

# ZENNOR PARISH COUNCIL

## MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON 8<sup>TH</sup> MAY 2018 AT 7.30 PM IN ZENNOR VILLAGE HALL

**1. PRESENT:** Councillors Jon Brookes (Chairman), Kevin Hughes, Nick Lambert. **IN ATTENDANCE:** Councillor Simon Elliott (Cornwall Council), Fiona Drew (Clerk). **APOLOGIES:** Lottie Millard, PCSO Terry Webb.

**2. APPOINT A CHAIRMAN FOR 2018/19:** Councillor Hughes **proposed** Councillor Brookes be appointed Chairman. The proposal was **seconded** by Councillor Lambert and **carried unanimously**.

**3. APPOINT A VICE-CHAIRMAN FOR 2018/19:** Councillor Brookes **proposed** Councillor Nankervis be appointed Vice-Chairman. The proposal was **seconded** by Councillor Hughes and **carried unanimously**.

**4. SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE:** A Declaration of Acceptance of Office was signed by Councillor Brookes as Chairman and witnessed by the Clerk.

**5. TO RECEIVE DECLARATIONS OF DISCLOSABLE PECUNIARY & OTHER INTERESTS, RELATING TO ANY AGENDA ITEM, AND TO DETERMINE REQUESTS FOR DISPENSATION WHERE APPLICABLE:** The Chairman declared interests as the Vice-Chairman of Towednack Parish Council, Vice-Chairman of the Dark Skies Group, on the Executive Committee of the Penwith Landscape Partnership, and regarding the parish paths. Councillor Hughes declared interests as the Councillor for St Ives Town Council West Ward for the Conservative Party, representative for St Ives Town Council on the Coastal Communities Forum, the Penwith Rural Transport Forum, serving on the Community & Environment Committee and Grievance & Disciplinary Panel, and as Chairman of Towednack Parish Council. He also sits on a quarterly advisory group for the MP Derek Thomas and Chairs the Dark Skies Policy Group.

**7. OPPORTUNITIES FOR COMMUNITY BANKING WITH NAT WEST:** Matthew Doughty, a Community Banker from Nat West, gave an outline of the services he can offer both Nat West and non Nat West customers following recent bank closures. He is happy to come to Zennor to help with any aspect of banking needs (except cash handling & cheques) and can work out of the Tinnars or do home visits, which ever people prefer. It was **agreed** that the Chairman would try and put something in the next edition of the Mermaid's Echo to let people know Matthew's contact details.

**6. PUBLIC PARTICIPATION:** 5 members of the public were present. Steve Domeney confirmed that he had done some research and that at the previous meeting EE hadn't disclosed the quality of service that they had to provide as part of their contract with the Home Office. This is why the system that had been discussed previously and put to EE by the Council would not be suitable as it was still two or three years off meeting the QOS target.

**8. CORRESPONDENCE FROM EE REGARDING TELECOMMUNICATIONS MAST:** The Chairman confirmed that the Appeal for the 15m mast had been turned down by the Planning Inspectorate. A discussion took place with public input and issues raised included why an access track was required for Treen Farm when EE had previously said they wouldn't require additional access for the smaller masts. Plans put forward by EE for a two-mast system at Treen Farm and Trewey Veian were discussed including an open headframe design and an enclosed antenna option. It was questioned how permanent the masts would be given the change with 5g coverage that would be coming in the next couple of years. A discussion took place regarding the email from Norman Gillan that in order to meet their deadlines with the Home Office, EE would be putting in a temporary mast under permitted development rights until planning had been sorted for a permanent solution. They had to have something in place by the end of May. The Chairman **proposed** responding to EE's email to say that of the two systems the Council preferred the enclosed one, although this didn't necessarily mean they would support it when it came to a formal planning application. As the Parish Council they were duty bound to support local opinion. They would also oppose the new access track and were concerned about the fact that either option would only be a temporary solution as things would change with 5g coverage. The

proposal was **seconded** by Councillor Lambert and carried 2-1 (Councillor Hughes wished it to be recorded that he voted against the proposal). **RESOLVED:** The Clerk to respond to EE accordingly.

#### 17. HIGHWAY MATTERS:

**a) Transport Report:** The Clerk reported that new bus timetables were due soon. Peggy Rickaby would print and distribute them when available.

**b) Highway Issues:** Councillor Elliott reported that Trewey Hill would be closed for three nights in June for work to be done by Cormac. He had written a formal letter to the Chief Executive of Cornwall Council regarding the state of the roads and following the response he had received from Highways saying they were understaffed and overstretched. He asked everyone to keep complaining about any issues on the roads on the website portal. Part of the problem was that the pothole repairs that were currently being done were not being done properly and were not lasting.

**c) Caravan at Trendrine:** The Clerk reported that she had spoken to John Bird, the Environment Enforcement Officer for Cornwall Council today and that he had been to look at the caravan and tried to speak with the owner. He had made the decision to get it removed and put in the request so hopefully it should be gone later this week or early next. Councillor Elliott said the Council were currently having the same problem with boats.

**d) Fly Tipping:** None

**9. MINUTES OF THE LAST MEETING HELD ON 10<sup>TH</sup> APRIL 2018:** The Chairman **proposed** that the minutes, previously circulated, were a true and accurate record of this meeting. The proposal was **seconded** by Councillor Hughes and **carried unanimously**. **RESOLVED:** The Chairman signed the minutes.

#### 10. MATTERS ARISING:

**a) Defibrillators:** The Chairman reported that Medisol were still waiting for payment from the Tinnars. He had spoken to John who was chasing this up.

**b) First Aid Training:** The Clerk reported that Ian Raggett was unable to do 19<sup>th</sup> May but had offered a number of alternatives. It was **agreed** to opt for Saturday 21<sup>st</sup> July and the Clerk would do some posters to put up to advertise it.

**c) Printer:** This had been advertised in the Mermaid's Echo and on the noticeboards but there had been no interest.

**d) Church Bells:** Councillor Elliott said the Community Chest Grant was now open and the Clerk **agreed** to email Kerri Gendall to get an application form.

#### 11. APPOINTMENT OF COUNCIL REPRESENTATIVES TO OUTSIDE BODIES:

**a) Police Liaison Committee & Councillor Advocacy Scheme:** The Chairman **proposed** that Councillor Hughes continue to be the Council representative. The proposal was **seconded** by Councillor Lambert and **carried unanimously**. **RESOLVED:** Councillor Hughes to remain the Council representative on the Police Liaison Committee & the Councillor Advocacy Scheme.

**b) Community Network Panel:** No representative at present.

**12. REVIEW OF COUNCIL DOCUMENTS:** As there were only three Councillors present, the Chairman **proposed** deferring approval of any Council documents to the next meeting. The proposal was **seconded** by Councillor Hughes and **carried unanimously**. **RESOLVED:** The Clerk to put this item on the June agenda.

**13. DATES OF MEETINGS FOR NEXT TWELVE MONTHS:** It was **agreed** that meetings would continue to take place on the second Tuesday of every month (except August when there was no meeting) at 7.30pm in Zennor Village Hall.

#### 14. COUNCILLOR REPORTS:

a) **Cornwall Council:** Councillor Elliott said that his priority recently had been the state of the roads. He reported that he might be out of action for 2-6 weeks due to an operation shortly but would still be contactable via email.

b) **Towednack Parish Council:** Nothing to report.

20. **DARK SKIES UPDATE:** Councillor Hughes gave the Chairman the formal request to the Duchess of Cornwall to be a patron. If she agreed he said that this should mean the International Dark Skies Community would be keen to get the registration done and release funding for various initiatives.

15. **POLICE REPORT:** No crimes had been reported. PCSO Webb had asked the Clerk to report that there were ongoing issues with the lady previously reported and that if there were any concerns people should call 999.

#### 16. PLANNING:

a) **Applications:** None

b) **Decisions:** None

c) **Appeals:** **APP/D0840/W/17/3188788** Proposal: Installation of telecommunications compound including equipment cabinets, generator, satellite dishes and a 15m high pole on a concrete base. New opening formed in wall and provision of a 1.2m high fence surrounding the compound. Location: Land at Treen Farm, Zennor Appellant: EE. **DISMISSED.**

d) **Pre-apps:** None

e) **Unauthorised Planning:** None

f) **To consider any other planning matter received at or before the start of the meeting:** The Chairman said that the National Planning Policy Framework Review closed on 10<sup>th</sup> May. It was **agreed** that the Clerk would email the details to all Councillors and if they wanted to respond individually they could do so following the online link.

