

Ordinary Meeting - Tuesday, October 11, 2022, 7.30pm Methodist Church, Delabole

DRAFT MINUTES

- 22/181 Councillors present**
Cllrs R Chapman (chair), H Ferguson (vice chair), K Cann, C Keat, A Stacey, A Pooley, E Reynolds, J Chapman. Also present, S Cleave, clerk, Dominic Fairman, county councillor, and one member of the public.
- 22/182 Apologies for absence**
Cllr N Hatch – poorly.
- 22/183 Declaration of Interests**
None.
- 22/184 To receive and approve minutes of last meeting**
Councillors received and approved the minutes from the Ordinary meeting on June 14, 2022.
Proposed: H Ferguson Seconded: K Cann Votes: Unanimous
- 22/185 Public participation (15 minutes allowed for this)**
The member of public (MOP) said he attended the first meeting of the council last year and told councillors to listen to the residents, however he doesn't feel the council is. He said he has asked consistently if the parish council knew the results of the congestion scheme consultation. The chair said the council has asked but there have not been any results. She asked the MOP to give the results if he had them, to which he replied he was not telling her, but instead read some information received from CORMAC in June. Cllr Fairman said there is a review and if members of the public have a problem with it, they need to take it up with CORMAC. The MOP thanked Cllr Fairman for asking for volunteers for a Speedwatch and he asked what the parish council has done. The chair responded by telling him a request has been published in the Slate newsletter (delivered to every household in the village), and no volunteers came forward. She said a request can be repeated in the Slate. The MOP claimed that the police have had no requests for a speed watch. The MOP then said he would like the council to organise a parish or community meeting. Cllr Ferguson noted that the MOP spent the last 10 minutes asking the council what are they doing about various things, adding that he is always confrontational. She said Delabole was a new council and everyone is doing their best. Cllr Keat asked the MOP how representative his figures were, but he did not know. The chair said the first meeting about the congestion scheme was held last December and any objections should surely have been made between then and now. She said she didn't know one person who did not want a safe road. Before he left the meeting, the MOP gave a list of six people who want an extraordinary meeting to be held.
- 22/186 County Councillor report - Cllr Dominic Fairman**
With regards to the congestion scheme, Cllr Fairman said he asked what the issues were – with double yellow lines and parking towards the bus stop being two of the highlighted issues. He asked CORMAC to get the consultation done, and he passed on the issues. He has gone to the senior lead on transport, but no response. He will be attending the next community network meeting. With regards the 20mph scheme, there were reports of people being overtaken whilst travelling at 20mph. Cllr Fairman noted that the parish

council earmarked £30,000 for traffic calming. But, he had nothing else to report on either issue. He is pushing for the water quality issues in the River Allen. He said he is looking to recruit people to volunteer to be citizen scientists to get water samples.

22/187

Clerk's report

To note information from the clerk on actions since the last meeting, which included seeking extensions to the planning applications; organised defibrillator training at the Methodist Church on October 25, 7pm to 8.30pm; attended CALC General Power of Competence briefing; contacted CORMAC regarding traffic consultation papers; sought advice from CALC on a few matters; organised installation of new Wallgate unit in the gent's toilets; tried contacting Andy Lawler to see where we are with the CCTV in the park; spoke to Cornwall Council regarding ownership of the bus shelter at Medrose; answered queries from members of the public; emailed resident of High Street regarding house renovations and possible removal of bench; had some training about the cemetery mapping, and started process; organised valuation of three parcels of land prior to Land Registry transfer; cemetery – looked at how other councils / churches mark pitches; replied to PKF Littlejohns following query of council reserves for our AGAR application; posted AGAR final report; attended SLCC budget course; attended CALC Smaller Councils meeting; Operation London Bridge – changes to website, sorted condolence book and framed photo of the Queen; Cornwall Pension Fund onboarding session booked; spoke to Roland Uglow about stile, and liaised with CORMAC Countryside Officer to contact him regarding sorting it out; spoke to SWW about possible leak in the cemetery – checked, and SWW advised to take regular meter readings and keep an eye on it.

22/188

Consideration of planning applications

a. None.

b. To consider any other consultations received since publication of the agenda.

None.

22/189

Correspondence

Correspondence noted including: * Good Growth Fund and Community Levelling Up slides; *South West Water online workshop details; *Forest for Cornwall newsletter; *Shared Prosperity Fund briefings; *NDP conference.

22/190

Delabole Skate park

No updates from the skate park committee. They have been sent information about the Shared Prosperity Fund to make an application.

22/191

Wildflower Area

No update.

22/192

Land Registry

The valuation of the three areas of land has been carried out. Councillors proposed to pay the £45 Land Registry fees (x3) to complete the transfer of the land.

