

# WITHIEL PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD IN

THE WITHIEL VILLAGE HALL ON WEDNESDAY, 19<sup>TH</sup> MAY 2021 AT 7.00PM

Present	Cllr. Ms. J. Shearer (Chair)	Mrs. J. Burdon (Parish Clerk)	Cllr. M. Davies (Vice-Chairman)
	Cllr. S. Coy	Cllr. Ms. A. Hoyle	Cllr. Ms. A. Lake
	Cllr. Ms. A. Lake	Cllr. Mr. R. Wilson	Cllr. Mrs. W. Symons
	Cwll. Cllr. Mrs. J. Cruse		

Minute	AGENDA ITEMS	Action
88/21	<b>Welcome to all Parish Councillors and Signing of Declaration of Acceptance of Office for a further term of office including completion of Register of Interest Forms:-</b> Chairman welcomed all Councillors, including the new Members to the meeting this evening and to Cornwall Councillor Mrs. J. Cruse. Clerk requested all Register of Interest Forms are completed and sent on to Cornwall Council, with a copy to her as soon as possible. Signing of Declaration of Acceptance of Office forms was completed this evening.	
89/21	<b>Welcome and Opening of the 2021 Meeting of the newly formed Parish Council:-</b> Chairman welcomed all and opened the 2021 Meeting.	
90/21	<b>Updated Code of Conduct to be adopted by the Parish Council, following recommendations from Cornwall Council Committee on Standards in Public Life – to be held until further information is received from CALC:-</b> Clerk reported information had been received from CALC advising they have raised a number of questions about the changes and more particularly where the code no longer reflects the differences between unitary and local Council Members. As soon as they receive a response, they will pass on the advice but until then they suggested waiting before moving to adopt the new code. In particular the key issues relate to the training requirement, declarations of gifts and hospitality, authority for actions as individual members and some numbering issues. CALC confirms that it is acceptable to continue with our existing code in the interim. Clerk reported she would include on the next agenda for approval <b>Action:</b> Next Agenda.	Clerk
91/21	<b>Annual Parish Meeting:-</b> Chair reported this will be dealt with at the June Meeting, to allow reports to be received <b>Action:</b> Clerk.	Clerk
92/21	<b>Apologies:-</b> None.	
93/21	<b>Public Forum:-</b> Report from Cornwall Councillor Mrs. J. Cruse under Min.97/21.	
94/21	<b>Election of Chairman and Vice-Chairman:-</b> Councillor Ms. J. Shearer was nominated for Chairman (Proposed: Councillor S. Coy; Seconded: Councillor Ms. A. Lake). She duly accepted and signed her Declaration of Acceptance of Office and thanked the Parish Council.  Councillor M. Davies was nominated for Vice-Chairman (Proposed: Councillor S. Coy; Seconded: Councillor Ms. A. Lake)  <b>Action:</b> Clerk to inform Cornwall Council.	Clerk

95/21	<p><b>Election of Officers:-</b></p> <p><b>Finance Monitors:-</b> Councillors S. Coy and Mrs. W. Symons</p> <p><b>Footpath Monitor:-</b> Councillors R. Wilson with Ms. A. Hoyle assisting.</p> <p><b>Planning Monitor:-</b> Councillors M. Davies and Ms. A. Lake</p> <p><b>Monthly Report Monitor for News and Views:-</b> Councillors Mrs. J. Shearer and Mrs. W. Symons</p> <p><b>PR Monitor:-</b> Councillor Mrs. W. Symons</p> <p>Elected on Block (Proposed: Councillor M. Davies; Seconded: Councillor R. Wilson)</p> <p><b>Action:</b> Clerk to send information on the News and Views to Cornwall Councillor Mrs. J. Cruse.</p>	Clerk
96/21	<p><b>Election of Representatives:-</b></p> <p><b>Bodmin Community Network Representative:-</b> Councillors Ms. J. Shearer and Ms. A. Hoyle</p> <p><b>Climate Action Group Representative:-</b> Councillors Ms. A. Lake and Ms. J. Shearer</p> <p><b>Neighbourhood Watch Representative:-</b> Councillor R. Wilson</p> <p><b>Emergency Plan Representative:-</b> Councillor M. Davies</p> <p>Elected on Block (Proposed: Councillor Ms. A. Lake; Seconded: Councillor Mrs. W. Symons)</p>	
97/21	<p><b>Monthly Cornwall Councillor Report:-</b> Cornwall Councillor Mrs. J. Cruse reported as follows:-</p> <ul style="list-style-type: none"> <li>• The Embargo in the area of the River Camel is now a special area of conservation. The planning applications may come through, but no decision can be agreed by Cornwall Council. The embargo means that no building can take place because of the phosphate levels in the Camel River which need to be kept at reasonable levels. Councillors requested some information on this <b>Action:</b> Cornwall Councillor Mrs. J. Cruse to forward information to the Clerk. It was also agreed the Clerk establishes whether Withiel Parish is within the Camel River area <b>Action:</b> Clerk.</li> <li>• Cornwall Councillor Mrs. J. Cruse agreed the Parish Councils Neighbourhood Plan was excellent.</li> <li>• Devolution – she asked if the Parish Council has any devolved spaces and asked whether any were required. It was noted the Play Area outside the Withiel Village Hall and is run by the hall itself. They manage it mainly on income from the hall itself but do need grants occasionally. They do not currently receive financial help from the Parish Council, but this would be welcomed. The land is owned by the Parish Council and there is a lease in place for the Village Hall. Therefore, this area has already been devolved.</li> </ul>	Cwll. Cllr. Mrs. J. Cruse Clerk

