

WITHIEL PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON-LINE

BY ZOOM ON WEDNESDAY, 3RD FEBRUARY 2021 AT 7.00PM

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| Present | Cllr. Ms. J. Shearer (Chair) | Mrs. J. Burdon (Parish Clerk) | Cllr. D. Cubitt (Vice-Chairman) |
| | Cllr. Ms. A. Hoyle | Cllr. S. Coy | Cllr. E. Harper |
| | Cllr. M. Davies | Cllr. Ms. A. Lake | Cwll. Cllr. C. Batters |
| | Mr. Jack Chapman | Mr. Tom Chapman | Jenny Cruse |

| Minute | AGENDA ITEMS | Action |
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| 32/21 | Apologies:- None. | |
| 33/21 | <p>Public Forum:- Chair introduced members of the Parish Council to Jenny Cruse. Jenny Cruse reported she is standing for the position as a Cornwall Councillor in May 2021 for the local area and surrounding parishes. She gave brief information regarding herself. She is passionate about greenspaces, biodiversity and other matters of this nature.</p> <p>Mr. Tom Chapman attended the meeting this evening and advised he has lived in the valley for all of his life, and they have some land that they would like to develop and there was a pre-application on the agenda this evening. Mr. Jack Chapman was attending to get an idea of the Parish Councils comments.</p> | |
| 34/21 | <p>Monthly Cornwall Councillor Report:- Cornwall Councillor C. Batters reported that he has dealt with a few individual issues that are not Parish Council matters.</p> <p>There are a few items to raise from the last meeting, Neighbourhood Watch, Emergency Community Plan, Enforcement Plan and the Network Meeting. He would be happy to raise now or during the meeting, if it helps.</p> <p>Clerk had circulated the enforcement document sent from Cornwall Councillor C. Batters to Parish Councillors. Cornwall Councillor C. Batters advised that enforcement is a very long process these days. Anyone can report directly to the Enforcement Department on any concerns and wanted to keep them confidential. He is happy to do this himself if parishioners contact him direct and it will be kept highly confidential, the only people that know would be himself, Enforcement Team and the complainant as well. Chair suggested keeping the document can be held on file and anyone wishing to complain can receive a copy or can speak with Cornwall Councillor C. Batters directly who would be happy to assist.</p> <p>Chair thanked Cornwall Councillor C. Batters for his report this evening.</p> | |
| 35/21 | Members Declaration of Interest on items raised on the Agenda/Requests for Dispensation:- Councillor M. Davies declared a pecuniary interest in respect of the planning application PA20/11476 for Mr. & Mrs. Davies. | |
| 36/21 | Confirmation of Parish Minutes from the Meeting held on the 6th January 2021:- Resolved the Minutes of the Monthly Meeting held on the 6 th January 2021 as circulated were confirmed as a true and accurate record and duly signed by the Chair (Proposed: Councillor S. Coy; Seconded: Councillor M. Davies) | |

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| 37/21 | <p>Matters Arising from the Monthly Minutes of the Meeting held on the 6th January 2021:-</p> <p>Page 1 Min.193/20 Japanese Knotweed, Slippery Stone Steps and use of public footpath:- Clerk reported there was no further update Action: Keep Pending.</p> <p>Page 2 Min.193/20 Visibility on Withiel Crossroads:- Clerk reported these issues are still ongoing Action: Cornwall Councillor C. Batters to follow up again.</p> <p>Page 2 Min.33/20 Fallen Gatepost:- Cornwall Councillor C. Batters reported this is scheduled to be actioned Action: Keep Pending.</p> | <p>Cwll. Cllr. C. Batters</p> <p>Cwll. Cllr. C. Batters</p> <p>Cwll. Cllr. C. Batters</p> |
| 38/21 | <p>Planning Applications received at the meeting and prior to the meeting; Planning Pre-Applications; Planning Results; Planning Correspondence; Any letters received for or against any Planning Applications:-</p> <p>Planning Applications:-</p> <p>Councillor M. Davies declared a pecuniary interest in respect of the following planning application and abstained from discussing and voting:-</p> <p>PA20/11476 – Mr. & Mrs. Davies – Proposed single storey extension kitchen and porch extensions to house and replacement of outbuilding with new structure for home office and storage/workshop space, Little Whitehay, Road from Pulsicky Hill to Withiel, Withiel, Bodmin – Support (Proposed: Councillor S. Coy; Seconded; Councillor D. Cubitt)</p> <p>PA20/11223 – Mr. Nicholas Warren – Prior Notification for an agricultural apex building to cover milking collecting yard, Higher Tregustick, Withiel – It was noted that prior approval was not required</p> <p>PA20/09309 – Mr. Jones – First floor extension to holiday let, Gwynne Moor, Withiel – Support (Proposed: Councillor E. Harper; Seconded; Councillor Mrs. J. Shearer) (1 abstention from Councillor Ms. A. Lake)</p> <p>For Information Only – PA21/00030/PREAPP – Tom Chapman – Pre-application advice for the erection of 2 (No.) x dormer bungalows for occupancy by local brothers and their respective families, Land North of Butterfly Cottage, Withiel Hill, Bodmin. Councillor E. Harper agreed they should be allowed to build this development, they should be allowed to live in the village, rather than have to move away from their homes. Councillor M. Davies had no issues with affordable homes for local people, however, it is important to ensure that this covenant is maintained and the properties remain accessible as affordable homes in the future. Councillor Ms. A. Lake advised this has lots of great merit and it is something we could support; she would like to see any development kept within keeping of other buildings in the area. Councillor Ms. A. Hoyle advised this would be behind some existing bungalows already. Councillor D. Cubitt advised he would be inclined to support this, he has concerns that it is not a very large plot for two properties, when the planning application is official submitted, he would like them to look at the design. Councillor E. Harper reported it is at least an acre.</p> | <p>Clerk</p> <p>Clerk</p> |