Proposed: J Chapman

Seconded: E Reynolds

Votes: Unanimous

22/193

Letter to St Teath Parish Council

The council considered writing a letter to St Teath Parish Council to raise concern over the shortfalls during the transfer from St Teath Parish Council to Delabole Parish Council. The clerk to draft a letter and send to the chair.

Proposed: E Reynolds

Seconded: K Cann

Votes: Unanimous

22/194

Dentistry in North Cornwall

A generic reply from Scott Mann's office regarding the council's letter about the lack of dentistry provision in North Cornwall was noted.

- 22/195 Cemetery waste soil bin quote**
The council received a quote from Albert Brown to build a new wooden container box at the bottom of the cemetery (£185). Councillors voted in favour of asking Albert to go ahead.
Proposed: H Ferguson Seconded: J Chapman Votes: Unanimous
- 22/196 Replacement trees**
Councillors discussed responses to planning applications in which trees are removed. Cllr Cann said if residents remove unsafe trees or have trees taken down, they need to be replacing them with more than they are taking down (two for one). Cllr Ferguson said places could be found where trees can be planted in the village. Cllr R Chapman said this could be included in a village plan.
- 22/197 High Street bin provision**
A member of the public emailed the council to ask if a bin could be placed by the postbox opposite M & R Motors or on the corner of Treligga Downs Road. Cllr R Chapman said it would mean an increase in the contract with Cornwall Council. Cllr Keat asked if there was a bin at the Rockhead end of the village, to which others said no. Councillors also noted there hadn't been any major issues. Clerk to reply to the member of public to say that any new bins will need to be budgeted for. Clerk to check with Cornwall Council to see if they would be happy to install a bin. Cllr J Chapman said for the size of it, it could be easier for them to empty it themselves. It was proposed to get a price from Cornwall Council, how much it would be to empty it and to reconsider it when they next budget is decided. Clerk also to direct the member of public to go direct to Cornwall Council to make a request also.
Proposed: E Reynolds Seconded: A Stacey Votes: Unanimous
- 22/198 Council handyman**
Councillors discussed the council having its own handyman that will commit to jobs. Clerk to ask a few people if they would be willing to quote. Cllr R Chapman said plenty of tradesmen advertise in the Slate so an advert can be placed in there to ask for any interest. Cllr Reynolds said if two or three apply, the council can keep their details on their books to have a selection of people to go to. Councillors voted for an advert to go into the Slate.
Proposed: R Chapman Seconded: E Reynolds Votes: Unanimous
- 22/199 Toilets**
Councillors discussed the current situation with the toilets (including installation of new hand wash unit, vandalism, toilet roll holders and redecoration). Clerk to contact Ivan Jones to install a timer/sensor to turn off the lights at night. Councillors to look at the toilet roll holders to see if they need replacing.
Proposed: J Chapman Seconded: A Stacey Votes: Unanimous
- 22/200 SLCC Microsoft Excel training**
Councillors agreed to enrol the clerk on the next SLCC Microsoft Excel for Beginners course (October 13) at a cost of £144.
Proposed: H Ferguson Seconded: K Cann Votes: Unanimous
- 22/201 Community representation**
The member of public that requested this on the agenda had left before this point.
- 22/202 Congestion scheme**
The council's role in the village congestion scheme was discussed. It was agreed that the role of the council going forward will be to monitor the scheme and report back to CORMAC. The council to invite a representative from CORMAC to the November meeting (if not then, the next meeting they are available).
Proposed: A Stacey Seconded: K Cann Votes: Unanimous

