

MINUTES of the ORDINARY MEETING of ST JUST-IN-PENWITH TOWN COUNCIL held in the Council Chamber, Council Offices, 1 Chapel Street, St Just on Monday 4 June 2018 at 7.15 p.m.

PRESENT

Cllr Brian Clemens - Town Mayor
Cllr Marna Blundy – Deputy Town Mayor

COUNCILLORS

| | |
|-----------------|------------------|
| Zoe Baxter | Grenville Prowse |
| Jonathan Manser | Geoff Roberts |
| Constance Moore | Debbie Shephard |
| Farmer Morris | Bev Strick |
| Sue James | Louise Paine |

LOCUM TOWN CLERK

Cas Leo

ALSO, IN ATTENDANCE

Rose Harditch +9
Mr Martin Nicholas available to answer any questions reference PA18/04119

TC.18 APOLOGIES FOR ABSENCE

None.

TC.19 DECLARATIONS OF INTERESTS

None.

TC.20 DISPENSATIONS

There were no dispensations granted.

TC.21 MINUTES

RESOLVED: That the minutes of the Annual Meeting of the Town Council held on 14 May 2018 be approved as an accurate record signed by the Town Mayor.

TC.22 MATTERS ARISING

On future minutes, the titles 'Town Mayor', 'Town Deputy Mayor' and 'Town Clerk' are to be retained and the use of Mrs/Miss/Ms/Mr would be removed, and Councillors' Christian names be used in place of initials.

Corrections to minutes above TC 9 (b) Inter Audit Committee correction: insert Jonathan Manser delete Farmer Morris.

TC10 Outside Body, Brambles Nursery do not need a Councillor.

TC.23 GDPR

The Council is registered with the Information Commissioner (ICO) and the clerk has completed training with Cornwall Council/CALC. The council is working towards compliance e.g. awareness, training and review of the new legislation which requires the council, staff and councillors to protect data. The Council has placed a GDPR awareness message on its website. The Locum Clerk suggested that August could be used to sort the council store room records with Councillors support. The clerk also suggested that Council allows the audit committee to include the GDPR within its sphere of risk management. Sue James suggested that the clerk writes to Simon Mansell to take advice whether individual councillors should be registered with the ICO. CCTV aspect will be discussed in the confidential session.

RESOLVED: That the clerk will contact Simon Mansell, Cornwall Council. The Audit Committee will consider GDPR under its remit.

(Action by: Clerk)

TC.24 FINANCE

(a) Financial Assistance.

None.

(b) Accounts for Payment

RESOLVED: That the accounts to the value of £4,936.76 be approved for payment.

(Action by: Clerk)

(c) Letters of Thanks

None.

TC.25 Internal Audit Report Year Ended 31 March 2018

The Town Council considered the report for the year ended 31 March 2018 which had been prepared by Hudson Accounting Ltd. The Council's internal auditor, and the two recommendations contained therein are carried out and report accepted.

RESOLVED: That the clerk will update the Asset Register and Risk Assessment Form.

(Action by: Clerk)

TC.26 Completion of the Annual Governance Statement of the External Auditor 2017/18

The Town Council are required to complete the Annual Governance Statement of the External Auditor to enable the statement to be returned to the External Auditor by 9 June 2018.

RESOLVED: That the Annual Governance Statement of the Town Council be approved and sent.

(Action by: Clerk)

TC.27 Accounting Statements for 2017/ 18

The Town Council are required to complete the Accounting Statements 2017/18 of the External Auditor to enable the Accounting Statement to be returned to the external auditor by 9 June 2018.

RESOLVED: That the Town Council Accounting Statements for 2017/ 18 be approved and sent.

(Action by: Clerk)

TC.28 PLANNING

Cllr Mrs James made the following statement: -

“As both a Cornwall Councillor and Town Councillor for the St Just-in-Penwith Electoral 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.”

Pre – application, Rose Harditch gave an outline to Councillors, who all had been sent details before the meeting by email.

She intends to apply for planning and she is seeking the council’s views on it. The application is to build an affordable 4-bedroom house in Truthwall. Councillors asked for details on size, height, exact location in Truthwall which were clarified.

(a) **Applications**

PA18/03953

Change of use of store room to holiday studio for all year round letting with no external alterations at The Old Vicarage, Church Road, Pendeen. Applicant: Mr. Ian Sharpe. **(T. Cl. No Objection).**

PA18/04119

Outline application with some matters reserved for a falcon breeding facility at Bosavern Cottage, Bosavern, St. Just. Applicant: Raptors of Penwith. **(T. Cl. Strong Support).**

PA18/04558

Replacement windows at 43-44 Cape Cornwall Street, St. Just. Applicants: Mr. and Mrs. Roger Cargeeg. **(T. Cl. No Objection).**

PA18/04590

Removal of a pine tree at Benoni Villa, Boscawell Downs, Pendeen. Applicant: Mr. Daniel Clark. **For Information Only.**

PA18/04623

Construction of a single storey outbuilding (shed) in garden at Penwith Tail, South Place, St. Just. Applicant: Mr. Stephen Hall. **(T. Cl. No Objection).**

(b) **Decisions**

PA18/03143

Application for a proposed single storey extension to front elevation and replacement front roof at 14, St. John's Terrace, Pendeen. Applicant: Mrs. Amanda Williams. **Approval** (T. Cl. No Objection).

