

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 10th June 2014

Present: Cllrs Jon Brookes (Chair); Sam Nankervis (Vice Chair); Jennifer Gourley; Nick Lambert; Nicky Monies; Lottie Millard.

Also Attending: Jeanette Ratcliffe, Clerk; Roy Mann, Cornwall Councillor (left meeting 8.08pm)

Apologies: Terry Webb, Neighbourhood Beat Officer; Jenni Pozzi, Parish Transport Liaison Officer

1. Welcome and Apologies

As above

2. Minutes 13th May 2014

Minutes signed as read and correct.

3. Matters Arising

None

4. Declarations of Interest

None

5. Parish Council regulations & procedures

- a. *Review of Insurance.* Insurance renewal date is 14th July. CALC have recommended Came & Co as specialists in insurance for small parish councils. **Resolved:** Clerk to request quotes from Came & Co and existing insurers (Zurich) for consideration at next ZPC meeting. (Proposed by Cllr Nankervis; seconded by Cllr Gourley; unanimously carried)
- b. *Financial regulations (draft for discussion).* Clerk drafted these following a meeting with Sarah Mason, CALC Executive Officer, who provided advice and guidance. The draft regulations have been emailed to Councillors for their consideration. **Action:** All councillors to look at draft regulations by July ZPC meeting.
- c. *Other requirements (Model Publication Scheme & Risk Assessment).* Clerk reported that CALC have highlighted the need for ZPC to develop these documents, using national template and advice. Make these future agenda items?
- d. *ZPC vacancy (update).* No one has come forward as yet. **Action:** Chair to speak to a couple of parishioners who have expressed a general interest.

6. Planning

- a. *Watch croft common land inquiry (COM510) 20th May – update.* Chair reported that, owing to the presentation of new evidence regarding land ownership, the inquiry had been deferred until 16th December. The delaying of other applications until then has been requested. Some land was removed from the application, on the basis of being enclosed and not CROW land. Cllr Gourley highlighted the lack of sufficient research by Cornwall Council at the application stage, leading to inappropriate land being included (in one case, an elderly parishioner's garden), and the stress that this can cause. **Resolved:** Vice Chair to write highlighting ZPC's concern to CC Head of Planning (Phil Mason), copied to CC Chief Executive, Andrew George MP, Lord Morley and George Eustice MP. (Proposed by Cllr Gourley; seconded by Cllr Millard; unanimously carried)

7. Parish Plan

- *ZPC Neighbourhood Planning – update and next steps.* ZPC Open Meeting on Neighbourhood Plans held 19th May. Clerk circulated the attendance record. 31 people attended including: elected members and clerks from Zennor, Madron, Towednack, Ludgvan, Morvah and Sancreed parish councils; Cornwall Councillor, Roy Mann; 12 members of the public from Zennor and 1 from Towednack. Sarah Arden, CC Principal Planning Officer provided a summary of the purpose of NPs and the process of preparing and getting them adopted. A lively question and answer session followed. Since the meeting, Madron and Towednack PCs have emailed notification that they have decided not to develop an NP. No communication has been received from the other 3 parish councils.
- Councillors agreed that although several people had expressed an interest, the small public attendance and lack of any significant dynamic support suggests this is not yet the time to start developing a NP for Zennor.
- **Resolved:** review at the October ZPC meeting whether to develop a Neighbourhood Plan. (Proposed Cllr Millard; seconded Cllr Monies; unanimously carried)

8. Finance

- a. *Bank balance.* Clerk report that no bank statement received from Barclays since last meeting (and difficulty accessing on-line statement). Quarterly budget report will be presented by Clerk at next meeting. Invoice for (£72.90) received from Chunky Penhaul for copying and re-copying new bus timetable onto back of parish maps. Payment authorised and cheque signed during meeting.
- b. *2013/14 Audit update.* Cllr Millard reported that John Linfield has done the internal audit and the documents had been sent off to the Audit Commission and confirmation of receipt received.
- c. *Budget planning.* Clerk reported that CALC had highlighted the need for more formal budget planning by ZPC in the autumn in order to inform the precept setting in December. CALC also highlighted that ZPC can claim back any VAT incurred over the last 3 years. **Action:** Clerk to find out about the process of claiming back VAT for next ZPC meeting.

9. Parish Paths

- *Local Maintenance Partnership 2014.* Clerk has met with the Parish Paths Co-ordinator (Ali Clough) and gone through and signed the LMP contract with her and discussed the cutting schedule. Also highlighted CC requirement for increased limit for public liability insurance (now £5 million). The contractor has increased her insurance cover to meet this requirement (new certificate received). Cllr Gourley emailed Clerk with concern over the overgrown state of the path from Poniou to Zennor. AC has done part of the Tregarthen to Wicca path recently and has given an assurance that (weather permitting) she will be cutting footpaths over the next week, and will continue in early July if necessary. She will do the Poniou & the section by Trewey first, closely followed by the Foage path to Rosemorran. The Chair countersigned the LMP contract during the meeting.
- **Action:** Cllr Millard to investigate the large rocks blocking the path at Tregarthen mentioned by a member of the public.
- **Action:** Clerk to advise Paths Co-ordinator to focus on just clearing, when these are very overgrown and she doesn't have time to do the whole path.

10. Transport

- a. *Bus service update.* Jenni Pozzi has copies of the new First Bus summer timetables, including the 16/16A and the 300. If anyone would like a copy, please call or email her and she will arrange to get one to them. Parishioner, Paul Wright, has compiled a list of all the buses currently operating along the coast road for the summer. If anyone is interested in knowing more about them, ring JP. There is now also a West Penwith Community Bus Service. **Action:** Chair to contact JP to get a timetable for the Community Bus.

- b. *Parish maps update.* Chunky Penhaul has copied bus timetable onto 3000 copies of the parish map, which he thinks should be enough to last until autumn/end of year. He has emailed the Clerk the version of the timetable in Publisher and current timetable grids in Excel form for future use. Heather Morse is going to keep the Zennor dispenser topped up; Cllr Gourley will do the Gurnards Head one; the Chair will distribute the maps to them.
Action: Chair to thank Chunky Penhaul for all his hard work.

11. Correspondence

- a. *Letter and posters from Illyria Theatre Company.* Request for posters to be put up in the Village Hall. Done.
- b. *Email and poster re Fire Service Strike.* **Action:** Chair to put up poster on parish notice boards.
- c. *Email for Terry Webb.* No crimes recorded in the parish during May.

12. Forthcoming Meetings

ZPC 7.30 Tuesday 8th July

13. Other Business

- a. *ZPC supported community event/project.* **Resolved:** to initiate and support the cleaning up of the parish war memorial for WWI commemorations in September. (Proposed by Cllr Gourley; seconded by Cllr Nankervis; carried unanimously).
- b. *ZPC website (update).* Draft version of website to be shared with parish council members for them to view before site goes live.

14. Future agenda items

- a. ZPC Financial Regulations (July meeting).
- b. Parishioner's request for warning sign on road at Chykembro (July meeting).
- c. ZPC Budget Planning , including review of Clerk duties/hours and 3 months of reserves (October meeting).
- d. Review need or not for Neighbourhood Plan (October meeting).

Meeting closed 20.55pm

Minutes signed as correct by Chairperson

Signature.....

Date.....