

WITHIEL PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD IN

THE WITHIEL VILLAGE HALL ON WEDNESDAY, 5TH JUNE 2024 AT 7.00PM

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| Present | Cllr. M. Davies (Chairman) | Mrs. J. Burdon (Parish Clerk) | Cllr. Ms. J. Shearer (Vice-Chair) |
| | Cllr. Ms. A. Lake | Cllr. E. Piper | Cllr. R. Wilson |
| | Cllr. Mrs. W. Symons | Cllr. S. Coy | Cwll. Cllr. Mrs. J. Cruse |
| | 4 Members of Public | | |

| Minute | AGENDA ITEMS | Action |
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| 117/24 | Apologies:- None. | |
| 118/24 | <p>Public Forum (Members of the public are permitted to make representations, answer questions, and give evidence in respect of any item of business included in the agenda. The designated time will be 15 minutes and no longer than 5 minutes per person, the time may be extended at the discretion of the Chair):- Four members of public in attendance. One member of public asked about the signs restricting weight, it was two years since he reported to the Parish Council, it appears Cornwall Council has signs everywhere and it has taken two years for this. Chairman reported it has been reported and approved and we are waiting for further updates. Cornwall Councillor Mrs. J. Cruse reported she did not have anything official, but we know it is happening. She advised the 20mph speed limits is coming to Cornwall over various times, but it is not a requirement. Chairman reported funds are not coming from the Parish Council for any of this process</p> <p>Action: Cornwall Councillor Mrs. J. Cruse to follow up to establish a timeline of dates.</p> <p>Councillor Ms. A. Lake queried the planning application this evening. The applicants advised it is for a certificate of lawfulness.</p> <p>Councillor R. Wilson reported this month we discussed planning under Public Forum, last month we suspended standing orders to ask some questions. Prior to that we had a pre-application proposal from a resident, and he queried why questions had not been asked. Chairman relayed response.</p> | <p>Cwll. Cllr. Mrs. J. Cruse</p> |
| 119/24 | <p>Members Declaration of Interest in items raised on the Agenda/Requests for Dispensation:- Clerk reported on updates received from CALC in respect of the declaration under Paragraph 3.5A who advise members are required to declare interests relating to any item on the agenda. The code specifically identifies two types of interest. 5a – Registerable pecuniary interests i.e. those of the member and spouse partner included on the Declaration form and submitted to Cornwall Council (employment, land, sponsorship, contracts, licences and tenancies with the Council, shares/capital in businesses in the parish, membership of trade union etc); 5b – Non registerable interests where a decision to be taken at the meeting affects the well-being or financial position of the councillor, family member, close personal acquaintance or an outside body on which they serve either as the Council's representative or in their own right.</p> | |

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| | <p>The Cornwall Code recognises that where the interest relates to an outside body, it is helpful for the member to make a short statement and answer any questions before leaving the room for the discussion to take place and decision made. Therefore 3.5a is the part of the code which allows this to happen. The interest is required under 5b, but the rights to speak for a short time are covered under 3.5a. As with any other interest, the member only needs to declare this at the start of the meeting if there is a decision to be made, so a representative is able to report back on meetings they have attended etc without any need to declare. The member will only need to declare the interest if the council will be making a decision. They do not have to declare any interest if they are simply reporting back on meetings attended etc. The law requires the member to declare an interest either at the start of the meeting or whenever it becomes apparent in items on the agenda. Once an interest is declared the member has to leave the room whenever the matter is being discussed and the decision will affect the well-being or financial position of the outside group. Members can record the interest if there is something on the agenda to report, but the member must leave the room if a decision is being taken. There is no need to declare an interest if the outside body is not on the agenda – unless at some point the discussion creates one.</p> <p>Clerk reported on Paragraph 3.5A declarations and noted unless these items are discussed at a meeting there is no requirement to declare each month but to make a note this month on the minutes the following have been advised:-</p> <p>Councillor S. Coy declared a non-registerable interest under Paragraph 3.5A in the St. Clements PCC and Withiel Playing Fields.</p> <p>Councillor Ms. J. Shearer declared a non-registerable interest under Paragraph 3.5A in the St. Clements PCC and she is a member of the Camel Valley CAP.</p> <p>Councillor Mrs. W. Symons declared a non-registerable interest under Paragraph 3.5A in Withiel Playing Fields, Withiel Toddler Group and Withiel WI and Withiel Tower Group.</p> <p>Councillor R. Wilson declared a non-registerable interest under Paragraph 3.5A in the Secretary of Withiel Playing Fields. He also declared a pecuniary interest in respect of the family relationship with Liddicoat family to raise later.</p> | |
| 120/24 | <p>Monthly Cornwall Councillor Report:- Cornwall Councillor Mrs. J. Cruse reported as follows:-</p> <ul style="list-style-type: none"> • Just a reminder that no hedges should be cut back at this time of year due to the nesting season. • Photo received of the Rural Affairs signage; she is not sure whether something like this would be available from the Police. • She knows the Parish Council were working on Neighbourhood Watch, but it was going nowhere. So, I would recommend the latest Police app which is available at either www.devon-cornwall.police.uk or www.police.uk Both these sites are very easy to use. Give local information about incidents and a quick way to report any problems. I think this is an ideal way to keep informed and to pass information on. <p>Chair thanked Cornwall Councillor Mrs. J. Cruse for her report and attending the meeting this evening.</p> | |
| 121/24 | <p>Confirmation of Minutes of the Monthly and Annual Parish Meetings held on the 1st May 2024:- Resolved to approve the Minutes of the Monthly and Annual Parish Meetings held on the 1st May 2024 as circulated which were confirmed as a true and accurate record and duly signed by the Chairman (Proposed: Councillor Ms. J. Shearer; Seconded: Councillor Ms. A. Lake) (3 abstentions)</p> | |

