

Pentewan Valley Parish Council

To: Pentewan Valley Parish Council

Dear Councillor

You are summoned to attend a **Meeting of Pentewan Valley Parish Council** to be held in **The Committee Room, St Austell Information Centre, Penwinnick Road, St Austell** at **7.00 pm** on **Wednesday 19 June 2019**

Julie Larter

Mrs Julie Larter
Parish Clerk
12 June 2019

01872 501101

julielarter.parishclerk@hotmail.co.uk

Please note that under the Openness of Local Government Bodies Regulations 2014 this meeting may be recorded

AGENDA

1. Apologies for Absence

2. Minutes of the Annual Meeting of Pentewan Valley Parish Council held on 15 May 2019

Pages 4-10

To agree that the minutes of the above meeting be signed as a correct record.

3. Declarations of Interest

(a) Pecuniary Interests

Declare those interests which have been declared on your Register of Financial Interests relevant to the agenda of the meeting. Whenever the item is being discussed, including public participation, you must leave the room and not take part in the discussion or decision

(b) Non-registerable Interests

You must declare Non-registerable Interests at the start of the meeting or whenever the interest becomes apparent. Then when the matter is being discussed, even during public participation, you must leave the room and not take part in the discussion or decision

(c) Dispensations

To consider any requests for dispensations relating to items on the agenda

(d) Gifts and Hospitality

To declare any gifts or hospitality

Please call the Clerk before the meeting if you have any queries

4. Chairman's Announcements

To allow the Chairman to make any civic announcements

5. Public Participation

The Chairman will invite Members of the public to address the meeting in relation to the business to be carried out at the meeting. 15 minutes will be allocated for public participation (this can be extended at the Chairman's discretion). Each person addressing the Council will be allocated a maximum of two minutes

6. Cornwall Councillors Report

To receive a report from Cllr James Mustoe, Cornwall Council divisional member for Mevagissey

7. Crime and Disorder

To note any instances of crime and disorder to report to Devon & Cornwall Police

8. Planning Applications and Related Matters

To respond to the Planning Authority the following applications and any planning applications received after publication of this summons

(i) PA19/04676 – Pentewan Valley Nurseries Site: Reserved Matters application for the approval of appearance, landscaping, layout and scale following decision PA17/05276 dated 21/12/2017

(ii) PA19/04355 – Land North of Moorlea, London Apprentice: Proposed residential dwelling on existing domestic garage and garden site

9. Cornwall Council Community Governance Review

To note the current situation and consider a formal response to Cornwall Council

10. Pentewan Woods

To consider requesting Cornwall Council to place a Tree Preservation Order on the area

11. Telephone Kiosk in Pentewan

To consider what action can be taken to ensure the telephony equipment is not removed

12. Pentewan Car Park

To receive an update from the Clerk and authorise any expenditure

13. Ongoing Parish Matters

(a) Pentewan Flood Defences

(i) To note any progress with the proposed scheme

(ii) To note progress with the Pentewan Emergency Plan

(b) The Shrubbery

To note the current situation

(c) River Banks

To note any concerns

(d) Menagwins Water Treatment Works/Levalsa Pumping Station

To note any concerns

(e) Menagwins Car Park

To note any concerns

(f) Tregorrick Road Safety Improvements

To note the current situation

(g) Highways matters

To note any highways concerns

14. Financial Matters

(i) To appoint additional signatories to the council's bank account

(ii) To note the current financial situation and authorise payments

Pages 11 - 12

15. Meetings/Training Attended

To note any meetings or training attended by Councillors or the Clerk

16. Correspondence Received

To note any correspondence received since last meeting

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17. Dates for the Diary

18. Dates of Meetings

To note dates of forthcoming meetings (At 7.00pm in the Committee Room, St Austell Information Centre, Penwinnick Road unless stated): 24 July, 21 August (if needed), 18 September, 16 October (Pentewan Village Hall), 20 November, 18 December 2019

19. Exclusion of the Public and Press

Under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it is proposed that because of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for agenda item 20

20. Recruitment of a new Clerk

Appendix (i)