- 22/203 Medrose Street bus shelter**
The clerk contacted Cornwall Council who confirmed they own the bus shelter at the top of Medrose. She reported the shelter has been used as a toilet and there is often rubbish strewn about. Cornwall Council said all CC maintained bus shelters are inspected and cleaned once per quarter, but in light of the reports of rubbish etc, the contractor will be asked to give the shelter a clean over. They advised any persistent reports of litter are reported to the council's waste team/Biffa as they are responsible for cleansing and litter. This was noted by councillors. Cllr R Chapman reported she had attended the CORMAC event at Bodmin Rugby Club recently. During the event, attendees were showed how to use the interactive map, which can be used to report vandalism, anti-social behaviour etc.
- 22/204 Shared Prosperity Fund**
Councillors discussed possible projects in the village for which they could apply for Shared Prosperity Funding. Cllr Ferguson said Delabole does not have a village hall. She noted how nice Lanivet Community Centre was. A village hall could be used for all groups and associations. Cllr Cann suggested the council could source a piece of land for a car park, but it was noted that people like to park near to their homes. Cllr R Chapman said the council could put in a bid for funding to purchase a property for use as a community centre. The clerk to fill in an Expression of Interest form for the sum of £500,000 to buy a building for a community building.
Proposed: K Cann Proposed: E Reynolds Votes: Unanimous
- 22/205 Christmas Lights Committee requests**
The council received a request from the Christmas Lights Committee that the Medrose bus shelter be decorated in a Christmas theme, electricity for poles in the park, and to resolve a course of action. Cllr Cann said the bus shelter is owned by Cornwall Council, so the committee would have to ask them for permission. It was noted that in the reply to the committee, it be stated that the parish council would request, if permission was given, that any decoration be kept up to date (and be seasonably appropriate/maintained). Councillors also considered the request to link up to the electricity in the toilets. They discussed it at length, and touched on the health and safety and insurance aspects. It was proposed to defer the decision, and ask a representative from the Christmas lights committee to come to the November meeting to explain how they propose to use the electricity (including insurance details).
Proposed: E Reynolds Seconded: K Cann Votes: Unanimous
- 22/206 Investigation into possible use of land as residential**
Cornwall Council sent the council an outcome letter following an investigation into possible use of land as residential at Vell Lane. The council said the outbuilding was not being used residentially. It was noted by parish councillors that everything has been removed from the site and it has been sold as grazing land. Cllr R Chapman said the council could inform Cornwall Council that the piece of land has been sold. There is nothing to stop a planning application going in, but it has been sold as grazing/horticulture land, and there is concern in the village that it will be developed. There is also a need to protect the footpath.
Proposed: H Ferguson Seconded A Stacey Votes: Unanimous
- 22/207 CALC Planning training courses**
After receiving the latest round of CALC planning courses, it was proposed to book Cllr R Chapman onto Introduction to Planning on November 2; Cllr Cann on the planning refresher on Monday, November 14 and Cllr Ferguson on the Introduction to Planning on November 2.
Proposed: C Keat Seconded: E Reynolds Votes: Unanimous
- 22/208 AGAR**
The final report from PKF Littlejohns on the council's AGAR submission was noted, which stated "On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the

information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met."

22/209 Cemetery memorial
The application for a memorial for Pam Sleep in the cemetery was agreed.
Proposed: E Reynolds Seconded: A Pooley Votes: Unanimous

22/210 Memorial benches
Councillors discussed the provision of memorial benches for Patricia Molloy and for Slate Close. Cllr R Chapman said as a parish council it would be nice to provide a bench in memory of Patricia Molloy, and (after speaking to her husband Rex), possibly place it on the corner of Treligga. With regards to Slate Close, residents have asked to put a couple of benches on the roundabout, which in turn would deter people from parking there). Clerk to look into the prices of four resin benches – Treligga Downs, Trewalder turning and Slate Close - and ask Cornwall Council if the council would be able to install the benches on a concrete plinth. The money to come out of reserves.
Proposed: R Chapman Seconded: E Reynolds Votes: Unanimous

22/211 Neighbourhood Development Plan
Cllr R Chapman asked the council if it wanted to go ahead with a public meeting for a Neighbourhood Development Plan (NDP). The plan would not be parish council led but by the parishioners. Cllr Cann noted the kinds of things that can be included in a plan. Cllr Keat said unless the council was involved, it may not get off the ground. Cllr R Chapman agreed and said it would probably have two or three councillors on it, but has to be community focussed. It was proposed to leave it until the new year and place on the January agenda to decide a date.
Proposed: R Chapman Seconded: E Reynolds Votes: Unanimous

22/212 Finance
a. Councillors noted the balances of accounts as accurate for October 11, 2022. Two councillors signed the bank reconciliation statement on behalf of the council as noted.

Bank Balance 11/10/2022 £ 116,387.75

b. Income received was noted. Two councillors signed each remittance advice on behalf of the council as accepted:

<u>Name</u>	<u>Budget line</u>	<u>Payment method</u>	<u>Value</u>
Cornwall Council	CTS grant	BACS	£ 360.95
Cornwall Council	- precept	BACS	£24,000.00
Drew Memorials	(Thomas and Hawken)	BACS	£ 93.60
J Chapman	(Rex Molloy)	BACS	£ 556.00
Total			£25,010.55

c. The below payments were noted and agreed. Two councillors signed each invoice on behalf of the council as authorised and noted where direct debits and other payments have been pre approved:

Budget Line		Total	Vat
July payments (approved by email and paid by BACS)			
Staff wages	Staff wages (July)	£1,290.66	
Staff wages	Cleaner back pay	£94.20	
Staff wages	HMRC	£3.60	
Cllr/clerk mileage	Clerk – two trips	£32.40	
Office	Stamps and card	£7.87	
Pension	Cornwall Pension Fund (June)	£130.40	
Parking	Cornwall Council (parking warden May)	£123.75	
Parking	Cornwall Council (parking warden June)	£93.15	
Toilets	L J Osborne (blocked drains x two occasions)	£200.00	
Hall Hire	St John's Church (June meeting)	£15.00	
Jubilee	Donation to Trigg band (Jubilee funds)	£100.00	
Jubilee	Donation to SJB band (Jubilee funds)	£100.00	
Jubilee	Freddos for treasure hunt (Jubilee funds)	£7.50	
Jubilee	Hilltop Farm Shop plants (Jubilee funds)	£23.20	
Commercial waste	Suez (cemetery)	£61.75	£10.29
Office	3 mobile phone	£5.89	£0.98
Maintenance, utilities & supplies	British Gas (Playing Fields toilets electricity)	£108.60	£5.17
Toilets	Cornwall Supplies Company (bleach)	£43.73	£7.29
Maintenance, utilities & supplies	The Cumbria Clock Company (clock service)	£222.00	£37.00
Grass cutting/weed spraying/footpaths	Growing Concern (June)	£4,152.00	£692.00
Donation	St John's District Church council – grass cutting	£600.00	
August payments (approved by email and paid by BACS)			
Staff wages	Staff wages (August)	£1,279.31	
Pension	Cornwall Pension Fund (July)	£127.60	
Commercial waste	Suez (cemetery)	£61.75	£10.29
Defibrillators	Church (monitoring fee and mobile data)	£372.00	£62.00
Maintenance, utilities & supplies	British Gas (Playing Fields toilets electricity)	£98.18	£4.67
Grass cutting/weed spraying/footpaths	Growing Concern (July)	£1,920.00	£320.00
Defibrillators	Duchy Defibrillators (B&C annual fee)	£228.00	£38.00
Office	3 mobile phone	£5.89	£0.98
Toilets	L J Osborne (blocked toilets July)	£80.00	
Parking	Cornwall Council (parking warden July)	£106.65	
Toilets	Walgate – new washing unit in men's toilet and panel	£4,019.31	£669.89
Maintenance, utilities & supplies	EDF (electricity clock Apr 1 – July 22)	£263.20	£13.16
Maintenance, utilities & supplies	Western Supply (spring bolt)	£4.72	£0.79
September payments			
Staff wages	Staff wages (September)	£1,279.11	
Pension	Cornwall Pension Fund (August)	£127.57	
Commercial waste	Suez (cemetery)	£61.75	£10.29
Maintenance, utilities & supplies	British Gas (Playing Fields toilets electricity)	£97.76	£4.65
Maintenance, utilities & supplies	Cornwall Supplies Company (toilet rolls)	£94.22	£15.70
Office	3 mobile phone	£5.89	£0.98
Grass cutting/weed spraying/footpaths	Growing Concern (August)	£1,920.00	£320.00
Maintenance, utilities & supplies	EDF (electricity clock July 23-August 21)	£63.81	£3.04
October payments			
Staff wages	Staff wages (September)	£1,279.11	
Pension	Cornwall Pension Fund (September)	£127.57	
Training	SLCC (Excel for Beginners)	£144.00	£24.00
Training	SLCC (Budgeting Basics)	£36.00	£6.00
Parking	Cornwall Council (parking warden August)	£118.80	
Maintenance, utilities & supplies	Cornwall Supplies Company (bleach)	£43.73	£7.29
Maintenance, utilities & supplies	South West Water (cemetery May 26 – Aug 26) £????		
Defibrillators	Planet Park defibrillator service (Defibshop)	£811.20	£135.20
Office	3 mobile phone	£5.89	£0.98
Maintenance, utilities & supplies	UES Ivan Jones- lights in toilets	£30.00	£5.00
Office	Westernweb (London Bridge website facility)	£90.00	£15.00
Audit	PFK Littlejohn LLP (AGAR)	£480.00	£80.00
Grass cutting/weed spraying/footpaths	Growing Concern (September)	£960.00	£160.00
Maintenance, utilities & supplies	Suez (cemetery)	£61.75	£10.29
Maintenance, utilities & supplies	British Gas (Playing Field toilets Sep 2 – Oct 1)	£104.84	£4.99
Cllr/clerk mileage	Four trips	£64.80	

The council received an invoice for the service of the defibrillator at Planet Park, which was over £300 more than the council had agreed earlier in the year. The clerk to make contact and check if the figures are correct, as the council would be willing to pay £500 (as agreed).

The finances were approved as a true record.

Proposed: H Ferguson

Seconded: R Chapman

Votes: Unanimous

22/213

Agenda items for next meeting – Tuesday, November 8, 2022, St John's Church, Delabole.

- Speedwatch response
- CORMAC representative
- Christmas lights committee request
- Toilets update

The meeting closed at 9.30pm.

DRAFT