

MINUTES of the ORDINARY MEETING OF ST JUST-IN-PENWITH TOWN COUNCIL held on Line, Zoom on Monday 20 July 2020 at 7.15pm

**THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS
(CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE
AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS
2020 No. 392**

Present

Marna Blundy Town Mayor
Sue James Deputy Mayor

Councillors

Farmer Morris Grenville Prowse
Daisy Gibbs Jonathan Manser
Debbie Shephard Constance Moore
Brian Clemens

TC.418 Public Address at Council Meetings

No registered public speaker, 1 person attended the early part of the meeting.

TC.419 Apologies for Absence

Apologies were received on behalf of Chris Denley, Zoe Baxter and Louise Paine.

TC.420 Declarations of Interest

Jonathan Manser and Daisy Gibbs The Nancherrow Centre.
Brian Clemens Planning Application PA20/05290.

TC.421 Dispensations

Daisy Gibbs The Nancherrow Centre.

TC.422 Minutes

RESOLVED: That, the Town Mayor signs as a true and accurate record the Minutes of the Ordinary Meeting of the Town Council held on 6th July 2020.

TC.423 Matters Arising

None.

TC.424 Finance

(a) Accounts for Payment

RESOLVED: To approve the accounts **£15494.10** for payment as set out on the attached schedule **less** the figure for Car Parks so leaving **£11,114.10**. The Clerk will dispute the invoice for Car Parks with Cornwall Council.

(b) Financial Assistance. Grant applications from The Nancherrow Centre.

RESOLVED: the Nancherrow Centre awarded £1k now on the understanding that later in year they could reapply for another £1k, funds can not be used for the payment of salaries.

(c) Letter of thanks (None).

(d) Audit Report. The report was presented to full council; it had been circulated before the meeting. The report recognised that the council had an eventful year with devolution of the Library, major staff changes and at times without a Clerk/RFO. The IA said the situation for 2020/21 would be different now that a full-time Clerk/RFO was in post. Procedures would also be put in place to address the comments made by the internal auditor; starting with some actions this meeting.

RESOLVED: A review meeting will be held by the Internal Audit Committee on Thursday 24 September 2020 to monitor progress.

(e) The Council discussed the need to have a clear view on its current investment strategy (auditor comment). The Town Council strategy would need to be in line with its devolution aspirations; which would shortly be realised. The Council's strategy would be to value security over yield during this time; when interest rates are extremely low. The Town Council therefore expects to use its £100,000 earmarked reserve for the purchase of a Car Park. If for any reason this devolution project does not take place it would then review its investment strategy.

RESOLVED: That its current investment strategy is accepted, namely to value security over yield during this time when interest rates are extremely low. The Council would review its investment strategy in 2021.

(f) The appointment of Internal Auditor for 2020/1 needed to be made. It was agreed to re-appoint Mr Hudson; who has provided excellent service for a number of years to the council in this role.

RESOLVED: To appoint Mr Hudson in 2020/21 to be its internal auditor.

(g) Quarter 1 Financial Report was forwarded by email before the meeting and presented at the meeting by the Clerk/RRFO.

RESOLVED: The Town Council noted the Report.

(h) Appointment of two Councillors (not Bank signatures) to check all invoices/payments with the bank account (auditor comment). Debbie Shephard and Constance Moore volunteered with Brian Clemens in reserve to carry out these checks. The process will start in mid-September and the clerk will run through the process with them; subject to the current coronavirus restrictions.

RESOLVED: To appoint Debbie Shephard and Constance Moore with Brian Clemens in reserve to check payments.

(i) The Petty Cash upper limit of £150 was discussed. The Council needs to make sure it never uses petty cash to pay anything over £150. (Auditor Report).

Petty Cash is really meant only for small costs items (Auditor Report). If the Council has large costs such as Neighbourhood Plan (NP) item, they need to be treated like all other council expenditure. They are presented to the full Council in advance of payment who will either agree to pay or not at the council meeting. The invoice given to the council must be clearly authorised by the N Plan Chair or Treasurer that it is indeed agreed by the N Plan Group to avoid disputed items getting presented.

RESOLVED: The Town Council noted this requirement.

TC.425 Completion of the Annual Governance Statement of the External Auditor 2019/2020

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.

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

(Action by Clerk)

TC.426 Accounting Statements for 2019/20

The Town Council are required to complete the Accounting Statements 2019/20 of the External Auditor to enable the Accounting Statements to be returned to the external auditor on 31 July 20.

RESOLVED: That the Town Council Accounting Statements for 2019/20 be approved and sent by 31 July 20 to the external auditor.

(Action by: Clerk)

TC.427 Incident Report Card

. Courses have been made available for councillors to attend if they so wish. Marna highlight the benefit of attending the training. **Noted**

TC.428 Planning

Sue James read the following statement:

As both a Cornwall Councillor and Town Councillor for the St Just-in-Penwith Division, I wish to make 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 different information and be in a different role.

a) **Applications**

1. Application PA19/09709 Proposal: Conversion and extension of existing outbuilding to form annexe (amended plans)
Location: Chymeneth, Nancherrow Terrace, St. Just.
No Objection
2. Application PA20/01046 Proposal: Change of use from a workshop into a holiday let single bedroom
Location Chace End House, Truthwall Lane, Truthwall, St Just
No Objection

3. Application PA20/05290 Proposal Approval of reserved matters following Outline Approval PA19/04040: Details of the access, appearance, landscaping, layout and scale.
Location Hillside Cottages, Land Between 15 And 17 Road From The B3306 Between St Ives Road And Carnyorth Hill To Whealbal Trewellard Pendeen
No Objection

b) **Decisions**

Application PA20/03240 Proposal: Re-build an existing outbuilding, extend and partially enclose existing roof terrace and change use of double garage storage to single level auxiliary bedroom and living space for family use.

Location: Gorsefield, St. Ives Road, Pendeen.

APPROVED (T. Cl. No Objection)

Application PA20/03955 Proposal: Conversion and extension of a detached domestic storage building to form a self-contained annexe to main house.

Location: Kelynack Manor Farmhouse, Access to Kelynack Manor Farm and road to Cot Manor, St. Just.

APPROVED (T. Cl. No Objection)

Application PA20/02174 Proposal: Replacement of detached garage (new location).

Location: Nanquidno House, Road from Newtown to Nanjulian, Nanquidno, St. Just.

APPROVED (T. Cl. No Objection)

Application PA20/03396 Proposal: Replacement front porch. First floor rear extension. Replacement roof covering. Formation of parking area and vehicle entrance.

Location: Millys Cottage, Kelynack, St. Just.

APPROVED (T. Cl. Objection Neighbours reasonable comments should be addressed about being overlooked and issue of access also needs to be addressed to enable application to go through. In principle, if these issues could be addressed, Council would have a different view).

Page 2

Chairman's initials-----

c) **Appeals**

None

d) **Review**

Review PA20/01277 – Construction of self-contained annex and associated works – Land East of The Cottage, Kelynack, St Just, Penzance

Town Council still hold the view **No Objection** and requested the Planning Officer call this one in the Planning Committee.

TC.429 Neighbourhood Plan (NP)

Debbie Shephard outlined the Neighbourhood Plan progress having had a meeting the week before. Once the response to draft submission is received, a joint meeting with the Town Council and Neighbourhood Planning Team would be held to discuss the responses. It would also be opportunity to discuss CIL money. The planned date for the Virtual meeting is 7 September 2020 at 7pm.

Page 5

Chairman's initials _____

TC.430 Library

The clerk updated the council, on new restricted Foyer Service Model; agreed by Cornwall LIS. which started from Tuesday 14 July 20. The Clerk had a meeting earlier in the day with the Chair of staffing who agreed that The Library Cleaner Annie could return to work on 1 August 2020; when shielding ends in line with government guidance. Annie will be working her hours on Friday and Sunday to avoid contact with other staff members to increase staff safety during the on-going Corona Virus situation.

RESOLVED: That, the Clerk will contact Annie to advise of the return to the workplace.

TC.431 Pavement Licence

The discussion on this was led by Sue James who outlined the new incoming process that could see licenced premises applying to place table and chairs on payments and the highway. The exact Cornwall Council process was not known; but given the short time between the application and the granting of the Licence; their may be a requirement for a short notice for Councillors to meet via Zoom and make a contribution on the individual application. Sue suggested she would also ask if she could also be informed along with the clerk of any applications to ensure we can call a virtual meeting quickly.

RESOLVED: That, the Clerk or Sue could contact councillors, then meet by Zoom and discuss Pavement Licence Applications.

TC.432 Coronavirus Report

The Clerk is continuing to send emails from various bodies to the Council on advice and services being offered by the organisations the latest one from CALC was sent to them today.

TC.433 Mayor's Report

The signs finally arrived on 10th July. The red "Slow Down" signs are currently out of stock, so we were sent further yellow "Pedestrians in the Road" signs, plus 10 'Keep Apart' signs we hadn't expected, which necessitated some last-

minute decisions about where to site everything before Cormac arrived with 16 signs. The signs in the road are proving particularly effective at slowing the traffic going through the town, particularly as they are actually IN the road. I fear that social distancing has become more difficult with more visitors in the area, and it's clear that some people are paying no attention to the 'Keep Apart' messages.

With the imminent arrival of new legislation enabling pubs and restaurants to place street furniture on pavements and roads through a quick licensing system, it's unclear what the impact will be in St Just.

As yet there is no update about any temporary relocation of the Coop.

Grass cutting

I'm still concerned about the state of some of our roadside verges where pedestrians can no longer walk without using the highway, and I understand that there are likely to be discussions about verge-cutting based on local needs going forward.

Mayors' Zoom 16th July

There was discussion about Resilience Planning, and I hope to receive copies of some towns' resilience plans which may be of help to us in preparing ours. Emergency Plans have been limited in use during this pandemic. Other discussion centred around the need for additional financial resource; issues around CC-run toilets and cleaning regimes, compared to those maintained by town councils; and tensions in the community emerging out of lockdown, along with exhaustion of those who have been on the front-line throughout.

Recycling facilities

I'm not aware that we have had any update about how CC intends to inform residents affected by the loss of the recycling banks, following our meeting with them last month.

Barclays

Sadly, banking is still not totally sorted, and we await a conclusion of all the setting up required for the Town Clerk. The compensatory hamper finally arrived, and its contents were distributed between the Food Bank and the council staff who have borne the brunt of the disruption.

St Just Area Guides

I've spent some time distributing 15 boxes of the guidebooks to local businesses who wanted them, for distribution to holidaymakers – this was to have been done before Easter, but obviously the lockdown got in the way. We have just a few boxes remaining, so there is a bit more space in the Meeting Room at the library now.

Speeding traffic through Truthwall, Botallack, Trewellard and Pendeen

This continues to be a problem, more caused by local people than holidaymakers, it seems. I took a phone call last week from a Creswell's Terrace resident, who genuinely thought a Range Rover was going to kill him, and he escaped by a whisker by throwing himself into the hedge. I do hope that the Community Network funding for vehicle activated mobile signage will materialise soon, before there is a serious accident.

Lafrowda Day

We're all disappointed that Lafrowda Festival could not take place this year, but I enjoyed spending some time in the town on Saturday morning playing tunes around the streets with the Golowan Band.

TC.434 Committee Reports

None

Page 7

Chairman's initials _____

TC.435 Correspondence

Cornwall and West Devon Mining Landscape World Heritage Site Management Plan - draft consultation document The Council felt it would be impossible to give one corporate response and therefore individual councillors could respond with their individual views.

TC.436 Plain an Gwarry

An application to use the Plain-An-Gwarry venue, was considered by the Council. The applicant was asked to confirm the day he wishes to use the venue asap. He will need to follow all Corona Virus government guidelines in force at the time. He would need to realise that the Council may need to withdraw permission at little or no notice (If it is advised to close the venue through new guidance). A risk assessment which outlines how he will restrict numbers to a safe number and keep a safe distancing plan in place; needs to be share with the Town Council several days before the event. He will need to keep a record of those attending in case they need to be contacted post event. Additional Paperwork may be needed to be completed before the event.

RESOLVED: The Council has approved the application by Mr Carey with some strict conditions in light of Corona Virus situation.

TC.437 Information Items and Matters to Report

Car Parks and Toilets. The Clerk informed the Council had received an revised Memorandum of Understanding MOU which had been shared with the Council Solicitor who saw not legal problem with signing the document. The MOU and the Solicitor response were shared with all councillors today by email.

RESOLVED: That, the Clerk will contact Cornwall Council Legal Services to advise of them that the Town Council have instructed Clerk to sign document and return to them.

The Lafrowda flags and bunting up for the summer. The Council were informed that since correspondence had been received about suggesting this possible

matter. The Lafrowda Festival were not insured to put up the flags (insurance issues) and it may confuse residents thinking the festival was taking place. An event involving the Golowan Band did take place last Saturday. The Council would take on board the comments but not take any further action.

Posters advising of the pending withdraw of Waste Recycling Centres will be displayed warning of this at the centres in August by Cornwall Council with a plan to do some targeted approach to some households who may be disadvantaged by this action.

The stock of St Just Town Guides has been reduced with them being distributed to local businesses.

The meeting closed at 9.09pm.

Page 8

Chairman's signature _____ Date _____