

**MINUTES OF THE ST SAMPSON PARISH COUNCIL MEETING HELD ON TUESDAY, 27TH MARCH 2018 AT 7:15PM IN GOLANT VILLAGE HALL, GOLANT**

**Present:** Councillors R Anderson (Chairman), A Van den Broek, S Phillis, D Johns, D Pugh-Jones and D Jenkinson.

1 member of the public from 7:45pm

Sue Blaxley (Parish Clerk)

The Chairman opened the meeting at 7:15pm.

**Public Participation**

None

**1. Apologies**

None

**2. To confirm the minutes of the meeting held on Tuesday 27<sup>th</sup> February 2018**

The minutes of the meeting held on the Tuesday 27<sup>th</sup> February 2018, having previously been circulated, were agreed as an accurate record.

**3. Declaration of interest in items on the agenda**

None

**4. Matters Arising from the previous meeting**

**To receive and consider reports on the action points from the previous meeting**

Fit basketball hoop (AVB)

It was noted that this matter has not yet been actioned and will be carried over.

Paint white lines in car park (AVB)

Councillor A Van den Broek said that the paint for the lines has now been delivered and the lines will be re-painted in due course.

#### Circulate revised draft NDP (RA)

The Chairman said he would report on this matter under item 14 on the agenda.

#### Circulate copy of principle residence policy (RA)

The Chairman said that this matter has been actioned.

### **To receive and consider reports on any other matters arising from the previous meeting**

Councillor D Pugh-Jones said that she noted that the matter of having to purchase a number of tickets from the car parking machine for parking on one occasion had been discussed at the last meeting as had the possibility of adapting the machine so that one ticket meets the requirements of the rules whatever the time period a vehicle is parked. She said that she accepted that the cost quoted by Cale in the sum of £436 was cost prohibitive. However, she said that it would be much cheaper if the new software was installed by the parish council. The Chairman said that members of the parish council did not feel confident about doing this.

Councillor D Jenkinson asked if there had been any further correspondence from Peter Sinclair regarding putting a plaque on a bench on the quay in memory of his wife. The Chairman said there had been no further correspondence regarding this matter. Councillor D Jenkinson said that the parish council should have an agreed policy regarding memorial benches in the parish. Some discussion took place regarding this matter and it was agreed that Councillor D Jenkinson would draft a policy for consideration at a future meeting of the parish council.

### **5. To receive the Chairman's Communications**

The Chairman said that he had received extensive correspondence from the ICO which culminated in a letter from the ICO saying that the parish council has handled Mr Strode's request in accordance with the Freedom of Information Act and therefore, the case is closed.

The Chairman said that the parish council is required to comment on two planning applications before the next scheduled meeting of the parish council. Therefore, he said that an extra ordinary meeting of the parish council has been called on Wednesday 4<sup>th</sup> April 2018. He said that this will allow any members of the public who wish to make representations to the parish council regarding the planning applications to do so during the public participation section of the meeting.

The Chairman said that Councillor D Johns has circulated an email to all councilors regarding the loophole in the affordable housing provision legislation.

The Chairman also reported that he had received a letter from St Sampson Ancestry Group thanking the parish council for their financial contribution.

The Chairman explained that he had received a letter from Anita Fuge regarding the parking of vehicles in the turning area at the end of Gumms Lane. Councillor S Phillis said that Gumms Lane is a private road and he acknowledged that vehicles do park at the end of Gumms Lane. It was agreed that as the road is a private lane, the parish council has no jurisdiction over it and that the residents must reach an agreement regarding this matter.

The Chairman said that the canoe club has expressed an interest in using the toilet block for storage.

**6. To answer any questions from Councillors, previously notified to the Clerk**

None.

**7. To receive a report from the Clerk**

The Clerk said that she had secured funding from Cornwall Council in the sum of £107.86 under the Local Maintenance Partnership. She said that this is a financial contribution towards the maintenance of defined PROWs in the parish. She said these are bridleway number 4 which is a gold PROW and requires cutting twice a year and footpath number 1 which is a silver path to be cut at the discretion of the parish council. She explained that, in order to receive this money, the parish council has to employ and pay a contractor to cut the defined PROWs and then submit a claim, together with the paid invoice, to Cornwall Council. Councillor D Jenkinson asked if this will generate an invoice which will be larger than it would have been in previous years. The Chairman said it would not as, in previous years, the parish council has paid for these PROWs to be maintained. It was agreed that this matter would be discussed at the next meeting of the parish council.

Councillor D Pugh-Jones asked if landowners are allowed to block stiles so that dogs cannot get through them. The Chairman said he was unsure whether this was permitted.

**8. To receive reports from -**

**a) Police**

It was noted that PCSO Jamie Ward is taking over from PCSO Lloyd Paynter. It was noted that there had been no recorded crime last month although there had been one incidence of anti-social behavior reported.

## **b) Cornwall Councillor**

The Chairman said that Cornwall Councillor A Virr thanked the parish council for use of the village green during the Head of the River Race. In addition, Cornwall Councillor A Virr had informed the Chairman that there is a new system on Cornwall Council's website for reporting potholes.

### **9. To authorise the signing of orders for payment, including -**

Cormac Solutions (Toilet cleaning – January, February and March 2018) - £487.83  
Mrs S Blaxley (February 21<sup>st</sup> 2018 - 20<sup>th</sup> March 2018 salary/expenses) - £422.39  
H M Revenue and Customs (PAYE) - £64.60  
Cornwall Council (Rent for car park - March) - £166.67  
South West Water (Water for toilets) – £26.97  
S Phillis (Toilet Roll Dispenser) - £22.78  
R Anderson (Clearing of car park area (Ollie Reed) and postage) - £81.66  
Bartletts (Electrical fault in car parking machine) - £42.00  
Fowey Harbour Commissioners (Electricity for Boatwatch hut) - £459.94

In respect of the invoice from Fowey Harbour Commissioners for the electricity for the Boatwatch Hut, Councillor D Jenkinson clarified how the figure of £459.94 has been calculated. He explained that the initial invoice which was received and paid for by the parish council in 2016 related to a six-month period and excluded any winter periods. He said that this invoice relates to a fourteen-month period and includes two winter periods. In addition, he said the last reading was over estimated by 150 units. He said that, in future, Fowey Harbour Commissioners will invoice the parish council on a quarterly basis. Councillor D Johns asked if it is necessary to have a de-humidifier in the Boatwatch hut. Councillor D Jenkinson said there is a need for it to ensure the building does not get damp but it is not on continuously as it cuts out when the water tank is full. Councillor R Anderson explained that the invoice from Bartletts related to the electrician ascertaining that the heater in the car parking machine is faulty and was tripping the power in the Boatwatch hut. He said that Cale have ordered a replacement heater for the machine.

It was proposed by Councillor D Johns and seconded by Councillor R Anderson that all the above orders be authorized for payment. All Councillors voted in favour of this proposal. The proposal was therefore carried.

### **10. To receive correspondence from:**

#### **a) Cornwall Council**

None

**b) Others**

None.

**11. Finance Report**

**To receive a current financial statement of the accounts and review income, expenditure and budgeting.**

The Clerk reported that the accounts balance at £14,784.49 which includes income of £500 for car parking permits. Councillor D Jenkinson said that he considers that the parish council should have a spending plan. The Chairman said that the parish council does have a document which details this. He said that the bank balance is gradually being reduced. Councillor D Jenkinson said that it would be a good idea to be proactive, on behalf of parishioners, in terms of spending. The Chairman signed the cash book.

**12. Golant Car Park and Toilets**

**To receive and consider any matters arising relating to the toilets and car park**

The Chairman said that he and Councillors D Jenkinson and D Johns had inspected the toilet block with a view to converting it into a facility for open kayak storage. He said that, in addition, Councillor D Johns had circulated a detailed report to councilors regarding this matter. He explained that no alternative uses for the building have been put forward by parishioners apart from a suggestion that the building be used for the storage of general boating equipment. Councillor D Jenkinson said that there is not a need for three separate toilets in the village and that given that Golant is a river-based village, kayak storage would be a good use of the building provided that priority for its use was given to parishioners. Councillor D Pugh-Jones asked if there are baby changing facilities in the existing toilet. The Chairman said there are not and that it would be very costly to convert the existing toilet to a "super loo". The Chairman said that the conversion of the building to enable its use for kayak storage would be expensive and that the Coastal Community Fund offers grants for such purposes. Councillor D Johns said that he did not think it would be too costly or complicated to convert the building into kayak storage. Councillor D Jenkinson said it was important that the building did not look an eyesore. It was agreed that the principle of the conversion of the building into open kayak storage be accepted and that there would be a priority order for its usage with preference for residents. However, it was agreed that the parish council cannot do any work to the building until it obtains ownership.

Councillor D Pugh-Jones said that the wall in the toilet is black and grimy. Councillor S Phillis said he would clean it with some bleach. Also, it was noted that the hand drier is not working. Councillor A Van den Broek said he would attend to this matter and see if the other redundant machines could be used for spare parts if required.

It was noted that, at a previous meeting of the parish council, it was agreed that a contract with Cale for the maintenance of the car parking machine would not be entered into. Councillor D Jenkinson asked if the work undertaken by them was covered by a warranty. The Chairman said that he was sure there would be a warranty on any parts that they had replaced.

### **13. Village Green**

#### **To receive and consider any matters arising relating to the village green**

The Chairman circulated a new rota for the village green inspections. It was noted that ROSPA will be carrying out their annual inspection of the play area in April 2018.

### **14. Neighbourhood Plan**

#### **To receive and consider matters arising relating to the neighbourhood plan**

The Chairman commented that he attempted to incorporate the draft NDP into the template provided for smaller parishes by Cornwall Council. He said that it was very difficult but he is attempting to put the draft NDP into their suggested format which will result in a smaller document. He said that he will circulate the document when this task has been completed.

The Chairman said there is funding available for NDPs in terms of technical and general support. He said that funding is available for the latter up to £9,000. Councillor D Johns said that a good use of the money would be in employing a specialist to establish the curtilage of Golant village. The Chairman said that the concept of development boundaries is now redundant. The Chairman said that applications for funding cannot be made for money that has already been spent but that funds are available for training, public indemnity insurance, housing surveys, developing a website, publicity materials and hiring a venue. The Clerk said she would look further into the funding that may be applicable to this parish in drafting its NDP. He explained that he had circulated a document setting out principle residence policies such as that used at St Ives to all councillors. He also said that Councillor D Johns had circulated a copy of an article from the Guardian newspaper relating to loopholes in the affordable housing legislation relating to viability criteria. He explained that in Cornwall, it is estimated that there are over 200 less affordable homes as developers have used the loophole in the viability criteria as a reason for not providing affordable homes. He said that central government has now announced a revision of the viability assessments for

affordable housing provision. Councillor D Jenkinson had previously pointed out that Ordnance Survey are offering free OS maps for three years. The Chairman said that he has formally applied for a licence for the parish council in this respect.

### **15. Highways**

**To receive and consider matters arising relating to highways in the parish**

It was agreed that individual landowners are responsible for trimming vegetation on their land which overhangs the public rights of way and also for repairing any boundaries belonging to them which are adjacent to a highway.

### **16. Footpaths and Benches**

**To receive and consider matters arising relating to footpaths and benches in the parish**

None

### **17. Community Emergency Plan**

**To receive and consider matters arising relating to the Community Emergency Plan**

None

### **18. Co-option**

**To receive and consider applications for co-option onto the parish council**

None.

### **19. Date of next meeting**

**To confirm the date and venue of the next meeting**

The date of the next meeting, which will be an extra ordinary meeting, will be on Wednesday 4<sup>th</sup> April 2018, commencing at 7:15pm in Golant Village Hall.

There was no further business and the meeting was closed at 8:45pm.

**ST SAMPSON PARISH COUNCIL MEETING**

**27th March 2018**

**ACTION POINTS**

<b><u>Minute Number</u></b>	<b><u>Action</u></b>	<b><u>By Whom</u></b>
4	Fit basketball hoop	AVB
4	Paint white lines in car park	AVB
4	Draft a policy for commemorative acts	DJk
12	Clean wall in toilet	SP
12	Repair hand drier in toilet	AVB
14	Circulate draft NDP in new format	RA
14	Examine available funding for NDP	SB