	<ul style="list-style-type: none"> <li>Reporting on issues on the Cornwall Council Website this is so easily done by any members of the Parish Council or public to report anything, i.e., footpaths, potholes, etc. Likewise, this can be actioned by using the telephone number and reporting.</li> </ul> <p>Chair thanked Cornwall Councillor Mrs. J. Cruse for her report this evening and Councillors congratulated her on being appointed as the new Ward Member.</p>	
98/21	<b>Members Declaration of Interest on items raised on the Agenda/Requests for Dispensation:-</b> None.	
99/21	<b>Confirmation of Parish Minutes from the Meeting held on the 7<sup>th</sup> April 2021:-</b> Resolved the Minutes of the Monthly Meeting held on the 7 <sup>th</sup> April 2021 as circulated were confirmed as a true and accurate record and duly signed by the Chair (Proposed: Councillor Mrs. J. Shearer; Seconded: Councillor M. Davies)	
100/21	<p><b>Matters Arising from the Monthly Minutes of the Meeting held on the 7<sup>th</sup> April 2021:-</b></p> <p><b>Page 2 Min.193/20 Japanese Knotweed, Slippery Stone Steps and use of public footpath:-</b> Clerk reported these issues had been originally forwarded to Chris Batters and no further responses had been received. It was agreed to forward on to Cornwall Councillor Mrs. J. Cruse to follow up <b>Action:</b> Clerk.</p> <p><b>Page 2 Min.193/20 Visibility on Withiel Crossroads:-</b> Clerk reported this matter had been originally forwarded to Chris Batters and no further responses had been received. Councillor Ms. A. Hoyle reported the Council had been in touch with her neighbour advising the visibility was fine and he has complained again. It was agreed to forward on to Cornwall Councillor Mrs. J. Cruse to follow up <b>Action:</b> Clerk.</p> <p><b>Page 2 Min.59/21 Bank Debit Card:-</b> Clerk reported signatures had been actioned this evening and forms will now be sent off <b>Action:</b> Clerk.</p> <p><b>Page 3 Min.66/21 Annual Insurance Premium Tendering Process:-</b> Clerk reported information had been received and the insurance was due for renewal on the 1<sup>st</sup> June 2021. Our current Insurers quoted £234.40 with a new three-year plan and the second quote received was £350.00 plus. It was resolved to keep with our existing Insurance Company and Clerk actions as per Financial Regulations (Proposed: Councillor Ms. J. Shearer; Seconded: Councillor S. Coy) <b>Action:</b> Clerk.</p>	<p>Cwll. Cllr. Mrs. J. Cruse</p> <p>Cwll. Cllr. Mrs. J. Cruse</p> <p>Clerk</p> <p>Clerk</p>
101/21	<p><b>Planning Applications received at the meeting and prior to the meeting; Planning Pre-Applications; Planning Results; Planning Correspondence; Any letters received for or against any Planning Applications:-</b></p> <p><b>Planning Applications:-</b></p> <p><b>PA21/03975 – Mr. D. Hore –</b> Proposed Porch, Longmeadow, Pooleys Hill, Withiel – <b>Support</b> (Proposed: Councillor R. Wilson; Seconded: Councillor Ms. A. Lake)</p> <p><b>PA21/04020 – Miss Eleanor Crick, Suez Recycling &amp; Recovery UK Limited –</b> Change of use of 450sqm of existing industrial building from sui generis to B2 use to allow the conversion of a section of the building into a vehicle maintenance workshop for servicing and maintenance of commercial vehicles for a temporary period of 10 years, Higher Brynn Farm, Roche – <b>Next Agenda</b></p>	<p>Clerk</p> <p>Clerk</p>

