



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 2nd March 2022 starting at 7.00pm.

Present:

Cllr Mike Berryman, Cllr Julie Broad, Cllr Barry Davey, Cllr Don Hallett, Cllr Mike McLening, Cllr Richard Parker, Cllr Keith Truscott, Cllr Keith Wonnacott MBE and Cllr Kim Wonnacott (Chairman).

In attendance:

Linda Ranger – Clerk & Responsible Finance Officer, Ruth Mills – Assistant Clerk, Helen Lowe – Administrator and Cornwall Cllr Peter Guest

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.

FPC05/22 Apologies:

It was

RESOLVED to note apologies received from Cllr John Harris, Cllr Michaela Harris, Cllr David Hatton, Cllr Helen Horner and Cllr Linda O’Cock

FPC06/22 Declarations of Interest:

- a) Cllrs Barry Davey, Keith Wonnacott MBE and Kim Wonnacott declared an interest in agenda item 18.
- b) There were no declarations of non-registerable interests.
- c) There were no dispensation requests.
- d) There were no declarations of gifts or hospitality.

FPC07/22 Public Participation:

There were no members of the public present and no questions had been submitted.

FPC08/22 Cornwall Councillor Reports:

A written report from Cornwall Cllr Peter Guest had been submitted and circulated prior to the meeting.

Cornwall Cllr Mike McLening gave a verbal report on a planning application in Foxhole, 2 planning applications in Lanjeth, issues from storm damage and the Cornwall Council budget.

03/22

Chairman’s initials:

Members were also advised that a public meeting regarding highway matters had been arranged for Wednesday 30th March 2022 at St. Stephens Community Centre at 7pm.

FPC09/22 Covid:

It was

RESOLVED that the face-to-face meetings risk assessment be noted and that 50 lateral flow tests be purchased at an approximate cost of £150.

FPC10/22 Scheme of Delegation:

It was

RESOLVED to ratify the decisions made by the proper officer under the temporary scheme of delegation.

It was

RESOLVED to revert back to the adopted scheme of delegation.

FPC11/22 Full Council Meeting Minutes:

It was

RESOLVED that the minutes of the ordinary meetings held on Wednesday 1st December 2021 and Wednesday 5th January 2022 be adopted and signed as a true and accurate record.

The Chairman duly signed the minutes.

FPC12/22 Committee Meetings Minutes:

The minutes of the Planning Committee meeting held on 8th December 2021 were received and noted. There were no recommendations therein.

FPC13/22 Neighbourhood Development Plan Update:

Minutes of the meetings held on 7th December 2021 and 1st March 2022 were received. Cllr Kim Wonnacott gave an update on progress. She reminded members that the next meeting would be held on Tuesday 5th April 2022 in the Brannel Room starting at 7pm and there was a virtual catch up on 17th March 2022.

FPC14/22 Clerk's Report:

The Clerk reminded members that the Chairman Reports for the newsletter were due by 1st April 2022.

The Assistant Clerk highlighted that, responses for 2 planning protocol cases were due.

Members were advised that as from this meeting the format of minutes would change.

The Clerk reminded members that GDPR training would take place at 6pm on 6th April 2022.

FPC15/22 Parish Councillor's Reports:

Cllr Mike Berryman advised he had attended the St Stephen Recreation Ground AGM.

Cllr Keith Truscott reported that he had attended the Lanjeth Playing Field Association meeting and a Foxhole Village Green meeting.

Cllr Mike McLening gave an update on what local organisations had planned for the Queens Platinum Jubilee celebrations.

FPC16/22 Financial Matters:

It was

RESOLVED to approve the following expenditure –

04/22

Chairman's initials:

Payee	Item	Method	Net	VAT	Total
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Payments made to and including 28th February 2022 were made under delegated powers

Items for Approval:

E-Bay	Operations mobile phone cover	DC			4.45
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
Concorde	Copy charge	DD	24.69	4.94	29.63
British Gas	Electric - St Stephen cemetery	DD	144.03	7.20	151.23
British Gas	Electric - Nanpean toilets	DD	18.41	0.92	19.33
British Gas	Electric - Nanpean cemetery	DD	16.17	0.80	16.97
Microsoft	Online services	DD	76.00	15.20	91.20
Initial	Hygiene contract	DD	8.79	1.76	10.55
Palmer's Plumbing	Replacement water heater	EP			630.00
Britannia Lanes	Confidential data disposal	EP	33.21	6.64	39.85
SeaDog IT	Hosting fee	EP			25.00
Compu-K	New PC and set up	EP	1,546.00	309.20	1,855.20
Compu-K	New Netbook and set up	EP	325.50	65.10	390.60
OFR Ltd	New office furniture	EP	425.00	85.00	510.00
Duchy Cemeterys	Digger hire	EP			120.00
iHASCO	Mental Health training x 2	EP	50.00	10.00	60.00
HMRC	PAYE & NIC	EP			3,762.94
Noticeboard Company	Noticeboard x 4	EP	3,634.40	726.88	4,361.28
SLCC	FILCA Registration	EP	120.00	24.00	144.00
SLCC	GDPR registration x 2	EP	60.00	12.00	72.00
Jason Bellenger	Tree survey	EP			525.00
SLCC	Community Governance	EP	22.50	4.50	27.00
D May & Son	Materials	EP	155.69	31.14	186.83
Halo Steel	Box of screws	EP	9.57	1.91	11.48
PPL PRS	Licence	EP	104.82	20.96	125.78
					05/22

Chairman's initials:

Go Collaborate	Consultation platform	EP	550.00	110.00	660.00
SeaDog IT	Site Security Services	EP			110.00
Nanpean FANS (PTA)	Queens Jubilee grant	EP			250.00
Whitemoor Carnival Committee	Queens Jubilee grant	EP			250.00
Treviscoe Playing Fields Association	Queens Jubilee grant	EP			250.00
Lanjeth Playing Field Association	Queens Jubilee grant	EP			250.00
Whitemoor Recreation Ground	Queens Jubilee grant	EP			250.00
St Stephen Community Centre	Queens Jubilee grant	EP			250.00
Total			7,324.78	1,438.15	15,665.87

It was **RESOLVED** that Cllr Richard Parker would counter authorise the electronic payments on Thursday 3rd March 2022.

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

Payee	Item	Total
Lloyds	Interest	1.21
Various	Rent	£1,550.00
CCLA	Interest	£ 9.55
Various	Burial fees	£3,030.00
Various	Brannel Room hire	£ 432.00
Total		£5,022.76

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

It was

RESOLVED to note the account balances as of 28th February 2022 -

Lloyds Treasurer		£ 3,902.93
Lloyds Business		£ 9,594.39
Petty Cash		£ 18.09
Unity		£ 94,765.40
CCLA	Jan-22	£ 6,219.06
Total		£264,499.87

It was

RESOLVED to note the January 2022 bank reconciliation.

FPC17/22 Correspondence:

Post:

1. Clerks & Councils Direct – January 2022 edition

E-Mail: *(All previously circulated)*

1. SLCC: News bulletins – dated January & February 2022
2. NALC: Chief Executives Bulletins – dated January & February 2022
3. Cornwall Council: Town & Parish Newsletter – dated January & February 2022
4. NALC: Weekly updates - dated January & February 2022
5. South West Councils: Employment update bulletins – dated January & February 2022
6. Cornwall Council: Weekly Planning Reports – dated January & February 2022
7. South West Councils: Associate Newsletter – dated January & February 2022
8. Citizens Advice Cornwall: Winter update newsletter
9. Volunteer Cornwall: Request for support at Covid vaccination clinic
10. CALC: Training Bulletin dated January 2022
11. Cornwall Council: Road Closure – Chapel Rd, Foxhole
12. CALC: Letter from Bruno Peek, Pageantmaster regarding Queens Platinum Jubilee Beacons
13. Cornwall AONB: Job opportunities and training courses
14. Cornwall Council: Community Network Highways Scheme 2022
15. CALC: Local Council Finance Briefing presentation
16. SWCouncils: Unison strike ballot result
17. Cornwall Council: Road closure – Gaverigan to Treviscoe
18. Cornwall Council: Notice of Definitive Map Modification Order
19. Cornwall Council: Trelavour Lithium Project update
20. Cornwall Council: Highway works at Little Treviscoe notification
21. Cornwall Council: Road Closure – Churchtown Rd, St Stephen
22. Cornwall Council: Planning newsletter – January 2022 edition
23. Cllr Peter Guest: Grant funding opportunities
24. NALC: Report on 2021 local elections
25. Cllr Alan Percy: Discrimination in Affordable Housing Allocation definitions letter
26. Cornwall Council: Road Closure – Stepside, St Stephen
27. Cllr Alan Percy: Lack of enforcement, failure to collect Section 106 funding, lack of reply letter
28. Cornish Lithium: Newsletter
29. SWCouncils: Update on LGS pay award

07/22

Chairman's initials:

30. Lanteglos by Fowey Parish Council: Housing manifesto
31. Cornwall Council: Road closure – Trethosa Hill. St Stephen
32. Cllr Peter Guest: Age UK Cornwall & IoS end of contract evaluation
33. CALC: Civility and Respect Project Group Newsletter
34. Restormel Building: Road name request
35. Mevagissy Parish Council: Housing manifesto
36. Cornwall Council: Transformation Cornwall Telephone List
37. National Allotment Society: Newsletter
38. Coal Authority & Environment Agency: Update on work to tackle pollution of Gwindra Stream
39. NHS: Banns Pharmacy application for Foxhole
40. Ocean Housing: Intention to sell property in Foxhole

(Not circulated – available by request)

41. Chairman of Cornwall Waste Forum St Dennis Branch: Daily updates on various matters – dated January & February 2022
42. ICCM: Guidance updates – dated January & February 2022
43. HMRC: Support bulletins – dated January & February 2022
44. Living Wage Foundation: Newsletter - dated January & February 2022
45. Volunteer Cornwall: dated January & February 2022
46. Breathe HR: Updates on various HR matters - dated January & February 2022
47. ICCM: Training courses available
48. SLCC: Daily Digest - dated January & February 2022
49. Microsoft: Updates and messages - dated January & February 2022
50. NALC: Job Listings - dated January & February 2022
51. Resident: Query on footpath installation date.
52. Resident: Lost ball query
53. Cornwall Council: Agenda for Central Sub-Area Planning Committee meetings in January and February 2022
54. Resident: Complaint re abandoned damaged vehicle
55. Resident: Request to cut grass on private land
56. Resident: Query on play areas owned by the parish council
57. Unity Trust Bank PLC: Information on increased interest rate
58. Resident: Complaint about Nanpean short stay car park users
59. Resident: Report of debris on road in Nanpean
60. Resident: Allotment query
61. Resident: Land deeds query
62. National Association of Civic Officers: Newsletter – February edition
63. Resident: Query on Council's plans for the Queens Platinum Jubilee celebrations
64. Resident: Complaint re lane next to St Stephen pharmacy
65. Resident: Query on development boundaries in draft NDP
66. CALC: Section 137 limit for 2022/23
67. Resident x 5: Burial query
68. Resident: What's On Booklet query
69. Action Fraud: Incident report update
70. Resident: Education bursary query
71. Resident: Allotment query
72. Resident: Land ownership query

08/22

Chairman's initials:

73. Cornwall Council: Adverse weather guidance
74. Resident: Request for Cllrs to attend site visit for pre planning application advice
75. Resident: Query on Tregargus Trust ownership
76. Resident x 3: Report of fallen tree
77. Track & Trace: Removal of QR code notification

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: Finance Briefing
4. Resident: Parish Councillor attendance at meeting with Cornwall Cllr Mike McLening regarding highway issues
5. Truro & the Roseland Community Network: Electric Vehicle Charging information session
6. Cornwall Community Flood Forum: Volunteer Flood Warden Taster Training Workshop
7. CALC: AGM on Tuesday 8th March 2022 @ 7pm
8. Cornwall Council: China Clay Network Panel Meeting
9. CALC: Meeting on Levelling Up
10. Cornwall Council: Planning training on 22 March 2022 at 2pm

The Clerk advised that Cllr Helen Horner had requested to attend the planning training session within the CALC bulletin. This had been approved by the Clerk at a cost of £30.

Consultations:

1. Cormac: China Clay Network Panel TRO – Grenville Meadows, Nanpean
*No waiting at any time restriction is proposed at its junction with Fore Street, to prevent obstructive parking at the junction and provide a safe passage for highway users.
(Response needed at meeting)*
https://www.engagespace.co.uk/cornwall/uploaddocs/Consult2078/EDG1988_6.pdf
2. Cornwall Council: Community Governance Review (Deadline 20 March 2022)
<https://letstalk.cornwall.gov.uk/hub-page/cgr>

FPC18/22 Consultations:

It was

RESOLVED to support the following proposals

Cormac: China Clay Network Panel TRO – Grenville Meadows, Nanpean consultation -
No waiting at any time restriction is proposed at its junction with Fore Street, to prevent obstructive parking at the junction and provide a safe passage for highway users.

It was

RESOLVED that a response to the Cornwall Council: Community Governance Review was not required.

FPC19/22 3rd Quarter Accounts:

It was

RESOLVED to receive and accept the 3rd Quarter Accounts.

FPC20/22 Virement of Funds:

The Clerk explained why she was unable to produce the report. It was **RESOLVED** that the Finance & General Purposes Committee be given delegated powers to approve the report and it was acknowledged that this was contrary to Finance Regulations but not legislation.

FPC21/22 Interim Internal Audit Report:

It was **RESOLVED** that no action was required and that the report be received.

It was **RESOLVED** that in the absence of the Vice Chairman, Cllr Keith Truscott take the role of Chairman in the absence of Cllr Kim Wonnacott.

Cllrs Barry Davey, Keith Wonnacott MBE and Kim Wonnacott left the meeting. Cllr Keith Truscott took the Chair.

FPC22/22 Community Benefit Fund Grants:

It was **RESOLVED** that the terms of the grant be extended for a further 6 months.

Cllrs Barry Davey, Keith Wonnacott MBE and Kim Wonnacott returned and Cllr Kim Wonnacott re-took the Chair

FPC23/22 Strategy Plan 2022-2025:

It was **RESOLVED** to adopt the final draft of the Strategy Plan 2022-25.

FPC24/22 Standing Orders:

It was **RESOLVED** to approve the suggested changes for adoption at the next meeting.

FPC25/22 Financial Regulations:

It was **RESOLVED** to approve the suggested changes for adoption at the next meeting.

FPC26/22 Framework Convention for the Protection of National Minorities:

It was **RESOLVED** to instruct the Clerk respond advising of the policies and procedures in place regarding the protection of National Minorities

FPC27/22 20's Plenty for Cornwall:

It was **RESOLVED**

1. That the Council supports *20 s Plenty for Cornwall's* aim for wide-area, default signed 20mph limits across Cornwall's urban and village settlements:
2. That the Council requests the Cornwall Council to introduce 20mph on residential streets and roads in the St Stephen in Brannel Parish unless full consideration of the needs of vulnerable road users allow a higher limit on particular roads.

FPC28/22 Commemorative Jubilee Newsletter:

It was
RESOLVED to approve the estimate for the production and distribution of the
aforementioned newsletter at a cost of £1,900.85.

FPC29/22 Grass Cutting Service Level Agreement:

The agreement had not been received so it was
RESOLVED to defer the matter to the next meeting.

FPC30/22 Local Maintenance Partnership 2022-23:

It was
RESOLVED to accept the offer of £2,549.85 for the Local Maintenance Partnership
2022-23.

FPC31/22 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,
and that the live streaming and any recording cease, during the consideration of the
following item(s) of business as publicity would be prejudicial to the public interest
because of the confidential nature of the business to be transacted.

The live stream was stopped.

Cllr Peter Guest left at 8.35pm.

It was
RESOLVED to ratify the conditional job offer and to give the Clerk delegated powers to
confirm the job offer subject to satisfactory references being received.

The Assistant Clerk and Administrator left at 8:40pm

It was
RESOLVED to fulfil Council’s contractual obligations and that the new local government
services pay agreement 2021-22 be implemented from 1 April 2021.

It was
RESOLVED to approve the first year recommendation as presented and ask that the
staffing committee reconsider the future years.

The meeting ended at 8.50pm

Signed as a true and accurate record –

Chairman

Date

Chairman’s initials: