



St Stephen in Brannel Parish Council

Minutes of the Ordinary Meeting of St Stephen in Brannel Parish Council held in the Brannel Room, 22 Fore Street, St Stephen on Wednesday 7th July 2021 starting at 7.00pm.

Present:

Cllr Mike Berryman, Cllr Julie Broad, Cllr Don Hallett, Cllr David Hatton, Cllr Mike McLening, Cllr Linda O’Cock, Cllr Richard Parker (following co-option), Cllr Keith Truscott, Cllr Keith Wonnacott MBE and Cllr Kim Wonnacott (Chairman).

In attendance:

Linda Ranger – Clerk & RFO, Ruth Mills – Assistant Clerk (Remote attendance) and Julie Fairman – NDP Administrator

Cllr Kim Wonnacott welcomed everyone to the meeting. She ran through housekeeping procedures, advised that the meeting was being live streamed via Facebook and also advised everyone present that if they intended to participate in the meeting, they could be recorded, photographed, filmed or otherwise reported about.

It was

RESOLVED to suspend Standing Order 3i to allow attendees to remain seated when speaking to adhere to the Covid-19 Return to Face-to-Face Meetings Risk Assessment.

FPC161/21 Apologies:

It was

RESOLVED to note apologies received from Cllr Barry Davey, Cllr John Harris, Cllr Michaela Harris and Cornwall Cllr Peter Guest.

FPC162/21 Declarations of Interest:

- a) Cllr Mike McLening declared a pecuniary interest in agenda item 18 in relation to Coombe Community Trust.
- b) There were no declarations of non-registerable interests.
- c) There were no dispensation requests.
- d) There were no declarations of gifts or hospitality.

FPC163/21 Co-option:

It was

RESOLVED that Richard Parker be co-opted as a Councillor for the St Stephen ward.

FPC164/21 Declaration of Acceptance of Office:

Cllr Richard Parker signed the Declaration of Acceptance of Office which was duly witnessed by the Clerk as the Proper Officer.

FPC165/21 Public Participation:

None

FPC166/21 Cornwall Councillor Reports:

No written reports had been submitted due to work load.

Cornwall Cllr Mike McLening advised that the Chairman of Treviscoe Institute & Community Centre had resigned.

FPC167/21 Parish Councillor's Reports:

Cllr Julie Broad gave feedback from the High Street & Lanjeth Playing Fields Association meeting.

FPC168/21 Full Council Meeting Minutes:

It was

RESOLVED that the minutes of the meetings held on Wednesday 23rd June 2021 be adopted and signed as a true and accurate record.

The Chairman duly signed the minutes.

FPC169/21 Neighbourhood Development Plan Update:

The minutes of the meetings held in June 2021 were received and noted. The next meeting would be held on Tuesday 20th July 2021 in the Brannel Room starting at 7pm.

FPC170/21 Neighbourhood Development Consultant:

It was

RESOLVED to defer the agenda item to the next meeting.

FPC171/21 Clerk's Report:

1. The Clerk advised that there were issues with the Brannel Room roof leaking. Emergency repairs had been carried out to prevent further damage and the matter would be discussed at the next meeting.
2. Following the Government's latest guidance from 19th July, the Clerk had sent an email to all Members requesting information as part of the risk assessment. A quick response was invited.
3. Seven members had still not confirmed that they had attended Code of Conduct training, details would be resent by email.
4. Issues with the speed indication devices were still ongoing and the Clerk was working with SWARCO and Cornwall Council to get them resolved.
5. Members were reminded that Statkraft were hosting a meeting regarding Treviscoe Solar Energy Farm on Wednesday 14th July 2021 and Members had to respond to the meeting invite that had been sent to gain access.
6. The Clerk had attended the CALC session on the Protect Duty consultation and detailed the impact that the proposals could have on Council services.

FPC172/21 Financial Matters:

It was

RESOLVED to approve the following expenditure -

Payee	Item	Method	Net	VAT	Total
<u>Items for Ratification:</u>					
Lloyds	Petty cash	DC			£73.20
The Workplace Depot	Car park entrance posts	DC	£ 187.98	£ 37.60	£225.58
Penwyn	Van fuel	DC	£ 30.19	£ 6.69	£40.12
Penwyn	Van fuel	DC	£ 30.00	£ 7.00	£37.00
Phoenix Stores	Light bulb	DC			£2.25
Cherwell Signs	PPE Screens	DC	£ 139.67	£ 27.93	£167.60
Amazon	Cleaning products	DC	£ 9.98	£ 2.00	£11.98
Amazon	Printer ink - NDP	DC	£ 20.40	£ 4.08	£24.48
Amazon	Kettle	DC	£ 19.16	£ 3.83	£22.99
Amazon	Commercial toilet brush x 2	DC	£ 11.08	£ 2.22	£13.30
Ironmongery	Allotment marker numbers	DC	£ 44.45	£ 8.89	£53.34
Zoom	Virtual meeting platform	DC	£ 11.99	£ 2.40	£14.39
fwp	Road cones	DC	£ 74.20	£ 14.84	£89.04
British Gas	Electric - Nanpean toilets	DD	£ 14.69	£ 0.73	£15.42
Total			£579.10	£117.48	£775.27
<u>Items for Approval:</u>					
Cornwall Council	Business rates - St Stephen Churchtown cemetery	DD			£146.00
Cornwall Council	Business rates - Nanpean cemetery	DD			£64.00
Cornwall Council	Business rates - Brannel Room	DD			£135.00
Cornwall Council	Business rates - Office	DD			£135.00
British Gas	Electric - Nanpean Cemetery	DD	£ 25.40	£ 1.27	£26.67
British Gas	Electric - St Stephen toilets	DD	£ 2.95	£ 0.14	£3.09
British Gas	Electric - St Stephen Churchtown cemetery	DD	£ 46.10	£ 2.30	£48.40
SSE SWALEC	Electric - St Stephen car park	DD	£ 8.43	£ 0.42	£8.85
Concorde	Printing charge	DD	£ 126.35	£ 25.37	£151.62
Concorde	Photocopier	DD	£1,770.00	£ 354.00	£2,124.00
1st Call Skip Hire	Skip hire x 3	EP	£ 960.00	£ 192.00	£1,152.00
Eden	Water cooler lease	EP	£ 14.67	£ 2.93	£17.60

60/21

Chairman's initials:

Kernow Training	Chainsaw Refresher Training x 2	EP			£ 560.00
GoCollaborate	NDP consultation platform (payment 1)	EP	£ 875.00	£ 175.00	£ 1,050.00
CIS	PPE / uniform	EP	£ 798.07	£ 159.62	£ 957.69
CIS	Uniform	EP	£ 114.60	£ 22.91	£ 137.51
Britiannia Lanes	Confidential data disposal	EP	£ 33.21	£ 6.64	£ 39.85
Llawnroc	Cleaning products	EP	£ 18.57	£ 3.72	£ 22.29
Compu-K	Webcam & mic x 2	EP	£ 69.90	£ 13.98	£ 83.88
Seadog IT	Hosting fee	EP			£ 20.00
Hay Nurseries	Plants	EP	£ 36.82	£ 7.37	£ 44.19
D May & Son	Various materials	EP	£ 59.25	£ 61.11	£ 653.61
Grahams GM	Commercial mower	EP	£ 691.67	£ 138.33	£ 830.00
Grahams GM	Safety boots	EP	£ 81.67	£ 16.33	£ 98.00
Grahams GM	Mower repair/service	EP	£ 81.97	£ 16.39	£ 98.36
Grahams GM	Allotment sheeting	EP	£ 51.67	£ 10.33	£ 62.00
B&Q	Postcrete	EP	£ 8.18	£ 1.64	£ 9.82
B&Q	Materials	EP	£ 62.35	£ 12.47	£ 74.82
B&Q	Materials	EP	£ 17.33	£ 3.47	£ 20.80
St Austell Print Co	Branded cards	EP	£ 127.14	£ 25.43	£ 152.57
St Austell Print Co	Burial book scan	EP	£ 640.00	£ 128.00	£ 768.00
Viridor	Waste contract - Nanpean	EP	£ 104.31	£ 20.86	£ 125.17
Viridor	Waste contract - St Stephen	EP	£ 68.24	£ 13.65	£ 81.89
Total			£6,893.85	£1,415.68	£ 9,902.68

It was **RESOLVED** to note the following income –

Payee	Item	Total
CCLA	Interest (June)	£ 1.84
Various	Burial fees	£ 1,575.00
Cornwall Council	Public Toilet Business Rates Refund	£ 1,851.16
Total		£ 3,426.16

It was **RESOLVED** to approve a transfer of £15,000 from the Lloyds Business account to the Lloyds Current Account.

The June 2021 bank reconciliation had not been prepared as bank statements had not arrived in time.

FPC173/21 Correspondence:

The following correspondence was noted–

Post:

1. Anonymous: Complaint regarding noise in Nanpean
2. Cornwall Council: Letter confirming refund under Non-Domestic Rating (Public Lavatories) Act 2021

E-Mail: *(All previously circulated)*

1. SLCC: News bulletins – dated June/July 2021
2. NALC: Chief Executives Bulletins – dated June/July 2021
3. Cornwall Council: Town & Parish Newsletter – dated June/July 2021
4. NALC: Weekly updates - dated June/July 2021
5. CALC: Briefing updates– dated June/July 2021
6. South West Councils: Employment update bulletins – June/July 2021 edition
7. Cornwall Council: Weekly Planning Reports – dated June/July 2021
8. National Association of Civic Officers – June 2021 Newsletter
9. Citizens Advice Cornwall – Summer 2021 Newsletter
10. South West Councils: Associate Newsletter – dated June/ July 2021
11. NHS: Confirmation of location for Banns Pharmacy (PA21/00558)
12. Cornwall Partnership NHS Foundation Trust: Healthworks for Cornwall programme details
13. Cllr Peter Guest: Press release on Boundary Commission proposals

(not circulated – available by request)

14. Chairman of Cornwall Waste Forum St Dennis Branch: Daily updates on various matters – dated June/July 2021
15. ICCM: Guidance updates – dated June/July 2021
16. HMRC: Covid-19 Help & Support bulletins – dated June/July 2021
17. Cllr Peter Guest: Police & Crime Commissioner Community Grant Scheme
18. Resident x 2: Concerns over access to St Stephen defibrillator
19. Planning Inspectorate: Appeal decision on 19/08172 – Land West of Palverna, High Street. (Dismissed)

Road/Footpath Closures:

1. Emergency Road Closure - Road from Hay to Coombe Road, Coombe, St Austell
2nd July 2021 to 2nd July 2021 (09:30 to 16:00 hours)
For cabling works to be carried out

Invitations: *(All previously circulated)*

1. NALC: Various webinars and training opportunities on various dates
2. CALC: Larger Council Clerk Weekly Update meetings
3. Cornwall Council: Green & Whitegold Festival, St Austell town centre on 26th June from 10am to 4pm
4. Lord Lieutenant of Cornwall: Queens's Platinum Jubilee briefing (Virtual) on 14th July @ 2pm
5. Cornwall Council: Tour of Britain event (Virtual) on 15th July @ 10am

Consultations:

1. Cornwall Council: Feedback on services request

FPC174/21 Consultations:

- a) It was **RESOLVED** that the Clerk respond to the Cornwall Council: Feedback on services request.
- b) It was **RESOLVED** to note that Cllr Cole's template had been sent in response to the Boundary Commission for England: 2023 Review of Parliamentary constituencies and that the Clerk had responded to the Home Office: Protect Duty consultation.

FPC175/21 Planning Applications:

The following planning applications were considered –

21/05563

Willcox, The Bungalow, Goverseth Road, Foxhole
Proposed Kitchen Utility and Sunroom Extension.

It was

RESOLVED to support as members had no objections to the proposals.

Cllr Mike McLening abstained from the vote as he is a member of Cornwall Council's Central Planning Committee.

21/05626

The Retreat, Access To Malreen, Coombe
Extension and alteration to dwelling.

It was

RESOLVED to support as members had no objections to the proposals.

Cllr Mike McLening abstained from the vote as he is a member of Cornwall Council's Central Planning Committee.

FPC176/21 Planning Protocol Policy:

It was

RESOLVED to ratify the following results after following the Planning Protocol Policy –

Cllr Mike McLening abstained from the vote as he is a member of Cornwall Council's Central Planning Committee.

20/11508

Higher Goverseth Farm, Access Road To Higher Goverseth Hill, Foxhole
Continued siting of a mobile home for use as a residential dwelling.

Original Decision - Support a 5-year extension only

New Decision - Agree with case officer's recommendation (approval with no time limit).

20/04014

Land West of Greenacres, Lanjeth
Residential development - 3 dwellings (revised scheme)
Original Decision – Object
New Decision – Agree to disagree

20/10212

Corminnow
Temporary Siting of Static Caravan (38' x 14') including installation of septic tank and associated land drainage.
Original Decision – Object
New Decision - Agree with case officer's recommendation of approval

FPC177/21 Policy Review:

It was

RESOLVED to the adopt the updated Grant Policy as presented.

FPC178/21 Parish Council Funded Grant Applications:

Citizens Advice Cornwall (Donation request)

It was

RESOLVED to award a donation of £150.

Daisy Dukes CIC

It was

RESOLVED to award a grant of £1,500.

St Stephen in Brannel Bowling Club

It was

RESOLVED to award a grant of £250.

St Stephen Recreation Ground

It was

RESOLVED to award a grant of £1,000.

True Butterflies Foundation (Donation request)

It was

RESOLVED to award a donation of £150.

Women's Centre Cornwall (Donation request)

It was

RESOLVED to award a donation of £150.

Cllr Mike McLening left the meeting.

Coombe Community Trust - Playing Field

It was

RESOLVED to award a grant of £1,000.

Coombe Community Trust – Village Hall

It was

RESOLVED to award a grant of £1,000.

Cllr Mike McLening returned to the meeting.

FPC179/21 Council Procedures:

It was

RESOLVED to appoint Cllr Michaela Harris to work with the Clerk on reviewing Council’s procedures for handling requests made under freedom of information and data protection legislation and report back to Council.

FPC180/21 Replacement Network System:

It was

RESOLVED to purchase a new network system at the cost of £475 (exc. VAT) plus up to 5 hours of time at £60 per hour and move from Google GSuite to Office 365.

FPC181/21 Annual Report Newsletter:

It was

RESOLVED to approve the production and distribution of the Annual Report newsletter at a maximum cost of £1,510 (Postage price to be confirmed).

Confidential Matters:

It was

RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960, the public, and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the following business to be transacted.

Julie Fairman – NDP Administrator left the meeting at 7.30pm.

The live streaming via Facebook was stopped.

Refer to FPC182/21.

The meeting ended at 7.50pm

Signed as a true and accurate record –

Chairman

Date

Chairman’s initials: