque No.		Re-issue Cheque St. Teath parish Council (spelling error of amount)	
300056	commercial waste/dog bin		£100.96

**Proposed:** Cllr K Cann    **Seconded:** Cllr H Ferguson    **Votes:** unanimous

**Resolved** to pay invoices received from SLA Parking when they are received to not incur late fees.

**Proposed:** Cllr H Ferguson    **Seconded:** Cllr A Stacey    **Votes:** unanimous

**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.
- CCTV
- Clock Service
- Communication methods and policy
- Dog bin provision

Finance, strategy and staffing council meeting:

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

**21/145      The meeting closed at 9pm.**

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_