

# Zennor Parish Council

Chairperson: Cllr J F Brookes, Tredour, Zennor, St Ives, TR26 3DA, 01736 799492

Clerk: Jeanette Ratcliffe, 21 Leskinnick Terrace Penzance, TR18 2HB, 07850599719

## Minutes of Meeting Tuesday 13<sup>th</sup> May 2014

**Present:** Cllrs Jon Brookes (JB); Jennifer Gourley (JG); Sam Nankervis (SN); Cllr Nick Lambert (NL); Nicky Monies (NM); Cllr Lottie Millard (LM)

**Also Attending:** Jeanette Ratcliffe (JR), Clerk; Roy Mann (RM), Cornwall Councillor

**Apologies:** Terry Webb (TW), Neighbourhood Beat Officer; Jenni Pozzi (JP), Parish Transport Liaison Officer

### 1. Welcome and Apologies

As above

### 2. Annual General Meeting

- a. *Election of Chair and Vice Chair.* SN nominated JB to continue as Chair and LM seconded the proposal. There was a unanimous vote in favour. JB re-elected as Chair. JG nominated SN to continue as Vice Chair and LM seconded the proposal. There was a unanimous vote in favour. SN re-elected as Vice Chair.
- b. *Minutes of last Annual meeting.* Accepted.
- c. *Standing Orders.* The existing SOs were confirmed.
- d. *Financial Regulations.* **Action:** new regulations to be drafted in accordance with new NALC guidance (**LM & JR**).
- e. *Transparency.* Meetings open to all; all ZPC information to be posted on new web site.
- f. *Complaints Policy.* Complaints to be directed to Chair and, if complainant not satisfied, to CC Legal department.
- g. *Media Policy.* Press inquiries to be referred to the Chair, or in their absence to the Vice Chair.
- h. *Review of Insurance cover.* Insurance is in place; policy to be reviewed at next meeting.
- i. *Parish Council meetings.* Second Tuesday of every month at 7.30pm in the Village Hall, apart from August when there will be no meeting. Annual Meeting to be second Tuesday in May.
- j. *Any other required items.* JB as Chair delivered a short report on year.

### 3. ZPC vacancy - co-option of new councillor (decision required)

No one had put themselves forward for co-option. **Action:** Chair to approach a number of individuals who may be interested (**JB**).

### 4. Minutes 8th April 2014

Minutes signed as read and correct.

### 5. Matters Arising

- a. *Higher Kerrow Farmhouse & Cottage.* Agricultural occupancy restrictions have been lifted.
- b. *Heather Brea camper van.* RM reported that the gypsy liaison officer has visited the owner of the van and he said he would move on, but has yet to do so.

### 6. Declarations of Interest

None

### 7. Planning

- a. *Notice of new common land application (2583 – Churchtown and Tremeader Commons).* NM said a cultivated field has been included in this application and he is going to have to object to the application in order to ensure it is not included as common land.

- b. *Notice of new common land application (2854 – Gear, Treen/Porthmeor & Bosporthenis Commons)*. CC have highlighted that they do not know the owners of the more northern piece of Gear Common.
- c. *Watch croft common land inquiry (COM510) 20th May*.

## 8. Parish Plan

- *ZPC Neighbourhood Planning meeting 19th May*. Email and poster advertising the meeting has been sent to all rural parish councils in West Penwith. Responses received from all apart from Paul. Parish councils sending a rep(s): Morvah, Towednack, Ludgvan and Madron. PCs that have indicated they will not be attending: Sancreed, Sennen, St Buryan and St Levan. Chloe Pitt (CC Neighbourhood Planning Officer) has provided map of parish boundaries and copies and web links to NP guidance and toolkits. She is unable to attend the meeting, but Sarah Arden (CC Principal Planning Officer) will be there to answer questions. It was agreed that **JB** would chair the meeting and **SN** would take brief notes.
- **Actions:**
- Produce posters to put up in the village hall during the meeting to provoke discussion and collect initial ideas (**JG**).
- Ask Chunky Penhaul to email a reminder about the meeting around his parish contacts (**JR**)
- Liaise with Sarah Arden before the meeting and ask if CC have any display material she can bring along (**JR**).
- Buy stickers for use as name badges; Produce an attendance form to record names of those present (**JR**)
- Ask Heather Morse to arrange tea, coffee and cake for when people arrive (**JG**)
- Produce a summary text about Neighbourhood Planning for the new ZPC website (**NL**)

