

MINUTES of the ANNUAL MEETING of ST JUST-IN-PENWITH TOWN COUNCIL held in the Council Chamber, Council Offices, 1 Chapel Street, St Just on Monday 15 May 2017 on THE RISING OF THE ANNUAL TOWN MEETING

PRESENT

Cllr B Clemens - Town Mayor  
Cllr Mrs M Blundy - Deputy Town Mayor

COUNCILLORS

Ms Z Baxter – Left at 8.30 p.m.	Ms L Paine
Mrs S James	G Prowse
J Manser	G Roberts
Ms C Moore	Ms D Shephard
F Morris	Mrs B Strick

TOWN CLERK

Elaine Baker

ALSO IN ATTENDANCE

Shirley Darby – Assistant to Town Clerk  
Mr & Mrs Parkinson – Residents  
John Williams – Applicant PA17/02865  
Tony Wood – Objector PA17/01726  
Chris Hill – Friends of St Just Library

TC.1 ELECTION OF TOWN MAYOR & DECLARATION OF ACCEPTANCE OF OFFICE

RESOLVED: That Cllr B Clemens is elected as the Town Mayor for the Municipal Year 2017 / 2018. Cllr Clemens duly signed the declaration of acceptance of office.

TC.2 APOLOGIES FOR ABSENCE

There were no apologies for absence.

TC.3 DECLARATIONS OF INTERESTS

Cllr Manser declared a non-registerable interest in respect of minute no. TC16(a)/17 (Applications), regarding applications PA17/02865, PA17/03421 and PA17/03853 as the applicants were known to him and he agreed to withdraw from the meeting for consideration of the applications.

Cllr Mrs Strick declared a non-registerable interest in respect of minute no. TC16(a)/17 (Applications), regarding application PA17/02865 as the applicant was known to her and agreed to withdraw from the meeting for consideration of the application.

TC.4 DISPENSATIONS

There were no dispensations granted.

TC.5 ELECTION OF DEPUTY TOWN MAYOR & DECLARATION OF ACCEPTANCE OF OFFICE

RESOLVED: That Cllr Mrs M Blundy is elected as the Deputy Mayor for the Municipal Year 2017 / 2018. Cllr Mrs Blundy duly signed the declaration of acceptance of office.

TC.6 MINUTES

RESOLVED: That the minutes of the Ordinary Meeting of the Town Council held on 18 April 2017 be approved as an accurate record and signed by the Town Mayor.

TC.7 MATTERS ARISING

There were no matters arising from the minutes.

TC.8 COUNCILLOR ATTENDANCE AT MEETINGS & EXPENSES

RESOLVED: That the schedule of Town Councillor attendances at Council meetings during the municipal year 2016 / 2017 and the payment of expenses be noted (copy appended to the signed minutes).

TC.9 APPOINTMENT OF TOWN COUNCIL COMMITTEES

RESOLVED: That the following committee memberships be approved for the Municipal Year 2017/ 2018: -

(a) Staffing Committee (5 Councillors)

Cllr Clemens (Town Mayor ex-officio)  
Cllr Manser  
Cllr Morris  
Cllr Roberts  
Cllrs Mrs Strick

(b) Internal Audit Committee (6 Councillors)

Cllr Clemens  
Cllr Mrs James  
Cllr Manser  
Cllr Morris  
Cllr Mrs Shephard  
Cllr Mrs Strick

(c) Neighbourhood Planning Steering Group

Consideration of this item was deferred until after the neighbourhood planning training for Town Councillors on 14 June 2017.

TC.10. EXTERNAL REPRESENTATION – COUNCIL APPOINTMENTS

- (a) Cornwall Association of Local Councils  
Cllr Mrs Blundy
- (b) Geevor Partnership  
Cllr Morris
- (c) Cornish Mining Consultative Forum  
Cllr Morris (Substitute Cllr Mrs Strick)
- (d) West Penwith Community Bus Committee  
Cllr Mrs James
- (e) St Just Community Sports Hall  
Cllr Prowse
- (f) St Just Children's Centre  
Cllr Mrs Baxter
- (g) Rural Transport Partnership  
Cllr Mrs James / Cllr Mrs Blundy
- (h) Centre of Pendeen  
Cllr Mrs Strick
- (i) Local Council Planning Forum  
Cllr Manser
- (j) St Just Huelgoat Twinning Association  
Cllr Mrs Moore
- (k) Board of Trustees Pengarth Day Centre  
Cllr Roberts
- (l) Penzance, St Just, Nevada City & Bendigo Twinning Group  
Cllr Ms Paine / Cllr Mrs Strick

- (m) Mayor's Parlour  
Town Mayor (Cllr Clemens)
- (n) West Cornwall HealthWatch  
Cllr Mrs Blundy
- (o) D & C Police Liaison Group  
Cllr Mrs Strick
- (p) Tin Coast Partnership Working Group  
Cllr Mrs Shephard / Cllr Ms Paine
- (r) St Just Community Library – Board of Trustees  
Cllr Mrs Shephard (Cllr Ms Paine Substitute representative)

TC.11 FINANCE

- (a) Financial Assistance

The Town Council considered a report by the Town Clerk which set out requests for financial assistance from Cape Cornwall Gig Club and Pendeen Minors Playgroup

RESOLVED: That the following grants be awarded: -

Cape Cornwall Gig Club	£650.00
Pendeen Minors Playgroup	£500.00

- (b) (i) Accounts for Payment

RESOLVED: That the accounts to the value of £13,636.06 be approved for payment.

(Action by: Elaine Baker)

- (ii) Bank Reconciliation – Town Councillor Independent Verification

RESOLVED: - That, in accordance with Financial Regulation 5.1, Cllr Manser be appointed to undertake the role of independent verification of the monthly reconciliation process carried out by the Town Clerk & RFO.

(Action by: Elaine Baker / J Manser)

(c) Letters of Thanks

There were no letters of thanks received.

TC.12 YEAR END 31 MARCH 2017

(a) Completion of the Annual Governance Statement of the External Auditor

The Town Council completed the Annual Governance Statement of the External Auditor to enable the statement to be returned to the external auditor by 23 May 2017.

(Action by: Elaine Baker)

(b) Accounting Statements for 2016 / 17

RESOLVED: That the accounting statements for 2016 / 17 be approved for submission to the external auditor by 23 May 2017 and publication on the Council's website.

(b) Internal Audit Report Year Ended 31 March 2017

The Town Council considered the report for the year ended 31 March 2017 which had been prepared by Hudson Accounting Ltd., the Council's internal auditor, and the recommendations contained therein. (copy appended to the signed minutes).

RESOLVED: -That the contents of the report be noted and that the Town Clerk be authorised to action the recommendations as set out in the report regarding the introduction, where applicable, of purchase orders and to report back to the Council on cash holdings.

(Action by: Elaine Baker)

TC.13 CORNWALL LEGAL AND ST JUST-IN-PENWITH TOWN COUNCIL: AGREEMENT FOR THE PROVISION OF LEGAL SERVICES

RESOLVED: That the Town Clerk is authorised to sign on the Council's behalf the agreement between Cornwall Council and the Town Council for the provision of legal services in 2017 / 18.

(Action by: Elaine Baker)

TC.14 PLANNING

ClIr Mrs James made the following statement: -

*"As both a Cornwall Councillor and Town Councillor for the St Just-in-Penwith Division, I wish to make it clear that any views and opinions expressed today will not affect my decision making at a later stage of the planning process when I might have additional information and be in a different role."*

(a) Applications

Mr Wood stated his objections to the following planning application in advance of consideration by the Town Council.

**PA17/01726** Proposed annexe accommodation (on site of garage) and kitchen extension to cottage at 8, Falmouth Place, St. Just. Applicant: Mr. Mark Coe. **(T. Cl. Strong Objection – Overdevelopment of the site and not incidental to the main dwelling. If recommendation is to approve, T. Cl. requests that the application be called in by the local member for determination by the Planning Area Sub-Committee).**

**PA17/01856** Proposed rear ground floor and first floor extension which does incorporate a balcony as approved previously at 7, Trewellard Road, Pendeen. Applicant: Mr. Duncan Adams. **(T. Cl. No Objection).**

In accordance with their declarations of interest Cllr Manser and Cllrs Mrs Strick withdrew from the meeting for consideration of the following application.

**PA17/02865** Demolition of existing house and construction of replacement house at Trewellard Hill Farm, Trewellard, Pendeen. Applicants: Mr. and Mrs. John Williams. **(T. Cl. Support subject to a photographic survey of the existing building to aid reconstruction of the building and internal flue. If recommendation is to refuse, T. Cl. requests that the application be called in by the local member for determination by the Planning Area Sub-Committee).**

**PA17/02932** Removal of apple tree at 38, Boscaswell Village, Lower Boscaswell, Pendeen. Applicant: Mrs. Margaret Le Grange. **(For Information Only).**

**PA17/03185** Proposed installation of solar panels on office roof plus double doorset with balcony and stairs at Bosavern Cottage, Bosavern, St. Just. Applicant: Mr. Martin Nicholas – Raptor Scaffold Design. **(T. Cl. Support).**

In accordance with his declaration of interest Cllr Manser withdrew from the meeting for consideration of the following application.

**PA17/03421** Removal of limb from Elm tree at Daisy Cottage, Cot Valley, St. Just. Applicant: Mr. Trevor Jones. **(T. Cl. No Objection).**

**PA17/01747** Reconstruction of timber stable/agricultural store in natural stone at Stables adjacent to Nanquidno Cottage, Nanquidno, St. Just. Applicant: Mr. A. Thomas. **(T. Cl. No Objection).**

In accordance with his declaration of interest Cllr Manser withdrew from the meeting for consideration of the following application.

