

MINUTES OF THE ST SAMPSON PARISH COUNCIL MEETING HELD VIRTUALLY USING ZOOM ON TUESDAY, 27th APRIL 2021

Participants: Councillors D Jenkinson (Chairman), A Van den Broek, D Johns, S Harper, S Phillis and D Pugh-Jones.

Sue Blaxley (Clerk to the Parish Council)

Public Participation

None

1. Apologies

None

2. To confirm the minutes of the meeting held on Tuesday 23rd March 2021

The minutes of the meeting held virtually using Zoom on Tuesday 23rd March 2021, having previously been circulated, were agreed as an accurate record.

3. Declaration of interest in items on the agenda

None

4. Planning Applications

To receive and consider the following planning applications:

PA21/02555 - Construct porch with balcony to south elevation. Replace all external timber windows and doors, enlarge window and door to Family Room and Bedroom 2. Install staircase to bedroom 4. Replace all external balustrading. Relocate Kitchen and enlarge Bedroom 2 at Rose Cottage, Tanhay Lane, Golant

The Chair explained that the proposed development will update the existing dwelling. It was noted that there are no comments or objections relating to this proposal on Cornwall Council's planning portal. It was proposed by Councillor D Jenkinson and seconded by Councillor D Johns that the application be supported. All Councillors voted in favour of the proposal. The proposal was therefore carried.

5. Matters Arising from the previous meeting

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

Make enquiries regarding online banking – SB

The Clerk said that Unity Trust Bank offers an internet banking account for organisations such as parish councils. She said that she will present the details to

the next meeting of the parish council so that an informed decision can be made and if it is resolved to change to this bank account, the financial regulations amended accordingly.

Email Mr and Mrs Laughton regarding the U turn device - DJ

The Chairman said that this matter will be dealt with under item 21 on the agenda.

Email Peter Edwards regarding the erection of a plaque on the plastic bench near the slipway - DJ

The Chairman said that this matter will be dealt with under item 20 on the agenda.

Ascertain ownership of canoes behind the electricity sub-station – D Johns

Councillor D Johns said that no one knows who owns these kayaks, but they have not been moved for a long time, although he has seen a couple of ladies occasionally turn up and use them?

Discuss details of village map with Ian Laughton - DJ

The Chairman said that Ian Laughton will consider some alternatives and discuss the project with the Chairman, who will then present an outline of the proposed map and costings to the parish council before its production.

Email Martyn Hardy's list to all Councillors -DJ

The Chairman said that he has actioned this matter. Councillor S Phillis said that he has completed many of the items on the list that were along the river front including cleaning the signs and telephone box and re-painting the litter bins. He said that he will organise the paint for painting the car park low level railings. He said that it is futile painting the white lines in the car park until the development at the Cormorant Hotel site is complete. It was noted that the developer has given verbal acknowledgement that the white lines are being covered with the traction of vehicles going in and out of the development site. The Chairman said that he is investigating whether the lease for the car park that the parish council has with Cornwall Council, places responsibility for re-painting the white lines on them or the parish council. Councillor S Phillis said that he will wash down the fencing to the rear of the car park. He said that Network Rail could be asked to look at this fencing. The Chairman said that the low-level railings to the rear of the car park are in desperate need of re-painting and some road signs need replacing or renovating by Cornwall Council. He said that he would email Rachael Tatlow regarding the latter matter. Councillor D Pugh-Jones said that if the white lines in the car park are not re-painted, vehicles may be parked outside the marked bays which may incur a penalty charge from Alliance Parking. Councillor S Harper said that the cardboard sign on Water Lane needs removing.

Contact Chairman of GQUA regarding parking on concrete apron in front of pub - DJ

The Chairman said that he has spoken to Peter Edwards who explained that the concrete apron allows people to work on their boats on relatively hard standing. So, to extend the apron would oblige boat owners to work on their boats further into the Pill in the mud, which would not be acceptable. The Chairman agreed with Peter not to pursue the matter further.

Speak to developer of Cormorant Hotel regarding breach of planning agreement relating to parking - DJ

The Chairman said that the arrival of Alliance Parking has had the desired effect of deterring trade vehicles from parking in the car park. It was noted that SW Water vehicles had taken up a number of spaces in the car park for several days without prior permission. The Chairman said that he would email SW Water and ask them to contact the parish council if they intend to use the car park in the future and wish to avoid receiving a penalty charge. But he noted that Alliance parking had asked if SW Water vehicles were to be allowed to park during the emergency.

