

Forrabury & Minster Parish Council



Minutes : 9th September 2021

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Present Cllr Hockin, Cllr Edwards, Cllr Ferrett, Cllr Simmonds, Cllr Bright, Cllr Edwards-Symons, Cllr Yates, Cllr Rodda, Cllr Bridges, Cllr Potter and CCllr Jordan

10.01 Apologies – none

10.02 Declarations of Interest – none declared

10.03 Public Participation - 4 members of the public present.

Cornwall Councillors Report – CCllr Jordan reported he had raised the issue of only 1 of the pay and display machines in the car was working consequently there were long queues. After trying and failing to contact the car park manager he escalated the problem with the threat of media coverage and shortly after the problem was resolved. The machines are emptied by G4 Security who have not been doing it as their staff are on furlong, consequently when the machines are full they automatically default to out of order. This is not an isolated incident, other car parks affected and Cornwall Council is losing car park revenue. The postponed defibrillator training will now be held in The Coombe Barton on 29th September at 6pm.

10.04 Planning - To consider planning applications received

Application	PA21/07271
Proposal	To erect 32.00m x 13.70m steel portal framed building to cover an existing livestock gathering area between two existing buildings within the farmyard at Higher Basil
Location	Land North of Old Station, Camelford, Cornwall, PL32 9TZ
Applicant	Ham

Cllr Simmonds proposed the council support this application. Seconded by Cllr Potter. 9 in favour, 1 abstention.

10.05 To consider other planning applications received by time of meeting – none received

10.06 Minutes

Minutes of the meeting held on 29th June 2021 – Cllr Simmonds proposed the minutes be accepted as a true record. Seconded by Cllr Bright. All in favour. Cllrs Bridges and Potter abstained not at meeting.

Minutes of the meeting held on 12th August 2021 – Cllr Simmonds proposed, subject to the changes, the minutes be accepted as a true record. Seconded by Cllr Yates. All in favour. Cllr Ferrett abstained not at meeting.

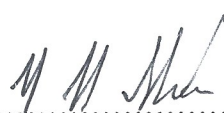
Minutes of the meeting held on 26th August 2021 – Cllr Yates proposed the minutes be accepted as a true record. Seconded by Cllr Simmonds. All in favour. Cllrs Bridges, Edwards-Symons and Potter abstained not at meeting.

10.07 Matters to Report (only) from previous meetings minutes – nothing raised

10.08 Items from previous meeting

Website – The Clerk and Cllrs Yates and Bridges had had a zoom chat re the structure and a number of additions/changes have been made to the overall structure. Cllr Yates outlined the draft website structure and asked the clerk to send each councillor the temporary link to the draft website. All councillors asked to review the structure and email any comments to the clerk by 23rd September. It was felt that a house brand logo/ would be an idea. Cllr Edwards-Symons agreed to contact the school re their logo.

Adrian Prescott (Clerk)

Signed Chairman.....

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Highways – Councillors discussed the confusion re the road closure from High Street to Trevalga. As a couple of closures had been posted.

WI – No updates at moment. The Art exhibition planned for this month has been postponed. The Phone box book store is doing well.

Works around the village –

Notice boards – Cllr Hockin had looked at the noticeboard by the doctor's surgery and felt it was reasonably sound and just in need of some paint/stain. The noticeboard at the community centre need the back section replacing and the board in Trefleur close needs attention. Cllr Yates proposed asking Martin Smith to look at both. Seconded by Cllr Edwards. All in favour.

Cllr Bright reported the buddleia at top of chestnut steps need cutting back, also the chest nut tree at chestnut steps has been chopped down, it is believed it had a tree preservation order and in the grounds of Claremont.

Neighbourhood Development Plan – Cllr Bridges reported the FOX software has been deactivated on NDP computer and the details passed to the clerk. Cllr Edwards-Symons asked if the other documentation had been passed to the clerk. The documentation is on the NDP website and Cllr Bridges would seek access for the clerk to the website.

Graveyard – Cllrs Hockin and Ferrett will meet with Rev Aston on Monday 13th September in the graveyard.

Playground – Cllr Simmonds reported he and Cllr Ferrett had inspected the site as part of the monthly check there is nothing dangerous but some areas need attention. They have prioritised some of the thing that need attention the fence, hedge, seesaw timbers etc. they have been attempting to get quotes and plan to meet a potential contactor next week. Clerk would create a simple specification of work for replacement of fence.

Dog Warden – the clerk had drafted a job description, job scope and risk assessment a copy given to each councillor for their consideration for next meeting. Cllr Potter raised concern re dog mess in Under Road.