#### 18. VILLAGE MATTERS:

a) **Parish Plan:** None

b) **Plastic Free Coastline:** The Chairman reported that he would like to start moving forward to make this happen in Zennor, but he needed to talk to Helen Venus to get some ideas. A brief discussion took place regarding farmers as the largest users of plastic in the community. There was a system in place to recycle this plastic but it cost them money to do so. It was **agreed** to defer this item to the next agenda once the Chairman had some further information.

c) **Great British Spring Clean:** No further action.

d) **Photos from the Millennium Project:** The Chairman reported that he had a CD with lots of photos from the Millennium Project which should be known about. A feature in the Mermaids Echo was suggested but the Chairman said these had been sent to him by Chunky who edited the ME anyway. A suggestion was made to bury them in a time capsule. Councillor Elliott suggested sending a copy to the new Cornish Records office due to open soon in Redruth. It was **agreed** to discuss this further at the next meeting.

19. **PARISH PATH MATTERS:** The Clerk reported that Ash Pearson had said he would be happy to attend Parish Council meetings on behalf of the National Trust if there was anything relevant to discuss. The Clerk had added him to the agenda email distribution list.

**21. FINANCIAL MATTERS:**

**a) Summary of Accounts:** The Clerk circulated a Summary of the Accounts to date and two payments totaling £108.30 were **approved** for payment.

**b) To receive the RFO's Annual Accounts for 2017/18:** Following approval at the last meeting these had been recirculated by the Clerk to include an updated Fixed Asset Register to include the defibrillator and wall cabinet. The Chairman **proposed** approving the amended Fixed Asset Register. The proposal was **seconded** by Councillor Lambert and **carried unanimously**. **RESOLVED:** The Chairman signed the Fixed Asset Register.

**c) To receive the Annual Governance & Accountability Return (AGAR) 2017/18 Part 2 Annual Internal Audit Report:** The Clerk showed Councillors the Internal Audit report completed by John Lindfield and confirmed that the issue raised regarding the Fixed Asset Register had been amended.

**d) To note and approve the AGAR 2017/18 Part 2 Section 1 Annual Governance Statement:** This had been prepared by the Clerk and circulated to all Councillors for consideration. Following discussion, the Chairman **proposed** that the Annual Governance Statement be approved. The proposal was **seconded** by Councillor Lambert and **carried unanimously**. **RESOLVED:** The Chairman and Clerk signed Section 1.

**e) To note and approve the AGAR 2017/18 Part 2 Section 2 Accounting Statements:** This had been prepared and signed by the Clerk and circulated to all Councillors for consideration. Following discussion, the Chairman **proposed** that the Accounting Statements be approved. The proposal was **seconded** by Councillor Hughes and **carried unanimously**. **RESOLVED:** The Chairman signed Section 2.

**f) To consider Insurance Renewal:** The Clerk reported that the annual insurance was due for renewal in early July and she had requested Came & Company to provide three quotes for the Council to consider at the next meeting.

**g) To review the agreement with Towednack Parish Council re expenses:** As there were only three Councillors present, two of whom were also on Towednack Parish Council, it was **agreed** to defer this item to the next agenda.

**22. CLERK'S REPORT:** The Clerk reported that there were a number of other policies & procedures that she was drafting / updating. She would circulate these prior to the next meeting when they would be discussed. The Clerk also reported that she had been asked by Derek Thomas to be part of a Working Group to help set up a West Cornwall Town & Parish Councils Conference. This was scheduled to take place on 27<sup>th</sup> September, at Ludgvan Community Centre, and all Clerks and two or three Councillors would be invited from every Town & Parish Council in the area.

**23. CORRESPONDENCE:** CALC email regarding the deferral to 5<sup>th</sup> June for the decision from the LGBCE.

**24. DATE OF NEXT MEETING:** 12 June 2018

**25. AGENDA ITEMS FOR NEXT MEETING:** Councillors to contact the Clerk no later than Monday 4<sup>th</sup> June with items they wish to be included, other than those already noted in the minutes. Gurnards Head sewage.

There being no further business, the Chairman closed the meeting at 8.54pm.

Signed: \_\_\_\_\_ Chairman

Date: \_\_\_\_\_