

## MEETING NO. 1204

### Minutes of the ANNUAL MEETING OF FEOCK PARISH COUNCIL MEETING held on Wednesday 9<sup>th</sup> May 2018 at Devoran Village Hall, Quay Road, Devoran at 7pm

WARDS	CARNON DOWNS	DEVORAN	FEOCK
	R Brickell	S Parker	H Freeman
	C Kemp	C Johnson	R Andrew
	P Allen	B Thomas	K Hambly-Staite

In attendance: Cornwall Councillor Martyn Alvey  
Debra Roberts, Parish Clerk & Responsible Finance Officer  
1 member of the public

CHAIRMAN: Councillor Johnson

#### 1. ELECTION OF CHAIRMAN AND SIGNING OF ACCEPTANCE OF OFFICE FORM

The Clerk asked if there were any nominations for the position of Chairman for the coming year. Cllr Kemp said she would like to propose Cllr Johnson for the position. There were no other nominations for the position of Chair.

**RESOLUTION: CLLR KEMP PROPOSED CLLR JOHNSON AS CHAIR OF THE PARISH COUNCIL, SECONDED BY CLLR HAMBLY-STAITE AND CARRIED UNANIMOUSLY.**

Cllr Johnson signed the Acceptance of Office from.

#### 2. INTRODUCTION BY CHAIRMAN

The Chairman welcomed everyone to the meeting and thanked them for electing her as Chair a further year.

#### 3. ELECTION OF VICE CHAIRMAN

The Chairman asked if there were any nominations for the position of Vice Chairman.

**RESOLUTION: CLLR FREEMAN NOMINIATED CLLR ANDREW AS VICE CHAIR, SECONDED BY CLLR PARKER, CARRIED UNANIMOUSLY.**

#### 4. APOLOGIES FOR ABSENCE

The Clerk said that apologies had been received from Cllr Blake.

#### 5. MINUTES OF PREVIOUS MEETING HELD ON 10<sup>TH</sup> APRIL 2018

**RESOLUTION: CLLR ALLEN PROPOSED THAT THE MINUTES OF THE MEETING HELD ON 10<sup>TH</sup> APRIL 2018 AS CIRCULATED BY THE CLERK AND SIGNED BY THE CHAIRMAN. THIS WAS SECONDED BY CLLR THOMAS AND WAS CARRIED UNANIMOUSLY BY THE MEETING.**

#### 6. DECLARATIONS OF INTEREST

Cllr Andrew gave the following statement:- "I (Cllr Andrew) declare an interest in planning matters related either directly or in proximity to my land and property in Feock. For the public record, I am an employee of Cornwall Council working in the Place Shaping team. I have been advised by the Monitoring Officer that as a Parish Councillor I have no personal interest in the Neighbourhood Planning Agenda and related issues. However, if during the course of discussions issues are discussed of which I have a personal involvement it may be

appropriate to leave the meeting and take no further part in the debate and for it to be recorded in the minutes”

**7. PUBLIC PARTICIPATION**

There was only one member of the public present and they did not wish to raise any issues.

**8. APPOINTMENTS TO COUNCIL SUB COMMITTEES AND OUTSIDE BODIES**

**Planning Committee**

**RESOLUTION: CLLR JOHNSON PROPOSED THE PLANNING COMMITTEE REMAIN AS IS, MEMBERS BEING CLLRS KEMP, ALLEN, BLAKE, LIGHTFOOT, THOMAS, MORGAN-LUNDIE, FREEMAN AND BRICKELL, SECONDED BY CLLR ANDREW AND CARRIED UNANIMOUSLY.**

**Access & Amenities Committee**

**RESOLUTION: CLLR KEMP PROPOSED THE ACCESS & AMENITIES COMMITTEE REMAIN AS IS, MEMBERS BEING CLLRS ALLEN, HAMBLY-STAITTE, BLAKE, ANDREW, PARKER, BRICKELL, THOMAS AND JOHNSON, SECONDED BY CLLR FREEMAN AND CARRIED UNANIMOUSLY.**

**Finance & General Purposes Committee**

**RESOLUTION: CLLR KEMP PROPOSED THE FINANCE & GENERAL PURPOSES COMMITTEE REMAIN AS IS WITH THE ADDITIONAL OF COUNCILLOR BRICKELL, SECONDED BY CLLR ANDREW AND CARRIED UNANIMOUSLY.**

It was agreed to review the Unknown Donors Charity representation at a future meeting.