Contact BT regarding regarding the removal of the BT phone box and contact BT regarding provision of broadband to Boatwatch Hut – DJ

The Chairman said that he has not yet actioned this matter as he wanted to ascertain if a Broadband signal could be provided to the Boatwatch Hut. He said that BT cannot provide broadband without a registered address and the Post office will not register the address as the building is not occupied. He said that Cornwall Council can possibly oblige Royal Mail to register the building provided the owner – Network Rail – and the leaseholder (Fowey Harbour Commissioners) agree. This is being followed up by the Chair of Golant Boatwatch.

Contact Cornwall Council regarding changing car parking charges – DJ

The Chairman said this matter will be dealt with under item 14 on the agenda.

Contact Cormac regarding replacement of Wallgate Machine (in the toilet) – SB

The Clerk said that she has telephoned and emailed Cormac on several occasions but has not received a response.

Contact Cornwall Council regarding potholes in Water Lane – DJ

The Chairman said that four potholes have been filled in at South Torfrey and some have been filled in down Water Lane. He explained that potholes have to be identified on Cornwall Council's interactive map and if they are large enough, they are filled by a contractor.

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

The Chairman said that he had received a telephone call thanking the parish council for tarmacking the entrance to the village green.

6. To receive the Chairman's Communications

The Chairman reported that he had received the following communications:

- a query was received as to whether GQUA members can access the village green as a car park from 1st November to 31st March in any year. The standing orders for GQUA, do not permit parking for the months between April and September.
- an email was received confirming that GQUA are in support in principle of a plaque on the bench on the quay depending on the size of the plaque and the wording.
- a question from a parishioner who is concerned that the hedge at Water Lane will be damaged by contractors' vehicles. The Chairman said that he had advised her to photograph the hedge now and again when the development is complete so that the extent of any damage, if any, can be ascertained.
- an email from Fayre Hardy asking for confirmation that the village hall is a centre for emergencies in the emergency plan. The Chairman said that the document (Emergency Plan) is in draft format and will need updating but that the village hall should be recognised as the "Emergency Centre" in any future village emergency.
- Correspondence relating to footpath number 5. The Chairman said that this should have been approved by Cornwall Council in 2002 but lapsed on a technicality and that subsequent attempts in 2013 and 2017 have also failed to make progress. But our Cornwall Councillor is supporting our attempts to get this anomaly finally sorted out.
- an email saying that part of the hedge on Tinney's Lane is collapsing. He said the developer has been asked to contact the owner.
- an email (and several phone calls) saying that Alliance Parking omitted reference to parking for 24 hours on their new signage. This was rectified immediately by Alliance Parking.
- a request from the landlord of The Fisherman's Inn asking for temporary village green parking permits to enable his staff to park there when the tide is across the road and all parking is severely restricted.
- notification that the May meeting of the parish council will be held in public. He said that the village hall can only accommodate 6 additional people in addition to the parish councillors and the Clerk if social distancing is to be maintained. The Clerk said that a bigger venue should be used as it is the annual parish meeting when groups and organisations in the parish present their annual reports and that every attempt should be made to include all members of the public who wish to attend.

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

None

8. To receive a report from the Clerk

The Clerk said that all declaration of interest forms must be completed and emailed to her and to Cornwall Council. In addition, she said that expenses forms for the election must be returned to Cornwall Council.

9. To receive reports from –

a) Police

None

b) Cornwall Councillor

A report from Cornwall Councillor A Virr was circulated in advance of the meeting, in which he said that he supported the case for rectifying the anomaly with footpath number 5.

10. To authorise the signing of orders for payment, including –

Mrs. S Blaxley (18th March 2021 – 20th April 2021) - £485.11

HMRC (PAYE) - £9.40

Cornwall Council (Rent for Car Park – April 2021) - £166.67

Cornwall Pension Fund (Pension Contributions – April 2021) - £83.46

Cormac Solutions (Toilet Cleaning – March 2021) - £183.64

Western Web Ltd (Website hosting and upgrade) - £246.00

Cornwall ALC (2021/22 subscription) - £212.15

BHIB Ltd (Insurance Renewal 2021/22) - £576.07

South West Water (Water for Toilets February and March 2021) - £42.35

It was proposed by Councillor D Jenkinson 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.

