

WITHIEL PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON-LINE

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

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

Minute	AGENDA ITEMS	Action
51/21	Apologies:- Councillor Ms. A. Hoyle	
52/21	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 to accept all policies as set out and circulated, with relevant amendments, noting in particular the amendments to the additional Notes to Standing Orders for Remote Meetings during Coronavirus Pandemic advising how meetings would be run going forward (Proposed: Councillor S. Coy; Seconded: Councillor D. Cubitt) Action: Clerk.	Clerk
53/21	Public Forum:- None.	
54/21	Monthly Cornwall Councillor Report:- Cornwall Councillor C. Batters reported as follows:- 1) <u>Withiel Goose possible Planning Breach</u> I both emailed and spoke to the Enforcement Department and they have reported back as you can see, and as can be clearly seen, this matter is still on going as detailed in the reply. 2) <u>Neighbourhood Watch Team</u> I have worked with Councillor Ms. J. Shearer towards getting this up and underway and no doubt she can update on the progress in teaming up with St. Wenn in a joint Neighbourhood Watch. For your information I am in the process of setting up Neighbourhood Watches in both Nanstallon and Lanivet. 3) <u>Community Chest - Withiel PAD</u> This was for the Public Access Defibrillator. Councillor S. Coy should have received the £350 payment. I finally signed it off last week. 4) <u>Ellers Lane and Mrs Rowse</u> This is in relation to Cormac dumping debris and earth on a private verge owned by Mrs Rowse. Councillor Ms. A. Hoyle reported that the earth had not been removed and I chased up Cormac on this one and they assured me they would attend and remove. I have not heard anything since from either Councillor Ms. A. Hoyle or Mrs Rowse's daughter. I am assuming it has been removed, but if not do return to me.	

	<p>At the end of his monthly report Cornwall Councillor C. Batters spoke to Councillor E. Harper in the open meeting. He informed Councillor E. Harper that his phone call of complaint received from him alleging that Cornwall Councillor C. Batters had lied and misled Mr. Chapman was completely false, and Councillor E. Harper was clearly not aware of the true facts. Cornwall Councillor C. Batters had since spoken with Mr. Chapman who confirmed that Councillor E. Harper's version was incorrect. No reply or apology was forthcoming from Councillor E. Harper.</p> <p>Chair thanked Cornwall Councillor C. Batters for his report this evening.</p>	
55/21	Members Declaration of Interest on items raised on the Agenda/Requests for Dispensation:- None.	
56/21	Confirmation of Parish Minutes from the Meeting held on the 3rd February 2021:- Resolved the Minutes of the Monthly Meeting held on the 3 rd February 2021 as circulated were confirmed as a true and accurate record and duly signed by the Chair (Proposed: Councillor Ms. A. Lake; Seconded: Councillor M. Davies)	
57/21	<p>Matters Arising from the Monthly Minutes of the Meeting held on the 3rd February 2021:-</p> <p>Page 2 Min.193/20 Japanese Knotweed, Slippery Stone Steps and use of public footpath:- Cornwall Councillor C. Batters reported these issues are still ongoing Action: Keep Pending.</p> <p>Page 2 Min.193/20 Visibility on Withiel Crossroads:- Cornwall Councillor C. Batters reported these issues are still ongoing. Withiel Crossroads appear to have had some hedge trimming carried out recently. Chair reported that Councillor Ms. A. Hoyle had received a complaint about the crossroads again 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 as reported last month Action: Keep Pending.</p> <p>Page 3 Min.41/21 Update on HSBC Security Issue:- Clerk reported a letter had now been received advising they have successfully completed their review and updated records. Accounts can continue to be used as normal, including making payments. They are committed to keeping the business safe and helping it thrive by protecting from fraud and financial crime and appreciate the part played in helping achieve this. From time to time, they will continue to confirm, update or request new information.</p> <p>Page 6 Min.50/21 Zoom Funding:- Email received from CALC advising the Parish Council is able to precept to cover the costs of an online meetings package, as it allows to do anything necessary for the conducting of its business and this would cover IT. They are not aware of any external funding available to support this specifically. Councillor S. Coy confirmed he had looked at this month's accounts and therefore, he believes there is plenty of funding to purchase this month in this financial year's accounts, if we require it.</p>	<p>Cwll. Cllr. C. Batters</p> <p>Cwll. Cllr. C. Batters</p> <p>Cwll. Cllr. C. Batters</p>
58/21	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:- Planning Applications:-	