	<p><b>PA21/02934 – Mrs. T. Trudgeon</b> – Removal of Condition 3 (occupancy restriction) of Application No. PA19/04672 dated 24<sup>th</sup> November 2020 (Erection of a permanent rural workers dwelling. Construction of two stables and store, horse walker and the continued use of the sand school and existing stables as part of the horse buying/selling business together with retention of the static caravan for ancillary purposes), The Stables, Retire Lane, Retire, Bodmin – <b>Next Agenda</b></p> <p>Chair updated Councillors with regards to the above planning application PA21/02934 which would be discussed at our next meeting advising it had been rejected at least five times by the Parish Council over the past eight years. Councillors are hoping this is within the Camel restricted area.</p> <p><b>Planning Result:-</b></p> <p><b>PA20/11476 – Mr. &amp; Mrs. Davies</b> – Proposed single storey extension kitchen and porch extensions to house and replacement of outbuilding with new structure for home office and storage/workshop space, Little Whitehay, Withiel – <b>Approved</b></p> <p><b>Planning Correspondence:-</b> Email from Planning – PA21/00296 – Higher Bosnieves – The application is a prior approval and not one they usually consult on. This is because these applications are determined based on a number of tests rather than planning merits. An application of this sort seeks to determine whether planning permission is required for the barn conversion. If it is not required, no further applications are necessary. If planning permission is required, then a full planning application would be submitted, and the Parish Council would be consulted and asked for comments on the planning merits in the usual way. These applications have a time limit for determination of 56 days after which they are generally given a deemed consent. Because the applications are based on a set of tests and given the time limits, they would not go to Committee. This application meets the test for prior approval and Officers will send the decision stating that no planning permission is required. For these reasons Planning will not go through the usual five-day local Council protocol but as Parish Council Members have submitted comments and made their objections, she explained the situation as a matter of courtesy.</p>	<b>Clerk</b>																								
<b>102/21</b>	<p><b>Monthly Accounts for Approval and Any Financial Matters (Including applications for Grants &amp; Donations if received):-</b> It was proposed that the Council approve the accounts as listed below as circulated on schedule (Proposed: Councillor Ms. J. Shearer; Seconded: Councillor M. Davies) Motion Carried</p> <table border="1" data-bbox="201 1668 1356 1973"> <tr> <td>Cornwall ALC Limited</td> <td style="text-align: right;">£241.44</td> <td>Subscription 21/22</td> </tr> <tr> <td>McAfee</td> <td style="text-align: right;">£59.99</td> <td>Subscription</td> </tr> <tr> <td>Microsoft</td> <td style="text-align: right;">£59.99</td> <td>Subscription</td> </tr> <tr> <td>Salaries and Expenses</td> <td style="text-align: right;">£221.76</td> <td>May 2021</td> </tr> <tr> <td>HMRC – Income Tax</td> <td style="text-align: right;">£50.20</td> <td>May 2021</td> </tr> <tr> <td>Martin Davies</td> <td style="text-align: right;">£29.08</td> <td>Waste Bin/Black Bags</td> </tr> <tr> <td><b>Receipt:</b> Cornwall Council</td> <td style="text-align: right;">£2,237.76</td> <td>Precept/CTS Grant</td> </tr> <tr> <td><b>Receipt:</b> HMRC – Year end 31/3/21</td> <td style="text-align: right;">£79.48</td> <td>VAT Reimbursement</td> </tr> </table>	Cornwall ALC Limited	£241.44	Subscription 21/22	McAfee	£59.99	Subscription	Microsoft	£59.99	Subscription	Salaries and Expenses	£221.76	May 2021	HMRC – Income Tax	£50.20	May 2021	Martin Davies	£29.08	Waste Bin/Black Bags	<b>Receipt:</b> Cornwall Council	£2,237.76	Precept/CTS Grant	<b>Receipt:</b> HMRC – Year end 31/3/21	£79.48	VAT Reimbursement	<b>Clerk</b>
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<b>103/21</b>	<p><b>Bodmin Community Network Meeting Update, including Police Report:-</b> Chair reported there has been no meeting.</p>																									

