

MINUTES OF THE ST SAMPSON PARISH COUNCIL MEETING HELD ON TUESDAY, 24TH APRIL 2018 AT 7:15PM IN GOLANT VILLAGE HALL, GOLANT

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

1 member of the public.

Sue Blaxley (Parish Clerk)

The Chairman opened the meeting at 7:15pm.

Public Participation

None

1. Apologies

Apologies were received and accepted from Councillor D Pugh-Jones.

2. To confirm the minutes of the meeting held on Tuesday 27th February 2018

The minutes of the meeting held on the Tuesday 27th March 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)

Councillor A Van den Broek reported that he had actioned this matter.

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.

Draft a policy for commemorative acts (DAJ)

The Chairman said that Councillor D Jenkinson had circulated a draft policy immediately prior to the meeting and that the matter would be discussed at the meeting of the parish council in May.

Clean wall in toilet (SP)

Councillor S Phillis reported that he had actioned this matter.

Repair hand drier in toilet (AVB)

Councillor A Van den Broek reported that he had tried to repair the hand drier without success but he said that he will make another attempt to get it operational.

Circulate revised draft NDP in new format (RA)

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

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

It was noted that members of the public had raised some issues at the extra ordinary meeting of the parish council on 4th April 2018. First, it was reported that some reinforcing meshing has been stored on the village green for some time. The Chairman said this has now been removed. Secondly, it was reported that there was a pile of stones on the road on the left- hand side by Torfrey. The Chairman said that this has now been removed. Thirdly, it was reported that the pole marking the Saints Way at the top of Fore Street has been knocked out. Councillor A Van den Broek said that this matter will be rectified this week. Fourthly, it was reported that a tree had fallen across the middle path on Downs Hill. Councillor A Van den Broek said the tree has been removed.

5. To receive the Chairman's Communications

The Chairman said that he had received notification that there will be a CNP meeting on 30th April 2018. He said that he would be unable to attend and that other councillors were welcome to attend to represent the parish council.

The Chairman said that the new GDPR is onerous and that there is currently conflicting advice from NALC, SLCC and Cornwall Council as to the role of the Clerk as Data Protection Officer and Data Protection Controller although the best advice is that the Clerk cannot fulfill both roles. He said that the parish council must, by 25 May 2018, have in place a Data Protection Officer (DPO) and be aware of the new regulations regarding data protection. It was proposed by Councillor R Anderson and seconded by Councillor D Jenkinson that the Clerk

be appointed as Data Protection Officer. All Councillors voted in favour of this proposal. The proposal was therefore carried. The Chairman explained that the Data Controller should be a higher-level person or sub committee to oversee the work of the DPO and ensure that the parish council's policies and practice comply. He suggested that this role should be fulfilled by the Chairman and one other councilor. It was agreed that as Councillor D Pugh-Jones is absent, the decision as to who would be the Data Controllers would be deferred until the May meeting of the parish council. He explained that, in due course, the Data Controllers will have to write a GDPRs policy to compliment the parish council's Publication Scheme and also amend the standing orders which refer to the old Data Protection Act. The Chairman explained that, in broad terms, the new regulations state that the parish council must only hold the information that is needed so that all information held is up to date and current. He said that people have the right to be forgotten about and emphasized that the parish council has to comply with these regulations by law. Councillor D Johns said that the parish council must not make this task too onerous or do more than is absolutely necessary. Councillor D Jenkinson said that he needs to be assured that the policy that Cornwall Council is drafting for parish councils to follow in respect of the new regulations is actually correct. Councillor S Phillis said it is a good opportunity to dispose of out of date paperwork. Councillor A Van den Broek said that it is important that the parish council complies with the new regulations. However, he said that it is important not to spend more time than is necessary on compliance.

The Chairman said that he had received an email informing him that the Community Networks improvement team have £50,000 to spend in the network plus one new TMO per annum. He said they are looking at a variety of improvements that could take place in this community network area.

The Chairman explained that he had received an email from the St Austell Bay Economic Forum who are holding a working breakfast on 9th May 2018 to focus on place leadership and what makes St Austell special. He said that councilors were welcome to attend.

The Chairman explained that he had registered the parish council for a 3-year licence with the Ordnance Survey. He said that any councilor can use the licence to obtain maps or information held by the Ordnance Survey, which is very detailed. He said that the licence was not for members of the public to use.

He also explained that CORMAC has a tool trailer that is available to use free of charge by any community organization that is engaged in voluntary work, such as litter picking or cleaning public spaces in the community. He also said that St Austell and Mevagissey Community Network has agreed that Speedwatch is a good idea in their area and they have identified roads of concern where a Speedwatch team could be placed. It was agreed that the Chairman would identify ways of informing parishioners about Speedwatch and how they may get involved.

The Chairman also said that he had received a copy of the Cornwall Council Communities and Devolution Newsletter. He said the main point was that the NPPF is changing although most of the proposed changes are minor ones. He said that Cornwall Council has stated that, until these changes come into effect, their existing development plans remain current.

The Chairman said that on 15th and 16th May 2018, the Environment Agency will be carrying out a survey of the river and will be parking their cars and trailers in the car park for which they will pay the set tariffs.

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

None.

7. To receive a report from the Clerk

None

8. To receive reports from -

a) Police

It was noted that there had been no recorded crime last month. The Chairman said that there are criminals around so it is important not to become complacent.

b) Cornwall Councillor

None

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

Mrs S Blaxley (March 21st 2018 salary/expenses – April 18th 2018) - £307.33
H M Revenue and Customs (PAYE) - £76.40
Cornwall Council (Rent for car park - April) - £166.67
South West Water (Water for toilets) – £19.33
Cornwall ALC Limited (2018/19 subscription) - £154.25
Western Web Limited (Annual renewal of webspace, content management licence and email services for website) - £80.40
Glenn Humphries Landscaping (Grass cutting) – £84.00
Playsafety Ltd (Annual Inspection of Play Equipment) - £79.80

It was proposed by Councillor R Anderson and seconded by Councillor D Johns 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 £14,138.30 which includes income of £230 for car parking permits. The Chairman signed the cash book. The Clerk said that she will be meeting with the internal auditor on Tuesday 1st May 2018 who will scrutinize the accounts and internal controls for the 2017/18 financial year.

12. Golant Car Park and Toilets

To receive and consider the Service Level Agreement with Cormac for 2018/19 for cleaning the toilets

The Clerk advised that the cost for CORMAC Cleaning Services to clean the toilet in 2017/18 was £1,751.41 and that the cost quoted by CORMAC for 2018/19 is £1,763.34. It was proposed by Councillor A Van den Broek and seconded by Councillor S Phillis that the SLA with CORMAC for 2018/19 at a cost of £1,751.41 be signed. All Councillors voted in favour of the proposal. The proposal was therefore carried. Some discussion took place as to what tasks are covered by the SLA. It was agreed that the Clerk would seek clarification from CORMAC regarding this matter. Councillor D Johns said that parishioners should be made aware of the cost of cleaning the toilet and if they wish to offer their services to undertake the task, they should be able to express an interest. It was agreed that the toilet cleaning contract would be kept under review and would be discussed again in January 2019. The Chairman said that CORMAC have recently tested for legionella and the result was negative.

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

The Chairman said that British Gas read the electricity meter for the toilet building today and want to read it more regularly to ensure accurate invoicing takes place.

13. Village Green

To receive and consider the ROSPA Play Safety Inspection Report

The Chairman read through the report which had been previously circulated to councilors. He said the overall risk identified by ROSPA is medium. He said the majority of the items identified are low risk and these need to be monitored. He explained that there is a loose step to the parallel bars which was identified as a medium risk. Councillor A Van den Broek said he would rectify this matter. The Chairman said that there is some timber rot on items of equipment at ground level which needs to be monitored and further damage to the posts caused by strimming the grass needs to be prevented. He said there is a statutory requirement on the parish council to monitor the safety of the play equipment and to report any defects to the Clerk immediately. The Chairman thanked Councillor A Van den Broek, on behalf of the parish council, for all his hard work in maintaining the play equipment.

To receive and consider a letter from Glenn Humphries Landscaping regarding the charge for grass cutting

The Chairman said that he had received a letter from Glenn Humphries Landscaping informing us that the cost of grass cutting will increase from £70 a cut to £75 a cut with immediate effect. It was proposed by Councillor R Anderson and seconded by Councillor A Van den Broek that the revised price of £75 per cut be accepted. All Councillors voted in favour of the proposal. The proposal was therefore carried.

To receive and consider formulating a policy for commemorative acts

It was agreed that this matter would be discussed at the next meeting of the parish council.

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

None

14. Neighbourhood Plan

To receive and consider matters arising relating to the neighbourhood plan

The Chairman commented that he had incorporated the draft NDP into the template provided for smaller parishes by Cornwall Council. He said that he had circulated the document to all councilors, the Clerk, members of the steering group and to the author of the Parish Plan in an attempt to gain their informal

views. It was agreed that the Chairman will also send a copy to Cornwall Council's Neighbourhood Planning Department and to Graham Estlick and David Skerrett. He said that he will also put a hard copy of the draft plan in the village hall and the pub together with a comments page for any interested parties to complete.

15. Highways

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

The Chairman said that he had submitted photographs and details of two hazards on the highways, one in Water Lane and one in Church Lane, onto Cornwall Council's Highways portal. It was agreed that Councillor D Jenkinson will report the potholes in Church Lane using the same method. Councillor D Jenkinson asked if Cornwall Council are responsible for cleaning signs on the highways. The Chairman said that they are. Councillor A Van den Broek said the water main down the length of Water Lane as far as the pub will be dug up in the near future.

16. Footpaths and Benches

To receive and consider the appointment of a contractor to undertake the works under the Local Maintenance Partnership for 2018/19

It was agreed that the works do not require being undertaken as yet as there has been little vegetative growth. It was agreed that this matter would be discussed at the June meeting of the parish council.

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 the Annual Parish Meeting followed by the AGM, will be on Tuesday 22nd May 2018, commencing at 7pm in Golant Village Hall. The Chairman said that he will contact local groups and invite them to submit reports to the Clerk or to attend the meeting and present a report regarding their business for 2017/18. The Chairman offered his apologies for this meeting and it was agreed that Councillor A Van den Broek will take the Chair.

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

ST SAMPSON PARISH COUNCIL MEETING

24th April 2018

ACTION POINTS

<u>Minute Number</u>	<u>Action</u>	<u>By Whom</u>
4	Paint white lines in car park	AVB
4	Repair hand drier in toilet	AVB
5	Identify ways of informing parishioners about Speedwatch and how they may get involved	RA
12	Clarify the tasks covered by the SLA with CORMAC	SB
13	Repair loose step to the parallel bars	AVB
14	Send copy of draft NDP to Cornwall Council's Neighbourhood Planning Department, Graham Estlick and David Skerrett and put copy in the village hall and the pub	RA