11. Finance Report

The Clerk said that income of £500 has been received for car parking permits and that the accounts balance at £26,232.35. It remains the case that within this figure, a number of “ringed fenced” amounts are being retained for known and future liabilities and projected expenditure, like the devolvement of the toilet block (and replacing the Wallgate machine), upgrading the ticket machine, installing a phone line and broadband to enable the upgrading of the ticket machine and upgrading the playground. There will also be costs (as yet unknown) for adopting the carpark from Cornwall Council, which may also have obligations for re-surfacing works.

12. Cormorant Hotel Site

To receive and consider matters arising relating to the Cormorant Hotel site

The Chairman said that there had been an incident when the brakes on one of the

dumper trucks failed and as it rolled over, a number of concrete blocks fell off the truck, down the hill and landed in the turning circle by the quay. He said that the developer was concerned about the event and was contacting their H&S experts, especially as the truck in question had only recently had the brakes overhauled. The Health and Safety report is awaited, and he will check whether this was a notifiable incident. Councillor D Pugh-Jones said there is one small hole remaining in the road as a result of this incident, that the developer has yet to repair. The Chairman said that he would inform the developer. Councillor D Johns said that Gumms Lane has been re-tarmacked, but the tarmac does not go all the way to the end of the lane. Councillor S Phillis said that it will be done on completion of the 3-storey dwelling that is being constructed adjacent to the end of Gumms Lane. Councillor D Johns said that he wanted assurance that the developer is not claiming ownership of this part of Gumms Lane. He said that it should be tarmacked so it will look like the rest of the lane. Councillor S Phillis said that the developer is not claiming ownership and the Chairman said he would clarify this matter with the developers.

13. Devolving Assets from Cornwall Council

To receive and consider matters arising relating to the devolution of assets from Cornwall Council

The Chairman reported that there is no further update regarding the devolution of the toilets and car park. He said that he and the Clerk had had a Zoom meeting with Simon Clark who is the asset holder of the car park and asked him to attempt to speed up the process. The Chairman said that he had received an email from Cornwall Council confirming that the studio will be advertised on the open market.

14. Village Kayak Rack

To consider the provision of a village kayak rack

Councillor D Johns suggested that while we wait for the proposed kayak store to be housed in the remodelled toilet block, an interim village kayak rack be provided in the land behind the bench at the back of the Boathouse by the quay. The area has access at all tides, and it is 'relatively' easy to access the river from that location. He said there is room for 30 or 40 kayaks in this location and the Harbour office own the land. Councillor D Jenkinson said that he thought it was an awkward location and would detract from the ambience of the area. He suggested that next to Island House may be a preferable location? Councillor D Johns said that it would impinge on the windows of the house. Councillor S Phillis asked if a kayak rack behind the boathouse would be unsightly from the river and whether it was safe to store kayaks in this location. Councillor D Johns said that the kayaks would be secured to scaffolding poles. Councillor S Phillis said that it is the intention of the parish council to use the public toilet building for kayak storage and that a plan could be formulated *before* the asset is owned by the parish council. Councillor D Jenkinson said that he agreed with the principle of a kayak rack but not the proposed location but maybe a dialogue with the two groups (GQUA and the Rowing Club) with river access might be fruitful in finding a suitable location?

15. Public Toilets

To receive and consider any matters arising relating to the public toilets

The Chairman said that the Wallgate machine does not work and despite many attempts to contact Cormac, no response has been forthcoming from them in respect of a replacement machine. He said that a replacement machine will cost £3,500. He said that, depending on the terms of the lease, it will either be the parish council or Cornwall Council who have to replace the machine as the public toilet cannot continue to operate without a handwashing facility. It was proposed by Councillor D Jenkinson and seconded by Councillor A Van den Broek that, if under the terms of the lease, the Parish Council is responsible for replacing the machine, that a replacement be purchased from Wallgate as soon as possible at a cost of £3,500. All Councillors voted in favour of the proposal. The proposal was therefore carried. Meanwhile, the asset holder for the toilet block has been contacted to determine the liability for the expenditure.

16. Village Green

To receive and consider a request from Castle Dore Rowing Club to hold a celebration on the village green

The Chairman said that he had received a request from Castledore Rowing Club to host their 40th Anniversary event on the village green. It was proposed by Councillor D Jenkinson and seconded by Councillor D Pugh-Jones that permission be granted for this event. All Councillors voted in favour of this proposal. The proposal was therefore carried.