## 9. Finance

- a. *Bank balance & recent receipts/outgoings*. Balance 30.04.14 = £2050.13. Recent receipts: final 2013/4 LMP payment (£584.40) from CC. No outgoings since last meeting/statement.
- b. *Audit approval*. LM has complete the audit of 2013/14 accounts. This year ZPC was selected to do an intermediate audit as one of 5% of councils randomly chosen, which meant there were additional requirements. The relevant parts (sections 1 and 2) of the audit were approved and signed by Chair and Clerk. There was a small surplus in the year-end accounts, which could be used to help fund for a parish event (eg associated with the 100<sup>th</sup> anniversary of the outbreak of WWI in September). **Actions:** Include an item on next meeting's agenda re ZPC supporting a community event/project (**JR**).

## 10. Parish Paths

- a. *Local Maintenance Partnership 2014*. Purchase order (for £1,191.00), path-cutting schedule, full size maps and replacement plastic direction signs received from CC. Clerk has checked that the Parish Paths Co-ordinator's public liability insurance is sufficient and in date, and she is meeting Ali Clough next Tuesday to discuss her forthcoming work schedule.
- b. *Local Maintenance Partnership South West Coast Path offer to ZPC (decision required)*. CC has offered ZPC a grant of £1,033.61 for 2014/15 to maintain the South West Coastal Path within the parish. Terri Winchester (CC Countryside Partnerships Officer) needs to know as soon as possible whether ZPC wishes to accept this offer (the first cut deadline is imminent). Ali Clough has informed the Clerk that she is not able to take on this work during 2014/15. She has provided the name of a contractor who may be interested and able to. **Agreed:** Unanimous vote against ZPC taking on responsibility for the SW Coast Path. **Action:** Inform CC of the ZPC's decision (**JR**).

11. Transport

- a. *Bus service update.* JP has emailed information re No. 300 open-top bus for inclusion in Down Your Way. The former 300 circular route will be replaced by three buses, the 300 between St Ives and Lands End (commencing 24<sup>th</sup> May; 3 journeys each way per day), the 1/1A between Lands End and Penzance, (every hour each way) and the 17B, between Penzance and St Ives (every hour each way). Concessionary passes will not be accepted on the 300, but pass holders will be eligible for discounted fares. No news yet of the arrangements for the 16A after 1st June.
- b. *Parish maps update.* JB has arranged to accompany Chunky Penhaul to the Liberal Democrat offices to be shown the process for copying the bus timetable onto the back of the maps.

12. Correspondence

- a. *CALC membership & financial regulations training.* CALC are going to re-invoice ZPC for part-year membership from August 2014 (to allow for the council having taking out membership in August, rather than April 2013). Clerk has arranged meeting with Sarah Mason (CALC Executive Officer) 2<sup>nd</sup> June to discuss financial regulations, future audit requirements and other current parish council matters. LM will also attend.
- b. *EU Elections candidate and polling station information.* Request from CC that information be displayed in parish. **Action:** display posters **(JB)**.
- c. *CC Polling station review.* Form ticked to indicate that ZPC is happy with the existing polling station arrangement. **Action:** Return form to CC **(JR)**.
- d. *Free remembrance trees (Woodland Trust).* Offer of free saplings to local schools and communities for planting as WW1 remembrance. Offer noted and has been forwarded by JB to Trythall School.
- e. *Penwith Landscape Partnership funding bid - Letter of Support request.* **Agreed:** write letter stating ZPC support **(JB)**.

12. Forthcoming Meetings

- a. *ZPC 7.30 Tuesday 10<sup>th</sup> June*
- b. *West Penwith Community Town and Parish Forum 7pm Tuesday 27 May 2014 (Committee Room 1, Penzance One Stop Shop, St Clare, Penzance)*

13. Other Business

- a. *ZPC website (update).* NL and Nicky Lambert provided an update and showed the draft Home page for the website. Final information and photos are currently being added by Ben Lambert. Nicky said the overall structure is done; Ben is entering 34 pages of copy and 100s of photographs (with credits). He is proposing an interactive map on the home ('landing') page, plus live weather forecasts. Jenni Pozzi is re-writing linking paragraphs from previous site and producing text about local legends and characters. The site still needs: a bit of text re farming in the parish; a photo(s) of ZPC members; and 750 words on archaeology and history required (JB to draft; JR to look at). JB thanked Nicky for all the effort and hard work done.

**Meeting closed 9.35pm**

**Minutes signed as correct by Chairperson**

**Signature.....**

**Date.....**