**RESOLUTION: CLLR KEMP PROPOSED THAT CLLR ALLEN BE OUR LINK/REPRESENTATIVE WITH CARNON DOWNS VILLAGE HALL, SECONDED BY CLLR FREEMAN AND CARRIED UNANIMOUSLY.**

**RESOLUTION: CLLR JOHNSON PROPOSED THAT CLLR THOMAS BE OUR LINK/REPRESENTATIVE WITH DEVORAN VILLAGE HALL, SECONDED BY CLLR PARKER AND CARRIED UNANIMOUSLY.**

**RESOLUTION: CLLR FREEMAN PROPOSED THAT CLLR ALLEN REMAIN AS OUR POINT QUAY ASSOCIATION REPRESENTATIVE, SECONDED BY CLLR THOMAS AND CARRIED.**

**RESOLUTION: CLLR JOHNSON PROPOSED THAT CLLR BRICKELL BE OUR FORMAL REPRESENTATIVE ON THE COMMUNITY NETWORK PANEL, SECONDED BY CLLR HAMBLY-STAITTE AND CARRIED UNANIMOUSLY.**

**RESOLUTION: CLLR PARKER PROPOSED THAT CLLR KEMP BE OUR LINK REPRESENTATIVE WITH DEVORAN SCHOOL, SECONDED BY CLLR FREEMAN AND CARRIED UNANIMOUSLY.**  
The Clerk to contact the Head to confirm this.

The rest of the representations on the Outside bodies would stay as they currently were.

**9. NOTE MATTERS RAISED AT THE ANNUAL MEETING OF ELECTORS**

There were no issues raised at the Meeting of Electors to be noted.

**10. REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEE'S AND STAFF**

The Clerk explained that by putting delegation arrangements in place this would speed up the work of the Committees and mean that not all recommendations would have to come back to Full Council for approval which does sometimes cause delays due to timings of meetings.

It was agreed to bring forward item 32 on the agenda - Amendments to Budget 2018/19 as this was related to this agenda item (10).

**RESOLUTION: CLLR ANDREW PROPOSED THAT THE AMENDMENTS TO BE BUDGET BE APPROVED – ADDITIONAL £1000 FOR WELLBEING, £2500 FOR LENGTHSMAN/FOOTPATHS, £2000 FOR ROUNDABOUT MAINTENANCE, £255 FOR HANDRAIL AT PILL CREEK FOOTPATH AND £2500 MAINTENANCE OF POINT QUAY & ORCHARD WHICH ALL CAME UNDER THE PARISH MAINTENANCE COSTS BUDGET HEADING, SECONDED BY CLLR FREEMAN AND CARRIED UNANIMOUSLY.**

**RESOLUTION: CLLR ANDREW PROPOSED THAT THE ACCESS & AMENITIES BE GIVEN DELEGATED AUTHORITY TO INCUR AND AUTHORISE EXPENDITURE IN THE BUDGET UNDER THE PARISH MAINTENANCE COSTS BUDGET HEADING (EXCLUDING COUNCIL INSURANCE ITEM) AGREED BY THE FULL PARISH COUNCIL, NOT OTHERWISE DELEGATED TO ANOTHER COMMITTEE OR EMPLOYEE, SECONDED BY CLLR FREEMAN AND CARRIED UNANIMOUSLY.**

The Clerk would amend the Financial Regulations to reflect this change.

**11. REVIEW TERMS OF REFERENCE FOR COMMITTEES**

The Clerk recommended the Council give consideration to reducing the Planning Committee quorum to 4 due to the two current vacancies on that Committee and to ensure that meetings were quorate and able to go ahead. It was suggested that due to this giving an equal number if there was a tied vote and due to the time deadlines involved in Planning the Terms of Reference should be amended to include that the Chair had the casting vote.