MINUTES of THE ANNUAL MEETING OF PENTEWAN VALLEY PARISH COUNCIL held on WEDNESDAY 15 MAY 2019 in PENTEWAN VILLAGE HALL at 7.00pm

Present: Cllrs Derek Yeo, George Muskett, Miranda Smith, Vicky Cartwright, John Sundercombe, Miles Avery, Mike Ward, Ian Watkins and Wendy Coop

In attendance: Cllr James Mustoe CC; Julie Larter (Clerk); Joel Double (Chairman, St Austell Rugby Club); John Simpson (Kingsley Developments)

(19/001) Election of a Chairman

It was **RESOLVED** that **Cllr Derek Yeo be elected as Chairman. Cllr Yeo explained that due to personal circumstances it is likely that he will only hold the office for 6 months.**

(19/002) Declaration of Acceptance of Office

Cllr Yeo duly signed a Declaration of Acceptance of Office.

(19/003) Election of a Vice Chairman

It was **RESOLVED** that **Cllr Mike Ward be elected as Vice-Chairman.**

(19/004) Apologies for Absence

There were no apologies for absence.

(19/005) Minutes of a Meeting held on 17 April 2019

It was **RESOLVED** that **the minutes of the ordinary meeting of the Parish Council held on 17 April 2019 be signed as an accurate record of the meeting.**

(19/006) Declarations of Interest on Items on the Agenda

Cllr Avery and Cllr Coop declared an interest in agenda item 14, Pentewan Car Park. Cllr Avery and Cllr Coop have been granted a dispensation by the parish council to speak and vote on matters relating to the car park until May 2021.

(19/007) Chairman's Announcements

The Chairman had no announcements to make.

(19/008) Public Participation

There were no members of the public present.

(19/009) Cornwall Councillor's Report

Cllr Mustoe said that he visited Menagwins Water Treatment Works at the end of April to observe the improvement works currently being undertaken.

Cllr Mustoe said that he has walked the cycle trail and path up to Heligan and has reported some fallen trees to the Trails Officer.

Cllr Mustoe said he will be attending a site meeting in Tregorrick with Cornwall Council, Cormac and the parish council on 20 May to try to progress traffic calming/safety issues.

Cllr Mustoe has spoken to Cllr Sue James regarding litter enforcement and Alan Hampshire or a member of his team is willing to speak to the parish council. It was suggested that it may be more appropriate for Mr Hampshire or one of his colleagues to address the St Austell and Mevagissey Community Network Panel as litter is an issue that affects every parish and the Clerk was asked to write to Cllr Heywood, Chairman of the CNP, to ask if it would be possible.

Cllr Mustoe then spoke about Mevagissey Surgery. The partner at the surgery has handed her notice in, effectively handing back the contract to provide GP services with effect from 31 July. NHS Cornwall has written to patients registered at the surgery to explain that they are exploring options which could mean the surgery coming under the umbrella of another practice. There will be a series of drop-in events at the surgery in the coming weeks and an on-line survey for patients has now gone live and Cllr Mustoe encouraged patients to take part. It was **RESOLVED that the Clerk should write to NHS Cornwall emphasising the importance of maintaining a walk-in primary care facility in Mevagissey and the surrounding area.**

(19/010) Crime and Disorder

There was nothing to report.

(19/011) Planning Applications and Related Matters

(a) St Austell Rugby Club

Joel Double outlined improvements the club wishes to make to their facilities. An application for pre-application advice has been submitted to Cornwall Council. Mr Double explained that the back pitch is on a slope and the club would like to level it out. This would entail importing clean soil from local building sites. The club hopes to provide an additional 99 car parking spaces to alleviate parking on Tregorrick Road, particularly on Sundays. This will give the club 250 – 300 parking spaces. An area adjacent to the telecommunications mast is under-used and the club would like to fence this off to create a boat and caravan storage area. Mr Double explained that the club has had a huge increase in its business rates and it needs to generate additional income. The club would like to create a pond and wildlife area to collect rainwater and water run-off. The club also wants to put in a helicopter pad at some time in the future but this doesn't form part of their current plans. There would be no additional pitch lighting – a mobile unit would be used for the juniors' pitch. Some security lighting would need to be installed in the storage area, probably a PIR.