PA17/10754

Construction of balcony to existing annex at The Old Forge, Crippas Hill, St. Just. Applicants: Mr. and Mrs. N. McFadden. **Approval** (T. Cl. No Objection).

PA18/03358

Proposed ground floor bedroom and shower room extension for disabled access at 1, Tregeseal Row, Tregeseal, St. Just. Applicant: Mrs. Amanda Pickering. **Approval** (T. Cl. No Objection).

(c) **Enforcements**

EN18/00800

Alleged siting of caravan – Breach of Condition 2 of PA11/09306 on land N.E of No Go By Hill, No Go By, St. Just.

TC.29 NEIGHBOURHOOD PLANNING

Councillor Marna Blundy updated the Council on the current position of the Neighbourhood Planning process. The Steering Group will be reporting monthly starting with the next meeting.

Community consultation events in June were highlighted and the steps to promote "Have Your Say" events with leaflet drops, posters and using Coast FM to broadcast the details. The request for stories/ items to go to the Community Engagement Group for use on Facebook page was made.

Cornwall Council contacted the Clerk by email to request we submit a license agreement to use OS Mapping through Cornwall Council. Neighbourhood Plan member (Dave Stevens) had approached the Town Council to request this.

RESOLVED: That the Town Council (Accountable Body) instructed the clerk to sign and submit the License Agreement to Cornwall Council.

(Action by: Clerk)

TC.30 NALC Discussion Paper

CALC have forwarded a discussion paper which Marna (CALC lead) has read and produced a paper circulated by email last week to enable some of the key points to be discussed by full council. It was decided that all councillors would come back to her before the next meeting with views to see if an agreed coordinated response could be made.

(Action by: All Councillors/Deputy Mayor/Clerk)

TC.31 Vintage Motorcycle Club

A letter from Mr Paul Jelbert to use the Plain an Gwarry for 2 hours on 10th September 2018 was discussed. The council discussed the request and agreed it could take place with some agreed action i.e. motor bikes to be pushed into the area and no oil patches to be created. If it should be bad weather on the day, the Organiser would need to decide whether it was safe to use the area. All Council paperwork (Agreement) to be completed by Event Organiser.

RESOLVED: That the Clerk writes to above with the requirements and the License agreement.

(Action by: Clerk)

TC.32 Douglas Woolcock Foundation Trust

E mail requesting the Town Council's support to have a second dedicated parking bay in Lafrowda Car park had been received. The Council agreed to the request after a discussion.

RESOLVED: That the Clerk writes to above with the Statement of Support.

(Action by: Clerk)

TC.33 Devolution

Community Network, Car Parks, and Library.

Grenville Prowse recently attended the Community Network meeting, along with the Mayor. It was suggested that Traffic bids need to be considered 'sooner the better' to get them considered for possible funding. The Mayor mentioned multi-items can be listed on a Traffic Order and therefore councillors should bring suggestions back to the next Council Meeting.

(Action by: All Councillors)

Car Parks

No further information was available, although an email was expected by the Mayor today. Sue James offered to investigate.

St Just Library

The meeting discussed the Library in detail. All new Cornwall Council material and Head of Library Service email were shared before the meeting. It was agreed the meeting on 18 June 2018 will see the Council vote on a non-binding 'in Principle' agreement, with a final binding vote in September 2018. Costings on a roof with 25-year life expectancy and a few other issues were further discussed. In the meantime, a councillor is getting some other costings. The Councillors did ask about the staff at the Library and as to whether TUPE applied or not. The clerk will approach the Council regarding this matter.

(Action by: Clerk)

TC.34 INFORMATION ITEMS

Midsummer Bonfire Celebration was taking place on Saturday 23 June 2018, to which all Councillors were invited.

Allotments letter dated 27th May 2018 regarding local interest was referred to and discussed.

Discussion took place on Camper Vans and litter and need for a sign which Sue James will investigate.

TC.35 MATTERS FOR REPORT

Sue James will be resuming her monthly Cornwall Council reporting to the council.

(Action by: Sue James)

TC.36 Exclusion of the Press and Public

If necessary, to consider passing the following resolution:

"RESOLVED - that 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 the business specified in the following item(s)."

TC.37 CCTV St Just

The free survey of a new system has been received along with the costing of upgrading the current system. The current system is working well after a low cost fix. Bev Strick will be contacting the local inspector to seek views on the CCTV system in St Just. Sue James would seek out a quote to improving the signage which would satisfy the GDPR requirements discussed at TC.23 Above.

(Action by: Bev Strick)

TC.38 Update from Chair of Staffing

The Chair updated the Council on Staffing Matters.

Meeting Closed at 8.45 p.m.

Town Mayor