	<p>PA21/00296 – Mr. & Mrs. D. Floyd – Prior Approval for the Change of Use of agricultural building to Dwelling house (C3) consisting of a single 4-bedroom dwelling to the northwest of the existing farmhouse and proposed render finish with timber cladding, Higher Bosneives, Bosneives Hill, Withiel – Object – Over-development in this area, close proximity to a beautiful old cottage (Proposed: Councillor Ms. J. Shearer; Seconded: Councillor S. Coy (2 abstentions))</p> <p>Planning Results:-</p> <p>PA21/00030/PREAPP – Mr. 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, Withiel – Closed – Advice Given</p> <p>PA20/10101 – Mrs. Sara Birkby – Change of Use of land for the creation of a sand school 20m x 40m for personal use, Home Farm, Beacon Hill, Withiel – Approved</p> <p>PA20/10710 – Mr. J. Pellow – Extension and conversion of existing dwelling and outbuilding, Kerriers, Kerriers Road, Inches, Bodmin – Approved</p> <p>PA20/09309 – Mr. Jones – First floor extension to holiday let, Gwynne Moor, Withiel – Approved</p> <p>Planning Correspondence – Cornwall Council Planning – EN20/00412 – Withielgoose; 565/15 Withiel 15 (footpath reference) – confirming the investigation is still live and on a list of cases to prioritise once lockdown 3 ends. They have been to the site and advised the site owner that planning permission is required for the material change of use of land. When visited there was no post-box, as such any correspondence will have to be hand delivered which has been an issue given the current pandemic. He intends to hand-deliver planning documentation to the site as soon as he possibly can.</p>	Clerk						
59/21	<p>Monthly Accounts for Approval and Any Financial Matters (Including applications for Grants & Donations if received):- 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" data-bbox="204 1559 1355 1637"> <tr> <td>Salaries and Expenses</td> <td>£218.80</td> <td>February 2021</td> </tr> <tr> <td>HMRC – Income Tax</td> <td>£50.20</td> <td>February 2021</td> </tr> </table> <p>Clerk reported on expenses towards printing costs/paper for the Chair as she included the agenda and minutes on the noticeboard when passing. It was agreed this would be acceptable (Proposed: Councillor M. Davies; Seconded: Councillor D. Cubitt) Action: Clerk.</p> <p>Clerk and Chair raised the suggestion of obtaining a bank debit card for purchasing such things as stationery, etc. It was agreed the Clerk applies for a bank debit card (Proposed: Councillor S. Coy; Seconded: Councillor Ms. J. Shearer) Action: Clerk.</p> <p>It was agreed that Councillors to have a discussion regarding a stationery company/companies going forward, looking at ethical companies in particular Action: Clerk to include on the next agenda.</p>	Salaries and Expenses	£218.80	February 2021	HMRC – Income Tax	£50.20	February 2021	Clerk Clerk Clerk Clerk
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HMRC – Income Tax	£50.20	February 2021						

