

ZENNOR PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON TUESDAY 14TH MAY 2019 AT 7.30 PM IN ZENNOR VILLAGE HALL

1. PRESENT: Councillors Jon Brookes (Chairman), Sam Nankervis (Vice Chairman), Millie Ainley, Jennifer Gourley, Katharine Heron, Nick Lambert. **IN ATTENDANCE:** Fiona Drew (Clerk), Councillor Simon Elliott (Cornwall Council). **APOLOGIES:** Peggy Rickaby (Transport Officer), PCSO Terry Webb.

2. APPOINT A CHAIRMAN FOR 2019-20: With only one nomination, it was **RESOLVED unanimously** that Councillor Brookes be appointed Chairman for 2019-20.

3. APPOINT A VICE-CHAIRMAN FOR 2019-20: With only one nomination, it was **RESOLVED unanimously** that Councillor Nankervis be appointed Vice-Chairman for 2019-20.

4. SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE: Declarations of Acceptance of Office were signed by Councillor Brookes as Chairman and Councillor Nankervis as Vice-Chairman and both were 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 has interests as a Councillor for Towednack Parish Council, Vice-Chairman of the Dark Skies Group, on the Executive Committee of the Penwith Landscape Partnership, and regarding the parish paths.

6. PUBLIC PARTICIPATION: Nicky Green asked about the flagpole as discussed previously and it was agreed to put this on the next agenda. John Lindfield raised the issue of the signage at Chykembro which the Chairman said would be discussed under Agenda Item 16b).

7. ACTION REQUIRED ON MATTERS RAISED DURING PUBLIC PARTICIPATION: It was **agreed** that the Clerk would chase up Ben Jefferies from Symons Construction regarding his offer of assistance for sourcing a flagpole.

8. MINUTES OF THE LAST MEETING HELD ON 16TH APRIL 2019: It was **RESOLVED unanimously** that the minutes, previously circulated, were a true and accurate record of this meeting.

9. MATTERS ARISING:

a) Village Map & Parish Noticeboard: No progress as yet on this.

b) Any further update re wording for Standing Orders: Nothing had been received back on this. It was **agreed** that Councillor Gourley would chase this up.

10. LOTTIE MILLARD'S RESIGNATION: The Chairman reported that sadly, Lottie has resigned due to other commitments with children's activities, and read out her email of resignation. He said that he had already written to her but it was **agreed unanimously** that the Clerk would write and thank Lottie for her time and that she would be much missed, as she had been a very valuable member of the Council. The Clerk had notified Electoral Services and would put the relevant notices on the Parish boards.

11. APPOINTMENT OF COUNCIL REPRESENTATIVES TO OUTSIDE BODIES:

a) Police Liaison Committee & Councillor Advocacy Scheme: As agreed at the April meeting the Clerk would email all minutes out and if a particular issue came up then the Parish Council would look to send someone to represent them if necessary.

b) Community Network Panel: Following discussion it was **agreed** that Councillors would alternate and one Councillor would try and attend each meeting, depending on their availability. The Chairman confirmed he would be attending the May meeting.

12. 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. The exception to this was October when the meeting would be held for this year on the third Tuesday. Dates would be emailed to all Councillors and published on the website.

13. PLANNING:

a) Applications: PA19/03075 Proposal Installation of 3 roof windows to rear pitch of barn. Location: Kerrow Barn, Higher Kerrowe Farm, Newmill, Penzance. Applicant: Mr Barry Heather. Following discussion it was **RESOLVED unanimously** to support the application with the stipulation that the velux be purchased with integral light screens built in to avoid light pollution.

b) Decisions: PA19/01423 Proposal: Listed Building Consent to replace sliding sash windows and front door. Location: Bosigran Farm, Access Track to Bosigran Farm, Pendeed TR20 8YX Applicant: Mr I Marsh **WITHDRAWN**

c) Appeals: None

d) Pre-apps: None

e) Any other Planning Matter received at or before the start of the meeting: Councillor Lambert noted that there were still no signs of the EE masts.

14. COUNCILLOR REPORTS:

a) Cornwall Councillor Report: Councillor Elliott reported that he had been checking the state of the roads and noted issues that would need addressing before the Tour of Britain. He spoke of the Governance Review and said that they seemed to be looking at amalgamating small Councils and that Councils would need to have a reason why they felt this wasn't a good idea. He reported that he was going to work with Gary and the Church regarding linking up the wifi and reiterated his offer to do internet sessions for an hour prior to Parish Council meetings.

b) Other Councillors Reports: Councillor Gourley reported that the broadband had been very useful for the Arts & Crafts Fair recently. Councillor Lambert reported that motorbikes were a big issue at Ladydowns most Sunday mornings. They had been reported to the police but there was little that could be done unless they knew it was happening in advance.