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| | <p>Planning Results:-</p> <p>PA20/11223 – Mr. Nicholas Warren – Prior Notification for an agricultural apex building to cover milking collecting yard, Higher Tregustick, Withiel – Prior Approval not required (AF/TEL/DEM)</p> | | | | | | | |
| 39/21 | <p>Discussion on Planning Training and how to comment as a Parish Council on alleged planning infringements when reported by members of the public in future:- Chair reported as follows from the Planning Conference she attended on the 26th November 2020 as follows:-</p> <p>There was an extensive presentation by Ben Dancer about World Heritage Sites. Cornwall has 20,000 acres listed as WHS, mostly surrounding old mine workings, associated buildings and buffer zones. These sites are treated as OUVs - of outstanding universal value. Planning schemes are only allowed in these areas which improve, enhance, preserve or conserve the historic buildings or site. Planning is often refused if harm is perceived to a WHS. Mineworkers settlements and smallholdings are included if they were originally associated with mine workers homes.</p> <p>Another presentation by Neil Williamson and Mark Pearson was about design and I was disappointed that environmental impact seemed to feature low in the consideration of schemes.</p> <p>Then they moved on to Community Governance Review and it was apparent that a tremendous amount of consultation and consideration has gone into this, so I was glad that, the final agreement in November 2020 left the boundaries of Withiel Parish unchanged.</p> <p>There followed a talk about enforcement and since there is an obvious rise in the occupation of caravans in Withiel which do not have planning permission for occupation, we will consider enforcement as a routine agenda item at the next meeting.</p> <p>Clerk reported that CALC had confirmed that Cornwall Council are intending to provide planning induction training for Town and Parish Councillors following the local elections this year. Details will be publicised in due course.</p> <p>Chair believes we need to be better informed when commenting to ensure we are in keeping with planning protocol.</p> | | | | | | | |
| 40/21 | <p>Monthly Accounts for Approval and Any Financial Matters (Including (a) applications for Grants & Donations if received; (b) Report on St. Breock Funding):- It was proposed that the Council approve the accounts for payments as listed below as circulated on schedule (Proposed: Councillor S. Coy; Seconded: Councillor D. Cubitt) Motion Carried</p> <table border="1"> <tr> <td>Salaries and Expenses</td> <td>£218.80</td> <td>January 2021</td> </tr> <tr> <td>HMRC – Income Tax</td> <td>£50.20</td> <td>January 2021</td> </tr> </table> <p>Report on St. Breock Funding:- It was reported that two grants had been agreed from the St. Breock Account £100.00 each to the Betjeman Centre and Cornwall Gymnastics Centre. It was noted this does not come from the Parish Council accounts.</p> | Salaries and Expenses | £218.80 | January 2021 | HMRC – Income Tax | £50.20 | January 2021 | Clerk |
| Salaries and Expenses | £218.80 | January 2021 | | | | | | |
| HMRC – Income Tax | £50.20 | January 2021 | | | | | | |
| 41/21 | <p>Update on HSBC Security Issue:- Clerk reported there had been a security process going on with HSBC, requesting information from current bank signatories to update their records accordingly.</p> | | | | | | | |

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| | They are currently completing a new review on the account which it is hoped will be finalised in the next week. | |
| 42/21 | <p>Bodmin Community Network Meeting Update, including Police Report:- Chair reported following the Bodmin Community Network Meeting held on the 20th January 2021 as follows:-</p> <p>Police update from Inspector Reg Butler-Card - Covid breaches are now reported as anti-social behaviour so it looks as if anti-social behaviour figures have risen surprisingly. Every breach is investigated, and fines given without prior warning. Crime figures in general down due to lockdown. Police force are making domestic violence a priority as they are violent behaviour amongst children (children carrying weapons), and they are tough on County lines drug dealing.</p> <p>Community Emergency Plans - Presentation from Joe Bischler - Resilience and Emergency Management Officer - Fascinating talk about emergency plans which made me think again about Withiel having a plan - maybe with St Wenn or on its own. Communities which had a plan have fared best in lockdown. I now think we should appoint a Councillor to make the bare bones of a plan and I have copies of relevant sample information on my computer so will work with someone to produce our own plan as well as the Roche plan to refer to. She believes we should have a simple plan, i.e., a list of names and volunteers who would help in a crisis. Perhaps we could look at salt bins and look at this under the Community Emergency Plan. Chair would like some Councillors to possibly draw up a list and make notes. She also suggested Councillors view various Community Emergency Plans for some ideas. Cornwall Councillor C. Batters suggested a local community network could be put together. Clerk suggested she could adapt a Community Emergency Plan and forward on Action: Clerk/Chair/Councillor M. Davies.</p> <p>Installation of Rapid Electric Vehicle Chargers - James Peck Business Development Manager, Communities and Public Protection - Two new chargers going in to Berrycombe Road Car Park. Cost is £8.00, takes 30 minutes and there will one for taxis and one for public. You also have to pay for parking ticket while you do it. Aim is to install 360 of them by 2023 across Cornwall.</p> <p>Highways Update - At last there is a pretty firm date (as far as I can tell) for new passing place on Whitehay Hill. Work is scheduled for April. Cornwall Councillor Chris Batters brought up the subject of salt bins again, following multiple accidents and it seems that we can suggest that someone in the vicinity of Withiel village could attend 'training' to scatter salt/grit on the hill during icy spells. Salt bin is currently £175.00 and £179.00 filled. (I was not sure if this means you order a full bin or whether the salt is £179.00 but will establish this). We could have one at the top of Whitehay Hill and add annual cost to precept for future years. Rachel Tatlow is aware that Withiel has an access problem during icy weather and will send us some info about bins and public liability soon. The Council is able to perform a 'reactive' service and can be requested to grit dangerous minor roads when they have finished precautionary salting of the major routes. Members of the public are asked to report icy stretches through the website - Emergency Highways line. I think we should remind Rachel Tatlow for information on salt bins and also liability/training.</p> | <p>Chair/ Clerk/ Cllr. M. Davies</p> |

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| | <p>Update on Covid - Geoff Brown and Nigel Blacker - The 'R' number is higher in Cornwall than anywhere else in England at the moment. Vaccine scheduled for 4 main at risk groups by mid-February. Bodmin wanting devolution on some issues services and assets run financially independently from Cornwall Council - believed to be more cost effective. Not quite sure which assets are involved.</p> <p>Potholes - Report through Cornwall Council Website. Will be fixed very quickly. According to Cornwall Councillor Chris Batters.</p> <p>Newquay Airport is closed but ready to open when possible. Trains suffering from lack of business.</p> <p>Pat Rogerson - Highlighted Deprivation grants available - for food, fuel, etc based on strict criteria.</p> <p>For full Police Report see attachment.</p> | |
| 43/21 | <p>Climate Action Group Meeting:- Councillor Ms. A. Lake reported there has been some interest from members of the parish. It is hoped to secure some saplings for the Parish. Hopefully when lockdown eases off, we can get more people engaged.</p> | |
| 44/21 | <p>Update on Neighbourhood Watch Scheme:- Councillor Ms. A. Hoyle reported she had completed the necessary forms on the 15th September 2020. She has been in touch with Julie Fairman, and she advised there are a lot of people with similar problems. She advised there needs to be confirmation of approval for the Neighbourhood Watch Scheme, without this you cannot join the scheme. She believes it is really important at the current time with the number of scams, etc., going on. Chair agreed the Parish would like this item left on the agenda for the next meeting.</p> <p>Cornwall Councillor C. Batters reported he was not aware there had been any pitches. Clerk to send email to Cornwall Councillor C. Batters to say there is a team in place ready to go and no responses have been received, it is very disappointing Action: Clerk/Cornwall Councillor C. Batters.</p> | <p>Clerk/ Cwll. Cllr. C. Batters</p> |
| 45/21 | <p>Discussion on Withiel Emergency Plan – Ideas from Councillors:- This was discussed under Min.42/21 and agreed the Clerk would send a draft document to the Chair and Councillor M. Davies.</p> | |
| 46/21 | <p>Review and consider any comments on the Code of Conduct Consultation Paperwork received from Cornwall Council:- It was resolved any comments be forwarded to the Clerk by Councillors as necessary Action: Councillors.</p> | <p>Cllrs.</p> |
| 47/21 | <p>To start commencement of consideration of (a) Review and Approve Risk Management Policy; (b) Review and Approve Risk Assessment Policy; (c) Review and Approve Standing Orders and Chairmanship; (d) Review and Approve the Model Code of Conduct for Parish and Town Councils; (e) Review and Approve Financial Regulations (Including Annual Reserves and List of Regular Payments for the year; (f) Review and Approve Statement of Internal Control; (g) Review of Segregation of Duties; (h) Review and Approval Asset Register; (i) Freedom of the Parish of Withiel Policy (All as per emailed) including Approval and Acceptance of additional Notes to Standing Orders for Remote Meetings during Coronavirus Pandemic:- It was resolved Councillors review over the next months and send comments to the Clerk, for final approval at the March Meeting Action: Councillors.</p> | <p>Cllrs.</p> |

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| 48/21 | <p>Correspondence – Clerk listed correspondence and actions required:-</p> <ol style="list-style-type: none"> 1. Cornwall Council – Town & Parish Council Covid-19 Update – 8th January; 15th January; 22nd January; 29th January 2021 2. CALC – Q&A Session on Facebook Live 3. Office of the Police & Crime Commissioner – Covid-19 Vaccine Text Scam Alert 4. Great Western Railway – Timetable Update 5. Bodmin Police Station – January Newsletters 6. CALC – Briefing – Covid in Cornwall and Play Areas Update 7. Cornwall Council – Draft Action Notes: Bodmin Community Network Meeting – 4th November 2020 8. CALC – SLCC Smaller Councils Meeting 9. CALC – Job Vacancies 10. Cornwall Council – Virtual Councillor Fair – Online Event – Saturday 16th January 2021 at 10.00am 11. CALC – Local Elections to go ahead – Statement by the House of Commons, Government has confirmed the current elections in England will go ahead as planned in May 2021 12. Cornwall Council – Localism Strategy Launch – Microsoft Teams Meeting to be held on Monday 25th January at 10.00am 13. CALC – Briefing on Meetings and Gatherings 14. Great Western Railway – Customer and Stakeholder Report for 2019/2020 15. CALC – Cornwall Council Par Parks 16. Centre for Sustainable Energy – Parish Council Carbon Footprint Tool Testing Phase 17. Great Western Railway – Timetable Changes from 25th January 2021 18. CALC – Land Registry & Localism Strategy Launch Meeting via Microsoft Teams on Monday 25th January 2021 at 10.00am 19. Highways England – A30 Cornwall acoustic fence replacement 20. Centre for Sustainable Energy – Parish Council Carbon Footprint Tool Feedback Survey 21. Alan Percy, Chairman Cubert Parish Council – Affordable Housing Cascades and Percentages 22. Great Western Railway – Upcoming Rail Improvement works in your area 23. Cornwall Council – LMP Scheme 2021/2022 24. CALC – Section 137 Expenditure Limit 2021/2022 25. CALC – Updates and the future of Virtual Meetings 26. CALC – Polling Station Survey – Help Needed 27. Cornwall Waste Solutions – Business Development Manager – Introduction and Services available 28. CALC – Cornish businesses asked to help shape testing plans | |
| 49/21 | <p>Any Urgent Matters the Chairman considers relevant for this meeting:- None.</p> | |
| 50/21 | <p>Date of next Meeting and Meetings for 2020:- Wednesday the 3rd March 2021 at 7.00pm in the Withiel Village Hall or on-line depending on the situation. All other Meetings to be confirmed as the Wednesday 7th April, 5th May, 2nd June, 7th July, 4th August, 1st September, 6th October, 3rd November, 1st December 2021.</p> <p>Chair asked Cornwall Councillor C. Batters if Parish Councils can obtain funding towards online meetings, i.e., Zoom or Microsoft Teams. He suggested Parish Councils include on their precept going forward, this could be checked via CALC to establish if applicable Action: Clerk.</p> | Clerk |

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| | <p>Councillor S. Coy hoped with funds saved on travelling over the last 12 months the Parish Council could possibly put this towards the cost of Zoom.</p> <p>Action: Next Agenda – Zoom platform including details of monthly costs.</p> <p>There being no further business to discuss the meeting closed at 8.04pm</p> | <p>Clerk</p> |
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Signature:
Chair

Date: 3rd March 2021