60/21	<p>Zoom Platform for Online Meetings and cost thereof:- Clerk reported on the costs of Zoom at either £119.90 per year or £159.90 per year that would be suitable for the Parish Council. It was resolved to leave in abeyance for a month to see if and when we go back to being able to meet physically (Proposed: Councillor D. Cubitt; Seconded: Councillor E. Harper)</p>	
61/21	<p>Waste Bin at the top of the Village:- Clerk reported that an email had been received asking if the Parish Council could give some thought to the future of this waste bin adjacent to the bus shelter.</p> <p>The current situation is the metal bin which sits in a frame has a massive hole in the base and allows rubbish and debris to fall through and gets left behind when emptied at the time of the refuse collection. Although it may seem easy to just replace the bin, they felt best the bin is removed for the following reasons:-</p> <ul style="list-style-type: none"> • The bin, when has food waste in it, attracts vermin and rooks into the village. • It looks untidy, especially when litter accumulates around it. • It is used for dog waste, not only does this become unpleasant in the hotter weather but we do not feel the refuse collector should have to handle this. • If there was no bin present, then we feel people would take their own waste home. <p>They would like to propose the bin and frame are removed even if only for a trial period.</p> <p>It was resolved to hold a site meeting to see who wants a bin and who does not, Chair would arrange Action: Chair to arrange and Clerk to include on the next agenda.</p>	Clerk/ Chair
62/21	<p>Bodmin Community Network Meeting Update, including Police Report:- Clerk reported a police update had been circulated in February to Councillors, apart from this there was no further update.</p>	
63/21	<p>Climate Action Group Meeting:- Councillor Ms. A. Lake reported that no sources of funding can be found for the group, so new ways to act will have to be explored. Chair mentioned that she watched the film premiere of the Cornwall Climate Care – Under The Surface, which is fascinating and is available to watch on the website - http://www.cornwallclimate.org It is about krill, storms affecting wildlife (for example seals), growing seaweed and the impact of erosion on the coast. It is well worth watching.</p>	
64/21	<p>Update on Neighbourhood Watch Scheme:- Chair has contacted St Wenn Parish Council to see if there is any interest in joining forces the two parishes share a Facebook page currently and this is a good source of exchanging information regarding anything suspicious. Reply received to confirm that they would like to do this, and Chair has been in touch with an individual who is keen to take on the role of Coordinator. Chair suggests we find someone in Withiel to be joint coordinator/deputy. Chair has been in touch with police, and they have confirmed that this is a good idea.</p> <p>Chair will progress the plan if she has support from Withiel Parish Council to do this. It was resolved to support this scheme to have a joint effort for both Parishes and find Coordinators for Withiel and St. Wenn (Proposed: Councillor Ms. J. Shearer; Seconded: Councillor S. Coy) Action: Chair.</p>	Chair
65/21	<p>Update on Withiel Emergency Plan:- Councillor M. Davies reported this will take a few months to put together. It was agreed to leave of the agenda until June 2021 and then re-visit, hopefully more information will be available at this time Action: Clerk/Councillor M. Davies.</p>	Clerk/ Cllr. M. Davies

66/21	Renewal of Annual Grasscutting Contract for LMP Footpath Trimming and Tendering Process, including setting of 3 or 5 year period:- It was resolved to advertise on Facebook and the noticeboard for a three year period, Clerk to circulate advertisement to Councillors to confirm (Proposed: Councillor Ms. J. Shearer; Seconded: Councillor M. Davies) Action: Clerk.	Clerk
67/21	Renewal of Annual Insurance Premium and Tendering Process, including setting of 3 or 5 year period:- It was resolved to request information from our current insurers and another 2 if possible, for a three year period (Proposed: Councillor M. Davies; Seconded: Councillor S. Coy) (1 abstention) Action: Clerk.	Clerk
68/21	Correspondence – Clerk listed correspondence and actions required:- 1. Cornwall Council – Free Signage for Play Areas and Open Spaces. It was agreed to request signs for the village hall if they require them Action: Clerk. 2. Cornwall Council – Town & Parish Council Covid-19 Update – 5 th February; 12 th February; 19 th February; 26 th February 2021 3. CALC – Steve Parkinson Finance Courses: New Dates for Year-End Account & Audit in March 4. CALC – Briefings on Elections and a return to physical meetings 5. Cormac – Town & Parish Council – Highways & Environment Update 6. Cornwall Council – Planning News for Local Councils and Agents – February 2021 7. Cornwall Development Company – Reopening High Streets Safely Fund 8. Cornwall Council – Draft Action Notes from Bodmin Community Network Meeting held on the 20 th January 2021 9. Bodmin Police Station – February Newsletters 10. Cornwall Community Land Trust – February 2021 News 11. Great Western Railway – Schools/Colleges return 8 th March 2021 12. Great Western Railway – Rail Improvements works taking place 13. CALC – Interactive Map 14. Cornwall Council – Climate Emergency DPD Consultation 15. Cornwall Council – Free Signage for Play Areas and Open Spaces 16. CALC – Smaller Councils Meeting: Friday 5 th March 2021 at 10.00am 17. CALC – Supporting your business on the road to recovery 18. CALC – The future of virtual local Council Meetings 19. Centre for Sustainable Energy – Impact Community Carbon Footprint Tool	Clerk
69/21	Any Urgent Matters the Chairman considers relevant for this meeting:- None.	
70/21	Date of next Meeting and Meetings for 2020:- Wednesday the 7 th April 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 5 th May, 2 nd June, 7 th July, 4 th August, 1 st September, 6 th October, 3 rd November, 1 st December 2021. There being no further business to discuss the meeting closed at 8.03pm	

Signature:

Chair

Date: 7th April 2021