Camelford Community Network Panel – Cllr Hockin and Edwards would report at the next panel meeting on the 20 is plenty in that the 30mph at the three entrances to the village be set o 20mph as a starting point. They would also seek a flashing speed sign that could be purchased for all the panel parish's and shared as necessary.

CIC/BCTC – Nothing further to report.

Castle Site – Cllr Rodda reported the contractor has noticed a reduction in the amount of dog mess on the site since the signs have been in place. Familiarisation walk around for councillors was held and councillors found it useful. One councillor commented on the perceived expansion of gardens that may be encroaching the site. One councillor felt the site was well maintained, but thought the vegetation was far denser than they could remember. Clerk to arrange an on-site meeting with English Heritage.

Cllr Bridges attended the British Legion meeting and was asked about cleaning the memorial and getting the lettering renewed, Cllr Hockin advised he had a very rough figure of around £200 to renew the letter but the memorial would need cleaning by a specialist. Cllr Bridges agreed to investigate this further. Cllr Yates reported two members of the public would like to volunteer to routinely tidy up the memorial garden. Cllr Ferrett proposed the council accept the offer. Seconded by Cllr Bright. All in favour.

Car Park – Cllr Yates reported he had been communicating with officer of Cornwall Council and the portfolio holder re the pay and display machines not working and unless you have a EE mobile signal purchasing a ticket is almost impossible. Cornwall Council enforcement team have been out to empty the cash tins. This issue is right across Cornwall Council car parks whilst G4S have staff on furlong. Cllr Hockin reported he had removed 3 pillows (fly tipped) from the car park.

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Village Hall Trustee – Cllr Yates proposed Cllr Hockin as the third Parish Council trustee. Seconded by Cllr Edwards. All in favour.

Council Documentation Review

Document Retention - Cllr Simmonds proposed the document with amendment be adopted. Seconded by Cllr Yates. All in favour.

Recording at meetings – A number minor change required. Clerk to make changes and bring back to council.

Risk Assessment – clerk to include work specification.

Councillor Roles/Responsibilities – Cllr Simmonds had drafted a discussion document for defining the roles and responsibilities. To create a very short role description so all councillors understand what is being asked of them. Cllr Yates proposed the roles of Harbour and Valency Valley be amalgamated with National Trust. Seconded by Cllr Bright. All in favour.

10.09 Items since last meeting

20 is plenty - See agenda item, Camelford Community Network Panel above.

Agenda review - Clerk to amend the agenda to ensure the important items are at the front of the agenda .

Queen's Platinum jubilee seed planting - Council unsure how many seeds are being offered, the council is being asked to identify the overall area it is considering planting. It was suggested, an area on the castle site behind the memorial garden and in front of the Boscastle signs. Cllr Potter to liaise with Cornwall Council for more information.

Litter Picking - Following the meeting on 26th August the clerk reported back on his meeting with the litter picker after joining them on their route.

10.10 Correspondence – the clerk outlined the significant items of correspondence received, all of which had been copied to councillors.

The email from Cornwall Council planning, re the planning application PA21/04768 at Elderlie, advises the roof height increase is 1.2m rather than the 2m previously specified. Cllr Bright proposed the Council revise its previous decision and support the application subject to:

a) The height does not exceed 1.25 metres and b) a condition is imposed limiting the future use of the garage and home office for purposes 'incidental to the enjoyment of the dwelling house known as 'Elderslie' and that it should be maintained as part of the same planning unit as this location is not be considered suitable for the creation of a separate dwelling.

10.11 Planning Decisions: as listed

10.12 Reports

Cornwall Councillors Report – see item after public participation above.

Chairmans report – nothing further to report

Parish Clerk report – nothing further to report.

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10.13 Finance

<u>Category</u>	<u>Sub category</u>	<u>Amount</u>	<u>For</u>
Administration	Salary	£1061.81	Salary (Aug)
Administration	Expenses	£194.43	Expenses (Aug)
Open Spaces	Litter	£515.00	PC & NT Litter (Sept)
Administration	HMRC	£302.84	Tax & NI
Open Spaces	Works around village	£232.00	M/c area & War memorial
Administration	Training	£48.00	Finance training

Cllr Potter proposed that the council approve the amounts as listed for payment. Seconded by Cllr Rodda.
All in favour.

10.14 Agenda items for next meeting

- Website
- Highways
- WI
- Works around the village - noticeboards
- Neighbourhood Development Plan
- Graveyard
- Playground
- Dog Warden
- Camelford Community Network Panel
- Castle Site
- Car Park
- Council Documentation Review
 - Recording Parish Council Meetings
 - Risk Assessment
- Councillor roles/responsibility - definitions
- Litter Picking

With no further business the Chairman closed the meeting at 21.20pm

Date of next monthly meeting Thursday 14th October 2021

Adrian Prescott (Clerk)

Signed Chairman.....