

**MINUTES of A MEETING Of PENTEWAN VALLEY PARISH COUNCIL held on WEDNESDAY 15 July 2020 HELD REMOTELY VIA ZOOM AT 7PM.**

**Present:** Cllrs Michael Ward, Vicky Cartwright, Derek Yeo, George Muskett, Wendy Coop, Steve Street and Miranda Smith.

**In attendance:** Cllr James Mustoe CC, Anne Cruickshank (Clerk).

**(20/251) Apologies for Absence**

Apologies were received from Cllr Avery

**(20/252) Minutes of a Meeting of Pentewan Valley Parish Council held on \*\* 17 June 2020**

**It was resolved that the minutes of the Parish Council held on 17 June 2020 be signed as an accurate record of the meeting.**

**(20/253) Declarations of Interest on Items on the Agenda**

There were no Declarations of Interest for any items on the agenda.

**(20/254) Chairman's Announcements**

The Chairman had no announcements to make.

**(20/255) Public Participation**

There was no member of the public present

**(20/256) Cornwall Councillors Report**

Councillor James Mustoe gave the following report:

As I write this, we are in the 13th week of lockdown and while some more measures were eased at the beginning of the week, there is still a long journey ahead to any sort of return to normality.

I'd like to put on record my continued thanks to everyone in Pentewan Valley Parish, from the Parish Council, and the wider community volunteer and business network for everything you have been doing in keeping the area running during the COVID-19 pandemic, from assisting vulnerable people with food and prescription deliveries, to fundraising for PPE, operating social media support groups and changing work practices to be able to continue operating for the communities during lockdown.

While there are many people who have gone above and beyond at this time, I feel that a special mention must be given to the Chair for his efforts in the parish during this time.

The speed and efficiency in which the COVID-19 relief efforts in Mevagissey Division got up and running and have since operated have been held up as exemplary across Cornwall and I know from my conversations with other Cornwall Councillors and council officers that we have achieved an incredible amount, and

Chairs Initials .....

continue to do so, for our communities at this difficult time.

While the ways in which I work as a councillor have by necessity changed during lockdown, in a number of ways I have never been so busy.

My days typically are now spent dealing with a constant stream of emails, telephone calls and messages on social media on all manner of things.

I have tried to reassure residents and businesses with queries about the COVID-19 crisis, the support available to them both nationally and through Cornwall Council, as well as using my own social media channels to quickly get the latest national and local guidance out there to enable people to access whatever support is available as quickly as possible.

In terms of my 'regular' work, things have changed considerably in all sorts of areas of council life.

To highlight just a few, the planning system has temporary changes added to it with the council not allowing site visits and determining so called 'contentious' applications via a process that has yet to be clarified. I hope this system will be removed as soon as it is safe to do so.

With regards to Cormac and the issues I regularly work on them around the upkeep and maintenance of open spaces, verges, highways and footpaths, this work had been paused apart from emergency work, but has now restarted as of May, and I have a list of open spaces for cutting which has been passed on to Cornwall Council and is being gradually actioned. One thing to note is that there are Cormac staff who I normally work very closely with who have been furloughed for rolling periods, which makes continuity difficult.

Finally, in terms of general Cornwall Council business, they have now held two formal council meetings since lockdown began, one of which was today, that I attended virtually. I have continued to meet informally with local councillors via Zoom, but I hope they will soon resume regular formal meetings to allow that crucial aspect of council business to proceed.

These are difficult times and we will continue to get through this by working together and continuing to prove what a strong community looks like in adversity.

### **(20/257) Crime and Disorder**

The Marine Police and Coast Guard were carrying out joint operations following complaints regarding jet skiers riding dangerously along the coast line. Further update would be available at a later date.

### **(20/258) Planning Applications and Related Matters**

(a) To respond to the following planning applications and *any planning applications received after publication of this summons*

(i) PA20/03836 - Demolition of block work outbuilding and erection of two storey extension to main house with the inclusion of a balcony to the south east elevation

Chairs Initials .....