**PA17/03853** Conversion and extension of existing granite studio with demolition of existing lean-to store to provide a one bedroom single storey

dwelling at Higher Keigwin, Access to Higher Keigwin, Pendeen. Applicants: Mr. Piers and Mrs. Lisa Guy. **(T. Cl. No Objection)**.

**PA17/03741** Lawful development certificate for the operational development undertaken relating to the conversion of the roof space comprising the construction of a dormer window, the provision of a staircase linking the first floor and the roof space, the creation of 2 No. bedrooms and a shower room in the roof space and the provision of associated drainage and ventilation pipes was undertaken prior to the 21<sup>st</sup> September, 1973 at Trevegean Farm, Trevegean, St. Just. Applicant: Mr. James Tregear. **(T. Cl. No Comment)**.

(b) Decisions

**PA17/00465** Use of land for the siting of 2 safari tents for tourist “glamping” accommodation with associated parking at Boswidden Road from Kelynack Caravan Park to junction south east of Labour in Vain, Bosworlas, St. Just. Applicant: Ms. Nichola Rigg. **Approval** (T. Cl. Support).

**PA17/02267** Proposed rear two-storey extension at 6, Vounder Glaze, St. Just. Applicants: Mr. and Mrs. M. Strick. **Approval** (T. Cl. No Objection).

**PA17/01172** Retrospective change of use of agricultural land to siting of containers and associated works at Storage Site, South Bosvargus Farm, Bosvargus, St. Just. Applicant: Mr. Wills. **Refusal** (T. Cl. Strong Objection).

**PA17/02055** Proposed entrance porch at Tor Barn, Higher Bojewyan, Pendeen. Applicants: Mr. and Mrs. D. Adams. **Approval** (T. Cl. No Objection).

**PA17/02057** Additional roof lights and sun tunnels at Tor Barn, Higher Bojewyan, Pendeen. Applicant: Mr. D. Adams. **Approval** (T. Cl. No Objection).

(c) Appeals

**EN16/01519** Appeal against Enforcement Notice for use of land at Chywoone Crossroads, St. Just for the storage and parking of vehicles associated with the commercial activities of St. Just Garage Ltd. Appellant: Mr. Trevor Olds. **Withdrawn**.

TC.15 ST JUST LIBRARY – TIC ADDITIONAL HOURS

The Town Clerk reported that confirmation had been received from Cornwall Council that due to the current library devolution process, which had led to a significant reduction in library staff resources, extended library opening hours during the summer holiday period, including the Tourist Information Centre would also not be possible.

The Town Clerk reported that as the pool of Cornwall Council employees shrank it made it more difficult to keep libraries adequately staffed, and therefore Cornwall Council had stated that it did not have the capacity to provide extended opening hours, although endeavours would be made to support existing service levels as far as possible. However, due to the number of volunteers within the Friends of St just Library a compromise solution might be found which would enable the TIC to remain

open in St Just on a reduced basis, with volunteers used to support staff with TIC enquiries on the current opening hours.

In the light of this decision it was AGREED that Cllr Mrs James, as Cornwall Councillor for the St Just electoral division would raise the issue at county level and report back to the Town Council at its next meeting.

(Action by: Sue James)

TC.16 CORNWALL AONB ANNUAL CONFERENCE

RESOLVED: That the attendance of Cllr Mrs Shephard at the Cornwall AONB Annual Conference at Goonhilly Earth Station, Helston on 20 May 2017 be approved as an approved duty for the payment of expenses.

(Action by: Elaine Baker)

TC.17 INFORMATION ITEMS

The Town Clerk advised the Council that the application to Historic England for Scheduled Monument Consent for repairs to the Plain-an-Gwarry had been approved. Further discussions would now be held with Historic England and Cornwall Council's Archaeological Unit on the development of a detailed application for specific works. The Town Council would be kept informed on progress.

TC.18 Matters for Report

The Town Clerk reminded the Council of the Code of Conduct training being held on 23 May 2017 at St John's Hall, Penzance.

The Deputy Mayor reported that she had attended the first meeting of a new Carers' Group which would meet every third Monday of the month.

Cllr Mrs James reminded the Council of the current consultation being carried out by Cornwall Council regarding the St Just Recreation Ground. Further details were available on the Cornwall Council website, under "Have Your Say".

Cllr Mrs James also proposed that James Hardy, Community Link Officer and Johnny Alford, Property Services be invited to attend a future meeting of the Town Council to brief the new Town Councillors on all property options as part of the devolution process. The Town Council AGREED to the suggestion.

Cllr Mrs Strick requested that the issue of Pendeen Cemetery be placed on the agenda for the next meeting.

Cllr Mrs Shephard referred to the recent planning application for a new telecommunications mast at St Just Cricket Club and commented that adjoining residents had not been consulted on the application. Town Clerk reported that the application had been considered by the Council at its meeting on 18 April 2014 which had been supported.

Meeting closed at 9.13 p.m.

Town Mayor