Councillors raised the following points: the provenance of the soil and how much would be required? (Mr Double to inform the Clerk of the tonnage required); The possible inclusion of additional trees to provide screening; Vehicles using the storage area should be directed via Porthpean Road and not Tregorrick Road (Mr Double confirmed this would be written into future contracts); Has a noise assessment been carried out?

Mr Double explained that the priority for work would be the additional car parking spaces followed by levelling the pitch – the pitch would be out of use for a season. The importation of soil would be over a long period of time as and when soil becomes available.

The Chairman thanked Mr Double for his time.

(b) Kingsley Developments

John Marshall apologised for not attending last month's meeting when planning application PA19/02070 for Higher Trewiddle Farm was discussed.

Mr Marshall outlined the current situation regarding the main Trewiddle development; The original intention to enter into an agreement with Persimmon Homes didn't work out and Kingsley have signed a deal with Wainhomes. There have been ongoing negotiations with Highways regarding the roundabout and access road and the need for technical approval – Wainhomes wouldn't enter into the scheme until the road scheme was finalised. Mr Marshall said that Wainhomes will only develop the residential side of the site – Kingsley have retained the commercial land. Work to remove hedges and trees was undertaken in the winter to avoid the bird nesting season. Kingsley intend to reinstate the lane so that the Public Right of Way will be unaffected by the development.

Cllr Sundercombe said that there was an ideal opportunity to incorporate a designated cycle path on the new road to link that part of the town with the Pentewan Trail. Mr Marshall promised to take the suggestion back. Cllr Sundercombe said that for the sake of safety it should be a designated cycle track not just a marked lane.

Cllr Muskett explained that the parish council was concerned about the proposed footpath link that went through the current planning application's site. A discussion took place about recent Planning Review Panel Meetings where the footpath was highlighted.

Mr Marshall confirmed that the offer of a contribution from Kingsley Developments towards environmental schemes within the parish remained.

The Chairman thanked Mr Marshall for his time.

(19/012) Cornwall Council Community Governance Review

A response from St Austell Town Council was noted. The Clerk confirmed that she has written to St Mewan Parish Council in response to their letter last month and has suggested that a discussion with them should take place.

(19/013) Litter

(a) Parish Litter Pick

It was decided that as there is so much vegetation at the moment, it would be better to wait until the autumn to carry out a parish litter pick. Cllr Ward will liaise with local farmers to see when they plan cutting hedges and verges and the intention is to undertake the litter pick immediately afterwards.

(b) Litter Bin for Tregorrick

As requested, the Clerk contacted Cornwall Council to see if they have any spare bins, but they do not. It was **RESOLVED to purchase a further bin to replace the one stolen recently, to be installed next to the bus stop on the southern carriageway of the B3273**

(c) Litter Enforcement

(i) Cornwall Council's invitation for Alan Hampshire to address the parish council had been previously discussed.

(ii) Cornwall Council's response to a case that was reported to them in 2017 was disputed by councillors. The Clerk was asked to write to Mr Brader of Cornwall Council's Community Protection team stating that Cllr Avery had been willing to give a witness statement but had never been contacted by Cornwall Council.

(19/014) Pentewan Car Park

The Clerk reported that Cllrs Avery, Ward and Coop together with the Clerk met with the contractor on 7 May to finalise responsibilities regarding the construction work. Pentewan Sands Ltd have asked for a removable bollard to be placed in front of the new gate to prevent it from being obstructed and the Clerk has obtained a quote which she will forward on to the contractor.

The Clerk reported that she has yet to hear back from PSL regarding the license agreement. Broadband is now up and running and the payment machine is due to be delivered the week commencing 20 May, although this has yet to be confirmed. Capita and Worldpay have raised some queries in connection with the payment system which the Clerk is dealing with. Parking bays were painted in the tarmaced section today. It was noted that the Clerk has received an enquiry from a Pentewan resident who is unhappy that he is not able to purchase residents permits for members of his family who do not live in Pentewan. The Clerk was asked to write to him and confirm that residents' permits are only available for permanent residents but that the Off Street Parking Order would be reviewed in due course. Cllr Watkins has conducted a risk assessment and he and Cllr Ward will liaise over concerns raised. Cllr Coop queried why there were no designated disabled spaces in the car park, and was advised that the decision was taken because although the council wished to be inclusive, it is not a legal requirement to provide designated spaces and Blue Badge holders can park free of charge in the road.

(19/015) Pentewan Flood Defences

(i) Proposed flood scheme for Pentewan

There was nothing to report.

(ii) Pentewan Emergency Plan
The matter is ongoing.

(19/016) The Shrubbery

There was nothing to report.

(19/017) River Banks

There was nothing to report.

(19/018) Menagwins Water Treatment Works/Levalsa Pumping Station

It was noted that smells had been noticed coming from Levalsa Pumping Station. The Chairman stressed the need to report all instances. Cllr Mustoe asked for dates and times and he will take the matter up with South West Water.

(19/019) Menagwins Car Park

There was nothing to report.

(19/020) Tregorrick Road Safety Improvements

A site meeting has been arranged with Cornwall Council and Cormac on 20 May. Cllr Cartwright asked if it would be possible to install some deer warning signs on Tregorrick Road and the Clerk said she would ask the Highways Officer at Monday's meeting.

Cllr Cartwright tendered her apologies and left the meeting.

(19/021) Highways Matters

(i) Speed Monitoring on B3273

The result of a speed monitoring survey undertaken by Cormac in March was noted.

(ii) Other Highways Concerns

It was noted that a Road Closure Notice has been issued for 18 and 19 June from Prentice House – London Apprentice.

It was noted that there was a notice up stating that the road from Tregorrick to Roseweek was due to be closed. The Clerk confirmed that the parish council had not been notified of the work.

The Chairman said that an advertising poster had been put up on the bus shelter in Tregorrick and it would have been courteous to mention this to the parish council. Cllr Mustoe was asked to speak to Cornwall Council.

The Chairman and Cllr Smith are to liaise about tree and wildlife planting in the parish and the matter will appear on next month's agenda.

(19/022) Financial Matters

(i) Internal Auditor's Report

The Internal Auditor's report was noted.

(ii) Annual Governance Statement

It was **RESOLVED to agree the Annual Governance Statement.**

(iii) Accounting Statements for 2018/19

It was **RESOLVED to approve the Annual Accounting Statements.**

(iv) Current balances were noted and the following payments were authorised:

BACS	KCS Printing	Car parking permits	£288.99
BACS	Mrs L Coles	Internal audit fee	£177.64
BACS	APS Construction	Car park construction works	£7,734.38
BACS	Peake (GB) Ltd	Nappy disposal service	£120.00
BACS	Pentewan Sands Ltd	Ground rent for bus shelter	£5.00
BACS	Lyreco	Paper and cleaning products	£29.35
BACS	Staff	May salaries and oncosts	£545.48
BACS	Mrs J Larter	Expenses	£118.00
BACS	BT	Internet and Broadband installation	£214.09
DD	Cornwall Council	Business rates for public toilets	£58.19

(19/023) Meetings/Training Attended

24 April – Clerk attended an SLCC branch meeting

7 May – Cllrs Ward, Avery and Coop together with the Clerk met with a representative from APS Construction to finalise work in the car park

9 May – Clerk attended Cormac's Highways Engagement event

9 May – Cllr Muskett and the Clerk attended the St Austell and Mevagissey Community Network meeting

(19/024) Correspondence Received

In addition to the list of correspondence previously circulated, the following was noted

- Letter from a Polgooth resident concerned about the removal of parts of the hedge and an irrigation pipes from Nanterrow

(18/025) Dates for the Diary

20 May – Tregorrick Road site meeting

(19/026) Dates of Forthcoming Meetings

Dates of forthcoming meetings (At 7.00pm in the Committee Room, St Austell One Stop Shop, Penwinnick Road unless stated): 19 June, 24 July (change of date), 21 August (if needed), 18 September, 16 October (Pentewan Village Hall), 20 November, 18 December.

The meeting closed at 9.10 pm

The Chairman thanked Cllr Avery for standing as Vice Chairman for the past 2 years.

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Chairman

Date

DRAFT

Pentewan Valley Parish Council
Budget Monitoring Report as at 31 May 2019

		Original Budget £	Spend to date £	Percentage of Budget £	Notes
Employee Related Costs					
Salaries (inc. oncosts)	£	7,500.00	£ 1,323.69	17.65%	
Clerk's Travel & Subsistence	£	600.00		0.00%	
Training and books	£	500.00		0.00%	
Total Employee Related Costs	£	8,600.00	£ 1,323.69		
Accommodation Related Costs					
Clerk's Room allowance	£	216.00	£ 108.00	50.00%	
Total Accommodation Related Costs	£	216.00	£ 108.00	50.00%	
Administration Costs					
Stationery	£	300.00		0.00%	
Meeting Costs (inc room hire)	£	500.00		0.00%	
Photocopying and printing	£	200.00	£ 17.75	8.88%	
Office Equipment	£	300.00		0.00%	
Postage	£	130.00		0.00%	
Insurance	£	750.00	£ 389.65	51.95%	
Subscriptions	£	500.00	£ 263.61	52.72%	
Bank charges	£	-			
Total Administration Costs	£	2,680.00	£ 671.01	25.04%	
Councillor Costs					
Chairman's Allowance	£	100.00		0.00%	
Councillors Travel and Subsistence	£	100.00		0.00%	
	£	200.00	£ -	0.00%	
Election Expenses					
Election fund	£	2,500.00		0.00%	
Total Election Costs	£	2,500.00	£ -	0.00%	
Other Expenses					
Grants	£	500.00		0.00%	
Audit Fees	£	400.00	£ 177.64	44.41%	
Parish Projects	£	1,000.00	£ 95.00	9.50%	
Footpath Maintenance	£	2,000.00		0.00%	
Menagwins Car Park	£	2,500.00	£ 60.00	2.40%	
Pentewan Car Park	£	15,000.00	£ 7,663.73	51.09%	<i>excluding clerks hours</i>
Pentewan Flood Defences	£	1,000.00		0.00%	
Toilets	£	2,000.00	£ 220.53	11.03%	
Street furniture maintenance	£	1,500.00		0.00%	
Devolved Services	£	750.00		0.00%	
Total Other Expenses	£	26,650.00	£ 8,216.90	30.83%	
Reserves					
Contingency	£	8,000.00			
	£	8,000.00	£ -		

VAT Paid			£	1,456.86	
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Total Expenses	£	48,846.00	£	11,776.46	
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Income

Bank Interest

Precept	£	13,043.90	£	6,521.95	50.00%
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VAT Refund

CTSG	£	403.42	£	201.71	50.00%
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Toilets

£	187.25
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Other

Total Income			£	6,910.91	
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Balance C/F			£	34,002.38
31/03/2019				

Add income to			£	6,910.91
date				

£	40,913.29
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Less expenditure			£	11,776.46
to date				

TOTAL FUNDS HELD AS
AT 31 MAY 2019

£	29,136.83
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Bank Reconciliation

Current Account

Statement balance @	31/05/2019	£4,061.65
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less unrepresented cheques		<u>£0.00</u>
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£4,061.65

Instant Access

31/05/2019	<u>£25,075.18</u>
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<u>£29,136.83</u>

Correspondence received since 15 May 2019

- CALC Newsletter
- Invitation to attend Cornwall Search and Rescue Open Day
- Invitation to attend an Alternatives to Pesticides workshop
- Request for a bus stop outside Wainhomes Porthpean Road development
- Complaint about camper vans in the car park at Kingswood. The car park is listed on a German website as being available for free overnight camping
- Invitation to attend Cornwall Community Flood Forum meeting on 14 June
- Email about climate change
- Correspondence regarding the future of Mevagissey surgery