**RESOLUTION: CLLR HAMBLY-STAITTE PROPOSED THAT THE PLANNING COMMITTEE QUORUM BE REDUCED TO 4 AND THE CHAIRMAN TO HAVE THE CASTING VOTE IN THE EVENT OF A TIED VOTE, SECONDED BY CLLR JOHNSON AND CARRIED UNANIMOUSLY.**

**RESOLUTION: CLLR KEMP PROPOSED THAT THE ACCESS & AMENITIES COMMITTEE AND FINANCE & GENERAL PURPOSES COMMITTEE TERMS OF REFERENCE REMAIN UNCHANGED, SECONDED BY CLLR JOHNSON AND CARRIED BY A MAJORITY.**

**12. APPOINTMENT OF ANY NEW COMMITTEES**

The Chairman said she felt that we had reached a point where consideration needed to be given to forming a Wellbeing Committee as well as the working group.

Cllr Hambly-Staite felt that the working group could be converted into a consultative forum to include members of the public representing different interests. He felt there should be a Sub-Committee of Access & Amenities Committee to look Wellbeing.

**13. REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS & FINANCIAL REGULATIONS**

The Clerk explained that the reason for the Financial Internal Controls policy was to ensure that Councillors were aware of payments being made, how money was being managed and financial processes being used. The draft Controls Policy and Financial Risk Assessment documents had been circulated to the Council prior to the meeting.

**RESOLUTION: CLLR FREEMAN PROPOSED THE FINANCIAL INTERNAL CONTROLS POLICY AS CIRCULATED BE ADOPTED, SECONDED BY CLLR THOMAS AND CARRIED UNANIMOUSLY.**

**RESOLUTION: CLLR ANDREW PROPOSED THE FINANCIAL RISK ASSESSMENT AS CIRCULATED BE APPROVED, SECONDED BY CLLR BRICKELL AND CARRIED UNANIMOUSLY.**

**14. REVIEW OF ARRANGEMENTS, INCLUDING ANY CHARTERS & AGENCY AGREEMENTS**

The Clerk that we had two agency agreements with Cornwall Council for footpath and verge maintenance. The Local Maintenance Partnership and Agency Agreement.

**RESOLUTION: CLLR KEMP PROPOSED THESE TWO AGREEMENTS BE APPROVED AND CONTINUED, SECONDED BY CLLR ANDREW AND CARRIED UNANIMOUSLY.**

**15. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS & OFFICE EQUIPMENT**

The Clerk circulated the Asset Register. It was noted that this needed to be updated to include the 3 defibrillators. Cllr Hambly-Staite asked the Clerk to contact the St Feock PCC to check that the defibrillator that was in the Church car park was being regularly checked to ensure it was working. There was a discussion regarding the figures shown in the asset register for some of the assets and the Clerk advised that she would look into this to ensure they were correct, however she was confident that they were as the figures had been produced in accordance with local government finance rules.

**RESOLUTION: CLLR ALLEN PROPOSED THAT THE ASSET REGISTER BE APPROVED AND THAT THE FINANCE & GENERAL PURPOSES COMMITTEE LOOK INTO THE FIGURES FURTHER, SECONDED BY CLLR JOHNSON AND CARRIED UNANIMOUSLY.**

**16. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED**

The Clerk had previously circulated the insurance policy documents and cover details to the Council.

**RESOLUTION: CLLR ANDREW PROPOSED THAT THE INSURANCE COVER BE APPROVED AND ACCEPTED, SECONDED BY CLLR KEMP AND CARRIED UNANIMOUSLY.**

**17. REVIEW OF THE COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES**

The Clerk advised that the Council were a member of the Cornwall Association of Local Councils and the Trolver Croft Residents Association, the Clerk was a member of the Social of Local Council Clerks.

**RESOLUTION: CLLR THOMAS PROPOSED THAT THE CURRENT SUBSCRIPTIONS BE APPROVED AND CONTINUED, SECONDED BY CLLR HAMBLY-STAITTE AND CARRIED UNANIMOUSLY.**

**18. REVIEW OF THE COUNCIL'S COMPLAINTS PROCEDURE**

The Clerk had circulated the complaints procedure to the Council previously.

**RESOLUTION: CLLR JOHNSON PROPOSED THAT THE COMPLAINTS PROCEDURE BE APPROVED AND ADOPTED, SECONDED BY CLLR ANDREW AND CARRIED UNANIMOUSLY.**

**19. REVIEW OF THE COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998**

The Clerk advised that the list of information published was displayed on the website and that the Council were registered with the Information Commissioners Office (ICO). The Clerk was also currently working towards ensuring the Council were GDPR compliant.