	Email received from parishioner in respect of signage with the Crossroads at Four Turnings south of the village. It was agreed to forward this information to Cornwall Councillor Mrs. J. Cruse to follow up <b>Action:</b> Cornwall Councillor Mrs. J. Cruse.	<b>Cwll. Cllr. Mrs. J. Cruse</b>
<b>104/21</b>	<p><b>Climate Action Group Meeting:-</b> Councillor Ms. A. Lake reported how and the Chairman became involved with the Garden Safari this year to put an environmental theme to it. She reported they had some really good progress with gardens lined up and being able to demonstrate the subject of wildlife.</p> <p>It has been a good practical achievement. It would also be good to work on some other projects as well. Any feedback would be greatly received.</p>	
<b>105/21</b>	<p><b>Update on Neighbourhood Watch Scheme:-</b> Councillor R. Wilson reported he has been speaking with Neil Rose at St. Wenn. At this stage he is the official coordinator with the Devon and Cornwall Police. At the moment the main point is to have this point of Police contact. What has been decided, it is going to be slow process. There are a couple of areas they have looked at for putting up some Neighbourhood Watch signs, with stickers and posters, hopefully this will show how people will become involved. They want to utilise the Withiel/St. Wenn Community page. They need to now establish how they pitch this Scheme to the public, making it relevant for people to engage. They would like to purchase three new signs for each Parish. For Withiel he has identified three locations, and possibly obtaining the appropriate planning permission if required. Councillor R. Wilson advised they would go for three signs initially and then see if more are needed at a later date. He wants to keep closer to the village initially and then expand out after this. They would be happy to put the signs up and find out about planning permission. It was noted planning permission was not required but the County Highways would need to give permission. In principle the Parish Council proposed going ahead with purchasing three signs at £10.00 each initially. It was agreed to discuss the signs again at the next Parish Council Meeting, as long as the permission is required for the three signs by site owners.</p>	
<b>106/21</b>	<p><b>Correspondence – Clerk listed correspondence and actions required:-</b></p> <ol style="list-style-type: none"> <li>1. Cornwall Council – Town &amp; Parish Council Newsletter – 9<sup>th</sup> April; 23<sup>rd</sup> April, 7<sup>th</sup> May 2021</li> <li>2. CALC – Clear days’ notice during a public period of mourning</li> <li>3. CALC – Filling Casual Vacancies after May 2021</li> <li>4. CALC – Cornwall Book of Condolence and Donations in memory of Prince Phillip</li> <li>5. CALC – NALC Newsletter</li> <li>6. New from Citizens Advice Cornwall</li> <li>7. Cornwall Community Land Trust – From Vision to Reality: Financing your community-led housing project Meeting to be held on Monday 19<sup>th</sup> April 2021 from 6.30pm to 8.30pm via Zoom</li> <li>8. Cornwall Council – Code of Conduct and Register of Interest form</li> <li>9. Bodmin Police Station – April Newsletter</li> <li>10. Office of the Police &amp; Crime Commissioner – Ebay Tractor Scam</li> <li>11. CALC – Cornwall Code of Conduct for Local Councils</li> <li>12. CALC – Elections and Co-options to fill casual vacancies</li> <li>13. Cornwall Council – Notices of Poll</li> <li>14. CALC – Election Staff: remaining vacancies for 6<sup>th</sup> May 2021</li> <li>15. CALC – Administrative Assistant Vacancy</li> <li>16. CALC – Remote Meetings – Court Case</li> <li>17. Cornwall Council – Draft Action Notes: Bodmin Community Network Meeting – 13<sup>th</sup> March 2021</li> </ol>	

	<p>18. CALC – Toilet Bill receives Royal Assent  19. Armand Toms – Consultation with regards to remote meetings – call for evidence  20. Cornwall Community Flood Forum – Free Virtual Introduction to Property Flood Resilience Workshop: Tuesday 6<sup>th</sup> July 2021 from 10.00-11.30am  21. CALC – Guidance on returning to physical meetings  22. Great Western Railway – Long Distance Trains withdrawn by Hitachi  23. Great Western Railway – Latest position on GWR long distance services  24. Cornwall Council – Online Code of Conduct Training  25. Great Western Railway – News on the return of Intercity Express Trains  26. CALC – Free Lateral Flow Tests Poster for business information  27. Cornwall Council – Bodmin Community Network Meeting – Wednesday 9<sup>th</sup> June 2021 from 4.00pm-5.30pm  28. CALC – Code of Conduct 2021  29. Cornwall Rural Community Council – Funding for Village Halls and Playing Fields from Sport England  30. Great Western Railway – Intercity Express Train Timetables  31. CALC – Code of Conduct Training Sessions  32. Cornwall Council – Planning News for Local Councils and Agents – May 2021  33. CALC – Steve Parkinson Finance for Councillors Training Courses – Remaining Places for 2021  34. The Growth &amp; Skills Hub – Free support for local businesses  35. Keep Britain Tidy – Great British Spring Clean</p>	
107/21	<p><b>Any Urgent Matters the Chair considers relevant for this meeting:-</b> Clerk suggested a couple of items on the agenda on a monthly basis:-  1. Highway Issues  2. Footpaths Issues  It was agreed to include on the next agenda <b>Action:</b> Clerk.</p>	Clerk
108/21	<p><b>Date of next Meeting and Meetings for 2020:-</b> Wednesday 2<sup>nd</sup> June 2021 at 7.00pm in the Withiel Village Hall. All other Meetings to be confirmed as the Wednesday 7<sup>th</sup> July, 4<sup>th</sup> August, 1<sup>st</sup> September, 6<sup>th</sup> October, 3<sup>rd</sup> November, 1<sup>st</sup> December 2021.</p> <p>There being no further business to discuss the meeting closed at 8.30pm</p>	

Signature: .....

Chair

Date: 2<sup>nd</sup> June 2021