15. POLICE REPORT: The Clerk reported that there had been no issues over the past month. PCSO Webb had apologized but the issue at the campsite reported at last month's meeting was actually in Towednack and not Zennor.

16. HIGHWAY MATTERS:

a) Transport Report: The Clerk read out an email from Peggy Rickaby regarding bus timetables and roads in the Parish. She confirmed that if appropriate she was happy to continue as Transport Officer. It was **RESOLVED unanimously** to thank Peggy for all her work and confirm her as Transport Officer for a further year.

b) Highway Issues: Councillor Gourley confirmed that the pothole at the Gurnards Head had been fixed but work hadn't been done on the leats yet as the weather had improved. John Lindfield reported that the signs had been down at Chykembro for the past couple of weeks and asked when work would be done on this. It was **agreed** that the Clerk would report the signs and request a follow up on what was happening with the weekly inspections and when work would be carried out here, as the deadline given by Cornwall Council for work starting had now been reached.

c) **Fly Tipping:** Peggy Rickaby had reported to the Clerk that there was mattress tied up by Milldowns Farm. It was **agreed** that the Clerk would report this.

17. VILLAGE MATTERS:

a) **Housing Supplementary Planning Document Consultation and Discussion Group Parish Plan:** The Chairman thanked Councillor Heron for all her work producing this report and said the Parish Council would keep tracking it and make sure people take notice. He said that this tied into the LLCA as housing need will come into that, and felt the LLCA was the main vehicle for taking this forward. It was **agreed** that the Clerk would forward Councillor Heron's report to Councillor Elliot.

b) **Local Landscape Character Assessment:** The Chairman reported that the dates for the initial workshop and training day had been advertised in the Mermaid's Echo. It was also **agreed** that all Councillors would assist in doing a house drop and would email the Clerk to confirm what areas they had covered to ensure that nowhere got missed.

18. **PARISH PATH MATTERS:** None

19. FINANCIAL MATTERS:

a) **Summary of Accounts:** It was noted that there were no payments for approval this month and no income.

b) **Fixed Asset Register 2018/19:** This has been circulated to all Councillors previously for their consideration. It was noted that the Parish printer had been sold in 2018-19 and therefore removed from the register, and it was **RESOLVED unanimously** to accept the Asset Register as presented.

c) **Annual Governance & Accountability Return (AGAR) 2018/19 Part 2 Section 1 Annual Governance Statement:** This had been prepared by the Clerk and circulated to all Councillors prior to the meeting for consideration. The Clerk confirmed that all Councillors **agreed** with each statement. It was then **RESOLVED unanimously** to approve the Annual Governance Statement.

d) **Annual Governance & Accountability Return (AGAR) 2018/19 Part 2 Section 2 Accounting Statements:** This had been prepared and signed by the Clerk and circulated to all Councillors prior to the meeting for consideration. It was **RESOLVED unanimously** to approve the Accounting Statements.

e) **Banking arrangements:** Following Lottie Millard's resignation a discussion took place about the banking arrangements. It was **RESOLVED unanimously** to remove Lottie from the bank mandate forthwith and that the Vice-Chairman would take over the online banking role. It was further **agreed** not to add another signatory at present, and was confirmed that Councillors Brookes and Nankervis have signatory powers and Councillor Nankervis and the Clerk have online access.

f) **Council's Insurance Renewal:** The Clerk reported that the annual insurance was due for renewal in early July it was **agreed** that she would get two other quotes to bring with the renewal quote to the next meeting.

g) **To review the agreement with Towednack Parish Council re expenses:** Following a brief discussion it was **RESOLVED unanimously** to continue the current 75/25 split with Towednack Parish Council regarding the Clerk's expenses (25% being Zennor's share).

20. **CLERK'S REPORT:** The Clerk reported that she had been made aware that as part of the Transparency Code it was a requirement that associated meeting documents should be published on the Parish Council's website alongside the agenda. Following discussion, it was **agreed** that the Clerk would try and clarify this as it was felt that this would involve a lot of extra unnecessary work. The Clerk also reported that all Council policies were due to be reviewed and that she would circulate these with any proposed amendments highlighted, for consideration prior to the next meeting.

21. CORRESPONDENCE: The Clerk had circulated the following correspondence for information prior to the meeting:

- a) Dogs on Beaches Pre-Engagement Letter from Cornwall Council – noted
- b) Latest News from the Cornwall AONB - noted

22. DATE OF NEXT MEETING: Tuesday 11th June 2019. This meeting will be preceded by an Evening Workshop presented by the Penwith Landscape Partnership Architect on the Local Landscape Character Assessment at 6.30pm. Councillor Gourley asked that her apologies be noted for this meeting.

23. AGENDA ITEMS FOR NEXT MEETING: Councillors to contact the Clerk no later than Monday 3rd June with items they wish to be included, other than those already noted in the minutes.

There being no further business, the Chairman closed the meeting at 8.44pm.

Signed: _____ Chairman

Date: _____

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