17. Golant Car Park

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

- The Chairman reported that, following the parish council's decision to upgrade the car parking machine, he has made further enquiries and in order for a machine to recognise debit and credit cards and Apple Pay etc, it has to recognise a mobile 'phone signal. He said that following a survey, there is only a very poor EE signal near the machine, which is insufficient to power the upgraded version necessary, so broadband to the Boatwatch Hut is required.
- The Chairman said that he was delighted that it was possible to secure a reserved parking bay for Paddle SUP. He said that Aram Gregory kindly surrendered his £100 permit and purchased a £30 permit instead, to find a solution to the problem. But this was important, because Paddle Cornwall SUP will be bringing their clients down into the village by providing parking spaces up at Torfrey. The Chairman said that it has raised the issue as to who should have access to these permits which represent a large discount when set against the average income from a regular parking space. The permit policy is in need of being updated. He said that it is imperative to have a policy that works for the village and will also avoid reserved bays being left unoccupied at busy times.
- Councillor S Phillis said that village green permits are issued to parishioners who cannot park outside their own dwellings.

- Considerable discussion took place about when the prices for parking in the main car park should be increased and the formulation of a parking permit policy. It was agreed that the draft policy on parking permits (formulated originally by Councillor S Harper) would be circulated to all councillors for their comments and amendments. It was proposed by Councillor D Johns and seconded by Councillor S Harper that prices for parking in the main car park (which were approved in the previous meeting) be increased from 1st July 2021. All Councillors voted in favour of this proposal. The proposal was therefore carried. It was agreed that the Chairman would contact Alliance Parking, GQUA and Boatwatch about the price increases as well as issue a Maurie Mail, although it was noted that the parking machine company would have to be contacted to effect any changes in the first instance before an absolute date could be clarified with certainty.

18. Neighbourhood Plan

To receive and consider any matters arising relating to the Neighbourhood Plan

Councillor S Harper said that the NDP consultation had resulted in feedback from three organisations recommending minor alterations to some of the wording in the document. She said that it will now be allocated to an examiner to ascertain if the document is legally compliant. The Chairman thanked Councillor S Harper, on behalf of the parish council, for all her work in relation to the NDP.

19. Highways

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

The Chairman reported that at very busy times, it is sometimes difficult to manoeuvre past the large Paddle SUP vehicle which is often parked opposite the rowing club. He said that access by emergency vehicles is fundamental. Councillor D Johns said there have never been double yellow lines opposite the rowing club and that emergency vehicles could equally not get up Gumms Lane or Downs Hill. Councillor S Phillis said a simple solution would be to ask Paddle SUP not to park in this location? The matter will need to be kept under review, to ensure that a sufficient gap is maintained between the vehicles parked alongside the two buildings.

20. Footpaths and Benches

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

Footpath Number Five, as previously reported.

21. Golant Heritage Group

To receive and consider a request for a financial donation from Golant Heritage Group for the provision of a U Turn Round facility on the village green

It was reported that Mr. and Mrs. Laughton have no objection to the facility being sited on the village green. It was proposed by Councillor D Jenkinson and seconded by Councillor S Harper that a financial donation of £500 be made. All Councillors voted in favour of this proposal. The proposal was therefore carried.

22. Corona Virus

To receive and consider any matters relating to the corona virus pandemic

It was agreed that the spraying of the toilet building with the anti-bacterial special spray will continue.

23. Asset Register

To adopt the asset register

It was proposed by Councillor D Jenkinson and seconded by Councillor D Johns that the asset register be approved subject to the computer and printer being written off as they are no longer in the possession of the parish council. All Councillors voted in favour of this proposal. The proposal was therefore carried.

24. Date of next meeting

To confirm the date and venue of the next meeting on Tuesday 25th May 2021

The next meeting of the parish council will be on Tuesday 25th May 2021. The Annual Parish meeting will commence at 7:00 pm and will be followed by the Annual Parish Council meeting. The venue will be confirmed.

The meeting finished at 9pm.

ST SAMPSON PARISH COUNCIL MEETING

27th April 2021

ACTION POINTS

<u>Minute Number</u>	<u>Action</u>	<u>By Whom</u>
5	Contact Rachael Tatlow about road signs that need repairing or replacing	DJ

5	Email SWW, asking them to notify the parish council if they intend to use car park	DJ
12	Ascertain if incident with dumper truck was a notifiable incident	DJ
12	Ask developer to repair remaining hole in road in turning circle	DJ
12	Discuss with the developer the tarmac at the end of Gumms Lane	DJ
17	Contact Alliance Parking, GQUA and Boatwatch about the price increases in the car park and issue a Maurie Mail	DJ