Location Levalsa Mere Farm Levalsa Meor St Austell Cornwall

**RESOLVED that the clerk should respond to the Planning Authority (Cornwall Council) stating that Pentewan Valley Parish Council has no objections to the planning application.**

**(20/259) Parish Council Casual Vacancy – London Apprentice**

No applications had been received for the post.

**(20/260) Community Governance Review**

The Community Governance review panel were due to on 15 July 2020 the outcome will be available once the minutes are published.

**(20/261) Forests for Cornwall**

Cllr Ward reported that Woodlands the company that has recently purchased the land known locally as Primrose Woods will be planting 700 trees in the parish boundary as part of their Woodlands Management Plan (WMP).

**(20/262) Climate Change Action Group**

The council received the Terms of Reference for the Climate Change Action Group and it was **RESOLVED that the Terms of Reference were adopted by the group.** The clerk will contact the group to arrange the first meeting.

**(20/263) Addendum to the Parish Plan**

The council received the addendum to the parish plan and it was **RESOLVED that the parish Council will adopt the addendum to its current Parish Plan.**

**(20/264) Community Highways Network Scheme**

It was noted that the bid for funding of hedgehog signs was rejected. The council was disappointed with the response from Cornwall Councils highways department. Cllr Mustoe advised that due to the Covid 19 Pandemic the final legislation required has been held up, Steve Double MP is in favour of the scheme and would raise the issue next time he was invited to speak in Parliament.

**(20/265) Pentewan Flood Defences**

- (i) Draft report is due to be circulated for comments in the near future.
- (ii) There was nothing to report

**(20/266) River Banks**

There were concerns that some erosion of the river bank by the bridge the clerk will report this to the Environmental Agency.

**(20/267) Menagwins Water Treatment Works/Levalsa Pumping Station**

There was nothing to report

**(20/268) Menagwins Car Park**

There was nothing to report

**(20/269) Tregorrick Road Safety Improvements**

Chairs Initials .....

Trial pits had been done and works were expected to be carried out at the end of the year

**(20/270) Highways matters**

Pentewan Bridleway works the Council had received a number of complaints regarding the works and Councillors are concerned that an emergency order was used to undertake works that were clearly not an emergency. It was agreed that the Clerk would send a letter of complaint to Cornwall council and suggest that any further resurfacing works were held off until September and with the proper notification.

**(20/271) Pentewan Car Park**

(i) The draft Lease is with the solicitors and are close to being finalised.  
(ii) The car park was reopened to members of the public on 22 June 2020. A fault with the payment machine was reported on 7 July, an engineer is due to attend. The council received the terms and conditions for use of resident parking permits and it was RESOLVED that the council would adopt the Terms and Conditions for resident parking permits.

**(20/272) Pentewan Toilets**

The toilets opened on 22 June 2020 and Cormac Solutions have taken over the cleaning contract until the end of September.

**(20/273) Financial Matters**

(a) Current balances were noted and the following payments were authorised.

Chairs Initials .....