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| 122/24 | <p>Matters Arising from the Monthly and Annual Parish Meetings held on the 1st May 2024:-</p> <p>Page 3 Min.98/24 Withiel Crossroads:- Update from Cornwall Councillor Mrs. J. Cruse advising there nothing to report as any cutting back is now not taking place. Not sure about the pothole situation as I have only reported one and I think that was filled in. If Councillors report something and then it comes back as not needing attention it is best they forward that email report directly to me so I can contact Highways about the exact issue.</p> <p>Page 3 Min.99/24 Dogs on leads on Public Footpaths:- Cornwall Councillor Mrs. J. Cruse reported following on from the discussion at last Parish Council meeting she did suggest that a sign which clearly stated the needs to keep dogs on leads during the nesting/lambing season is a legal requirement with penalties if not adhered to. She would also suggest a notice which stated there were Adders in the field and therefore keep dogs on the lead might also work as she has seen that adders have been spotted in many places in Cornwall and one bite will kill a dog. There was one such sign in the Churchyard at Tintagel that she noted and that seemed to work.</p> <p>Page 9 Min.115/24 Withiel Playing Fields Meeting:- Councillor R. Wilson read out a statement relating to a recent meeting of the Withiel Playing Fields Association and decisions taken.</p> | |
| 123/24 | <p>Highway Issues in the Parish:- As reported under matters arising. Legality of Cornwall Council Compulsory purchasing a hedge and not maintaining the fence, which is now rotten. It was reported that if the hedge was cleared the fence will fall to pieces in the process, which is a safety issue Action: Cornwall Councillor Mrs. J. Cruse to follow up.</p> | Cwll. Cllr. Mrs. J. Cruse |
| 124/24 | <p>Footpath Issues in the Parish:- Councillor Ms. J. Shearer reported on response received from Chris Monk of Cormac advising in respect of Bosneives footpath - The funding arrangements that were used for the previous tranche of improvements and repairs with Max Simpson are not available in the same form or extent. We can, however, use our Programmed budget where we can demonstrate an improvement in accessibility so are able (at a push) to install two 4ft gates on the field side of the old stone stiles. The gates provide the necessary level of stock security, and the old stiles remain as a heritage feature. We will get this programmed as soon as practicable. Regarding the erosion at Lanjew we'll inspect and see what can be done and liaise accordingly. Thanks for bearing with us as the effects of last winter with many cliff falls, collapsing bridges and flood damage is still taking a time to register.</p> <p>Councillor E. Piper reported he had another loss of livestock in May. Fences were broken and one calf was lost. This year his loss so far is in excess of £4,000 he will now be fencing in around the edges for walkers now as he cannot ascertain any further losses. He has had trail cameras up all month, the number of walkers going through is incredible. On average he has lost one animal every year. Councillor Ms. A. Lake reported perhaps some signage to be put up in places like the bus shelter, which would be good value, to help change some of the culture to remind people to keep dogs on leads, as this is more than likely happening in several areas. Councillor R. Wilson suggested printing off a sign from the internet, laminate it and put up as a temporary measure and also ask local holidays lets to put up Action: Councillor Ms. J. Shearer to action signage as discussed.</p> | Cllr. Ms. J. Shearer |