**20. REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA**

The Clerk had circulated the Social Media and Press Policy to the Council previously.

**RESOLUTION: CLLR THOMAS PROPOSED THAT THE SOCIAL MEDIA & PRESS POLICY PROCEDURE BE APPROVED AND ADOPTED, SECONDED BY CLLR FREEMAN AND CARRIED UNANIMOUSLY.**

**21. DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING OF FULL COUNCIL**

The Clerk had circulated the draft calendar of meetings. It was agreed to put the January 2019 meeting back a week so that it did not fall so close to Christmas and also propose that meetings be held in Carnon Downs and Feock, the Clerk would arrange for a meeting to be held in each of those villages and confirm the dates once a venue had been found. It was also agreed to try holding Councillors Surgeries before some dates, especially those in Carnon Downs and Feock.

**RESOLUTION: CLLR JOHNSON PROPOSED THAT THE LIST OF MEETINGS BE APPROVED WITH THE AMENDMENT TO THE JANUARY 2019 MEETING, SECONDED BY CLLR ANDREW AND CARRIED UNANIMOUSLY.**

**22. MATTERS FOR REPORT**

Cllr Brickell had attended a planning workshop at Cornwall Council in relation to exception sites and affordable housing requirements.

Cllr Andrew commented that NALC had announced yesterday a project relating to more responsibilities for Town and Parish Councils following Brexit.

Cllr Hambly-Staite had attended the Annual Meeting of the AONB. There was concern about the reduction of the status of the AONB and the removal of County Wildlife Sites from the National Planning Policy Framework. There was a change of wording where two clauses have been amalgamated and removed wording 'status of AONB in planning terms is the highest environmental landscape status'. Cllr Allen will be responding to this tomorrow on behalf of the Planning Committee. The Council would reject any dilution of the AONB and would wish the wording proposed to be removed to be re-instated.

**23. CURRENT REPORTS**

### **Cornwall Council**

Cllr Alvey reported as follows. The planning application for Quiet Quay in Devoran would be going to the Central Planning Committee on Monday for a decision. The Cornwall Councillors Community Chest funding is open again for applications from local groups, Cllr Alvey has £2K to spend across the division of Kea and Feock. There is a crowdfunding element to this this year which Cornwall Council are supporting.

Community Network Areas – there is now a £50K highways budget available to each area plus a free TRO, Parish and Town Councils will have to bid for the money to be spent in their area.

### **Devon & Cornwall Police**

The Clerk read out the latest crime report for March which is as follows:

Total reported crimes - 10

Carnon Downs x 3 - Other theft, ASB and Vehicle crime

Devoran x 3 – 2 x Violence & Sexual Offence, Criminal Damage & Arson,

Feock x 4 – Public order, ASB, Drugs and Burglary.

## **24. FINANCIAL SUMMARY & ACCOUNTS FOR PAYMENT**

The Clerk ran through the financial summary and accounts for payment and would circulate the list of accounts for payment for April to all present.

**RESOLUTION: CLLR KEMP PROPOSED THE ACCOUNTS FOR PAYMENT FOR APRIL BE APPROVED AND SIGNED BY THE CHAIRMAN, SECONDED BY CLLR FREEMAN AND CARRIED UNANIMOUSLY.**

**PAYMENTS FOR APPROVAL SINCE LAST MEETING** **£5811.81** (ex VAT)

**INCOME RECEIVED/INVOICED SINCE LAST MEETING:** **£1,523.16**

### **PROFIT & LOSS 2018/19**

Total Income	£56,509
Total Expense	-£6,096
Profit/Loss	£50,413

## **25. LOCAL WARD REPORTS**

### **Feock**

Cllr Hambly-Staite reported on the meeting with Head of Planning Enforcement regarding the TPO issue at Pill Creek, we had had been advised that a new TPO would be issued the same week but this did not appear to have happened. Tree survey work at Pill Creek was being carried out on an unprotected area, it was disappointing that the TPO reinstatement has not been carried out despite promises.

Cllr Allen felt we needed to write to Cornwall Council Legal to request they reinstate the new TPO urgently.

**PROPOSAL: CLLR FREEMAN PROPOSED A LETTER BE WRITTEN FROM THE CHAIRMAN, SIGNED ON HER BEHALF BY CLLR ALLEN TO THE HEAD OF LEGAL DEPARTMENT AT**

**CORNWALL COUNCIL EXPRESSING OUR DISAPPOINTMENT AT THE DELAYS WITH THE RE-  
INSTATEMENT OF THE TPO, SECONDED BY CLLR HAMBLY-STAITE, CARRIED UNANIMOUSLY.**

**Devoran**

There were concerns about a patch of Japanese Knotweed on the creek side at Greenbank Road. The Clerk would notify the Environment Agency as this was in the water course.

**Carnon Downs**

There was an issue with dog fouling at Pengelly Meadows and on the bridleway, it was suggested that consideration be given to installing a dog waste bin at that end of the village.

**26. ACCESS & AMENITIES COMMITTEE REPORT**

The minutes of the last meeting had been circulated to all the Councillors.

**27. PLANNING COMMITTEE REPORT**

The minutes of the last meeting had been circulated to all the Councillors.

**28. WELLBEING PROJECT REPORT**

Cllr Hambly-Staite advised that a bid had been made to Peninsular community Health for funding for a Community Navigator. The Chairman asked for thanks to be formally recorded to Cllr Hambly-Staite for all his work on the Wellbeing Project.

**29. POINT QUAY ASSOCIATION REPORT**

Cllr Allen said a meeting had been held last week at which he ran through the outcome of the risk assessments. There was works required to the Orchard steps and vehicle barriers/benches on the quay which it was hoped could be completed by the Regatta this year. The delegation agreement which was now in place meant that the Access & Amenities Committee could ensure this work was carried out quickly. Cllr Parker said the wooden slipway was very slippery and needed pressure washing again. Cllr Allen would raise this with the Quay Association.

**30. CARNON DOWNS AGING WELL PROJECT**

The Chairman said this was a project that had been applied for funding under our Your Choice scheme but the Council had agreed that this fitted more with the Health & Wellbeing fund. This was a group that would meet on a weekly basis run by the Community Matron at Carnon Downs Village Hall and would offer refreshments and also targeted clinics for those who were hard to reach and those who were not keen on attending the surgery. Two rooms would be hired at the Village Hall on a weekly basis. It was likely that volunteers would provide refreshments and they may use our transport scheme to get patients to the hall.

**PROPOSAL: CLLR THOMAS PROPOSED THAT £400 OF FUNDING BE AWARDED TO THIS SCHEME FOR A PILOT PROJECT ON THE BASIS THAT A COPY OF THE BENEFITS ANALYSIS AT THE END OF THE PILOT PROJECT BE PROVIDED TO THE PARISH COUNCIL, TO BE FUNDED FROM THE HEALTH & WELLBEING BUDGET, SECONDED BY CLLR HAMBLY-STAITE, CARRIED UNANIMOUSLY.**

**31. BUSINESS PLAN**

The Chairman said that this was now in final draft and she would like to propose that the version circulated to all Councillors be agreed this evening and then displayed on the website.

**RESOLUTION: CLLR ANDREW PROPOSED THE BUSINESS PLAN BE ADOPTED, SECONDED BY CLLR JOHNSON, CARRIED UNANIMOUSLY.**

**32. LEGAL ADVICE ON STATUS OF COVENANT ON RETALLACK FIELD**

The Clerk advised that the cost of legal advice had been estimated at around £880. Cllr Freeman felt we would get good advice from a specialist solicitor and felt we needed the advice for the future. Cllr Kemp was unsure about spending this amount of public money on legal advice for a hypothetical project. Cllr Allen felt we should try to establish what actually would require planning permission as it may be that new surfacing did not, where as buildings would more than likely require permission.

**RESOLUTION: THE CHAIRMAN PROPOSED THAT THE CLERK CIRCULATE THE PRE-APPLICATION ADVICE LETTER REGARDING RETALLACK FIELD TO THE WHOLE COUNCIL AND RESEARCH TO BE CARRIED OUT REGARDING THE PLANNING REQUIREMENTS FOR RECREATION AREAS, SECONDED BY CLLR PARKER, CARRIED BY A MAJORITY WITH ONE ABSTENTION.**

The Clerk would put this item on the next Access & Amenities agenda.

There being no further business the Annual Meeting of the Parish Council closed at 9.40pm.