<b>Pentewan Valley Parish Council</b>				
<b>Budget Monitoring Report as at 30 June 2020</b>				
	<b>Original Budget</b>	<b>Spend to date</b>	<b>Percentage of Budget</b>	<b>Notes</b>
	<b>£</b>	<b>£</b>	<b>£</b>	
<b>Employee Related Costs</b>				
Salaries (inc. oncosts)	£ 8,500.00	£ 1,889.61	22.23%	
Clerk's Travel & Subsistence	£ 600.00	£ 56.70	9.45%	
Training and books	£ 500.00	£ -	0.00%	
<b>Total Employee Related Costs</b>	<b>£ 9,600.00</b>	<b>£ 1,946.31</b>		
<b>Accommodation Related Costs</b>				
Clerk's Room allowance	£ 216.00	£ 94.00	43.52%	
<b>Total Accommodation Related Costs</b>	<b>£ 216.00</b>	<b>£ 94.00</b>	43.52%	
<b>Administration Costs</b>				
Stationery	£ 300.00	£ -	0.00%	
Meeting Costs (inc room hire)	£ 500.00	£ 2.85	0.57%	
Photocopying and printing	£ 100.00	£ 43.31	43.31%	
Bank charges	£ 100.00	£ 18.00		
Office Equipment	£ 300.00	£ -	0.00%	
Postage	£ 100.00	£ 17.00	17.00%	
Insurance	£ 750.00	£ 362.36	48.31%	
Subscriptions	£ 500.00	£ 284.70	56.94%	
<b>Total Administration Costs</b>	<b>£ 2,650.00</b>	<b>£ 728.22</b>	27.48%	
<b>Councillor Costs</b>				
Chairman's Allowance	£ 100.00	£ -	0.00%	
Councillors Travel and Subsistence	£ 100.00	£ -	0.00%	
	<b>£ 200.00</b>	<b>£ -</b>	0.00%	
<b>Other Expenses</b>				
Grants	£ 500.00	£ 60.00	12.00%	community fund
Audit Fees	£ 500.00	£ 160.00	32.00%	
Parish Projects	£ 1,000.00	£ -	0.00%	
Footpath Maintenance	£ 2,000.00	£ 200.00	10.00%	
Menagwins Car Park	£ 2,500.00	£ 100.00	4.00%	
Pentewan Car Park	£ 27,000.00	£ 2,901.40	10.75%	
Pentewan Flood Defences	£ 1,000.00	£ -	0.00%	
Toilets	£ 2,000.00	£ 431.36	21.57%	
Street furniture maintenance	£ 2,000.00	£ 290.25	14.51%	
Devolved Services	£ 750.00	£ 190.00	25.33%	
<b>Total Other Expenses</b>	<b>£ 39,250.00</b>	<b>£ 4,333.01</b>	11.04%	
<b>Election Expenses</b>				
Election fund	£ 2,500.00	£ -	0.00%	
<b>Total Election Costs</b>	<b>£ 2,500.00</b>	<b>£ -</b>	0.00%	
<b>Reserves</b>				
Contingency	£ 8,000.00	£ -	0.00%	
	<b>£ 8,000.00</b>	<b>£ -</b>		
<b>VAT</b>				
<b>HMRC VAT Return</b>	<b>£ 500.00</b>	£ 189.87	37.97%	
<b>VAT Paid</b>		£ 478.85		
<b>Total Expenses</b>	<b>£ 62,416.00</b>	<b>£ 7,770.26</b>		
<b>Income</b>				
Bank Interest		£ 18.14		
Precept	£ 15,695.00	£ 7,847.50	50.00%	
VAT Refund		£ -	0.00%	
CTSG	£ 361.46	£ 180.73	50.00%	
Toilets		£ 91.00	0.00%	
Car Park Payments		£ 499.50	0.00%	
Other		£ 300.00	0.00%	
<b>Total Income</b>		<b>£ 8,936.87</b>		
		Balance C/F 31/03/2020	£ 22,542.03	
		Add income to date	£ 8,936.87	
			£ 31,478.90	
		Less expenditure to date	<b>£ 7,770.26</b>	
		<b>TOTAL FUNDS HELD AS AT 30 JUNE 2020</b>	<b>£ 23,708.64</b>	
<b>Bank Reconciliation</b>				
Current Account		Statement balance @	31/05/2020	£3,575.25
		less unrepresented cheques		£0.00
				£3,575.25
Instant Access			31/05/2020	£20,133.39
				<b>£23,708.64</b>

Chairs Initials .....

**(20/274) Meetings/Training Attended**

17 June 2020 the clerk attended CilCA Introduction Training

**(20/275) Correspondence Received**

There was no additional correspondence

**(20/276) Dates for the Diary**

22 July 2020 Planning bill update meeting

31 July 2020 Eden to Heligan Cycleway meeting.

**(20/277) Dates of Meetings**

To note dates of forthcoming meetings (At 7.00pm in the Committee Room, St Austell Information Centre, Penwinnick Road unless stated 19 August 2020, 16 September 2020, 21 October 2020 (Pentewan Village Hall), 18 November 2020, 16 December 2020.

The Meeting Closed at 20:15pm

Chairman.....Date .....

Chairs Initials .....