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| 125/24 | <p>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:-</p> <p>Planning Applications:- Chairman suspended Standing orders for Councillors to ask some final questions. Chairman reinstated Standing Orders to make a decision:- PA24/03094 – Mr. & Mrs. Ashby – Existing and permitted use of land for the siting of a mobile home for residential purposes, Buzzards Reach, Withiel – Support (Proposed: Councillor R. Wilson: Seconded: Councillor Ms. A. Lake) (All in favour)</p> <p>PA24/03610 – Mr. D. Harris – Application to determine if prior approval is required for a proposed: Change of use of Agricultural buildings to dwellinghouses (Use Class C3), Barn at Withielgoose, Pooleys Hill, Withiel – Request an extension of time for out next meeting as no paperwork has been received, other than the list of planning applications received</p> <p>Planning Results:- None received. Planning Correspondence:- None received.</p> | <p>Clerk</p> <p>Clerk</p> | | | | | | | | | | | | | | | | | | |
| 126/24 | <p>Monthly Accounts for June 2024, including monthly bank reconciliation and budget monitoring and any other Financial Matters:- It was proposed that the Council approve and accept the accounts for June 2024 as circulated on schedule, including agreement with the bank reconciliation and budget monitoring as reported (Proposed: Councillor S. Coy; Seconded: Councillor E. Piper)</p> <table border="1" data-bbox="204 1122 1355 1346"> <tr> <td>ICO</td> <td>£35.00</td> <td>ICO Renewal</td> </tr> <tr> <td>HSBC – Bank Charges</td> <td>£8.00</td> <td>April 2024</td> </tr> <tr> <td>Zurich Insurance Renewal</td> <td>£241.00</td> <td>Insurance Renewal</td> </tr> <tr> <td>Salaries and Expenses</td> <td>£278.51</td> <td>June 2024</td> </tr> <tr> <td>HMRC – Income Tax</td> <td>£63.20</td> <td>June 2024</td> </tr> <tr> <td>Receipt:- HSBC – Gross Interest</td> <td>£48.12</td> <td>May 2024</td> </tr> </table> | ICO | £35.00 | ICO Renewal | HSBC – Bank Charges | £8.00 | April 2024 | Zurich Insurance Renewal | £241.00 | Insurance Renewal | Salaries and Expenses | £278.51 | June 2024 | HMRC – Income Tax | £63.20 | June 2024 | Receipt:- HSBC – Gross Interest | £48.12 | May 2024 | <p>Clerk</p> |
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| 127/24 | <p>Voltaire Solar Funding Update:- Chairman reported he need to communicate with Councillor Ms. A. Lake and will report back at the next meeting Action: Chair. Cornwall Councillor Mrs. J. Cruse and member of the public left the meeting at 8.02pm.</p> | <p>Chair/ Cllr. Ms. A. Lake</p> | | | | | | | | | | | | | | | | | | |
| 128/24 | <p>Annual Report of Accounts for year ending 31st March 2024 from External Auditors, BDO LLP:- Response received confirming receipt of Agar 3 and supporting information. They will undertake the audit between June and August and the following will take place:-</p> <ul style="list-style-type: none"> • If we have any questions or require any further information a member of the team will make contact. • Once the audit is completed and passed to the partner for review and sign off, we will notify you. • On occasions the partner may require further clarification, at this point a member of the team will make contact. Otherwise, the Agar will be signed. • A member of the team will then issue our completion documents and invoice. • We cannot complete the audit until public rights has ended at the earliest. | | | | | | | | | | | | | | | | | | | |

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| 129/24 | Appointment of Internal Auditor for Accounts ending 31st March 2025:- Resolved to appoint Contractor 3 in the sum of £110.00 (Proposed: Councillor S. Coy; Seconded: Councillor Ms. A. Lake) (All in favour) Action: Clerk. Current Fee is £125.00 with Hudson Accounting. Quotes received Contractor 1 - £140.00; Contractor 2 - £150.00; Contractor 3 - £110.00 | Clerk |
| 130/24 | Discussion on noticeboard requirements:- Councillor R. Wilson reported on all minutes and reports on the noticeboard, including agenda, the noticeboard is not suitable, and he has been unable to include all paperwork. He would be happy to use the other unlocked side if needed. Resolved to use both sides of the noticeboard going forward Action: Councillor R. Wilson. | Cllr. R. Wilson |
| 131/24 | Annual Documentation to be reviewed – (a) Freedom of the Parish of Withiel; (b) Code of Conduct; (c) Statement of Internal Control; (d) Standing Orders:- Resolved to approve as circulated (Proposed: Councillor R. Wilson; Seconded: Councillor E. Piper) (All in Favour) Action: Clerk. | Clerk |
| 132/24 | Broken Bench Seat by the Bus Shelter in Withiel:- Resolved Councillor R. Wilson obtains a quotation for a suitable replacement or for repairs to the existing seat, for a comparison to make a decision at the next Parish Council meeting Action: Councillor R. Wilson. | Cllr. R. Wilson |
| 133/24 | Camel Valley Community Area Partnership:- Councillor Ms. J. Shearer advised there is no update this month. | |
| 134/24 | Parish Councillor Training Requirements:- None. | |
| 135/24 | Correspondence – Clerk listed correspondence and actions required:- <ol style="list-style-type: none"> 1. NALC - Chief Executive's Bulletin 2. Michelle Harper – Community Governance Degree – Dissertation on Local Council Businesses 3. Cornwall Council - Town and Parish Council Newsletter – 3rd May 2024 4. Office of the Police & Crime Commissioner - Alison Hernandez returned as Devon and Cornwall Police and Crime Commissioner for third term 5. Cornwall Council - Listening to residents 2024 - Camel Valley, Bodmin event, 16 May 2024 6. Cornwall Council - Affordable Housing Newsletter - May 2024 7. NALC – Events 8. The Rural Bulletin – 8th May; 14th May; 21st May; 29th May; 4th June 2024 9. CALC – Training Reminder – Out & About Open Surgery and other Training 10. NALC – Newsletter 11. Cornwall Council - Local Council Planning Training: 13th June 2024 - Short term lets and Article 4s; Community Growing 12. CALC – NALC New Model Financial Regulations 2024 13. Rural Services Network Rural Funding Digest - May 2024 Edition 14. Cornwall Community Land Trust – Exciting House Opportunity in St. Teath 15. Office of the Police & Crime Commissioner – Survey – Making sure you are connected to your local policing team 16. NALC – Events 17. Office of the Police & Crime Commissioner – Weekly Column 18. CALC - Invitation to online Town & Parish Council Budget Update Briefing - Monday 3rd June 2024 at 10.00am 19. London Borough Lambeth - National Blue Badge Day of Action 20. NALC – Newsletter 21. Office of the Police & Crime Commissioner – Reminder of the online seminar, Monday, 3rd June from 9.30am 22. CALC – Star Council Awards 2024 | |

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| | <p>23. Cornwall Council - Nutrient neutrality meeting - Wednesday 29th May at 1.30pm, Chy Trevail Offices, Bodmin</p> <p>24. CALC – The Good Councillors Guide 2024</p> <p>25. Office of the Police & Crime Commissioner - Radio announcement- "Ask the PCC" show- 24/5/24</p> <p>26. CALC – Out & About Surgery – Thursday 23rd May – Hosted by Penzance and Helston</p> <p>27. Ron Bailey - Safety of Lithium-ion Batteries and e-bikes and scooters</p> <p>28. University of Oxford Research Request - Survey to Cornwall's Town and Parish Councillors Regarding Solar Developments</p> <p>29. CALC - Invitation to online Town & Parish Council Budget Update Briefing - Monday 3rd June 2024 at 10.00am</p> <p>30. CALC – News Round-up 23rd May 2024</p> <p>31. Citizens Advice – Latest Statistics for your area</p> <p>32. Cornwall Council – Draft Action Notes: Camel Valley Community Area Partnership Meeting - Monday 22nd April 2024</p> <p>33. Office of the Police & Crime Commissioner – Online Seminar Monday 3rd June 2024 – Policing</p> <p>34. Cornwall Council – Town & Parish Council Bulletin – Listening to you events</p> <p>35. CALC – Election Guidance – FAW and useful links</p> <p>36. Office of the Police & Crime Commissioner - Agenda for online seminar 3/6/24</p> <p>37. Office of the Police & Crime Commissioner - Diversity and Hate Crime Awareness Bitesize Event - Wednesday 19th June 2024 3.30pm-5.00pm</p> <p>38. CALC - Town & Parish Councils: Slides from Cornwall Council Finance Briefing on Monday 3rd June 2024</p> | |
| 136/24 | Any Urgent Matters the Chair considers relevant for this meeting:- None. | |
| 137/24 | <p>Date of next Meeting:- Next meeting would be held on Wednesday 3rd July 2024 at 7.00pm in the Withiel Village Hall.</p> <p>All other Meetings confirmed as the Wednesday 7th August, 4th September, 2nd October, 6th November and 4th December 2024.</p> <p>There being no further business to discuss the meeting closed at 8.18pm.</p> | |

Signature:

Chair

Date: 3rd July 2024