

Date: Tuesday 13 November 2018  
Time: 7.30pm  
Location: St Keyne Village Hall, St Keyne PL14 4RF

Present: Cllrs Sally Lewis (Chair), Min Toms, Jane Page, Kevin Shovelton, Richard Dorling

Also in Attendance: John Hesketh (Parish Clerk).

Members of the public: None

The public meeting commenced at 19.30 and finished at 21.20

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## Minutes | 8 January 2019

### **01/2019 Chair's Welcome & Housekeeping**

### **02/2019 Public Participation / Cornwall Council report**

Cornwall Councillor Phil Seeva presented his report: he has attended meetings at national level about improvements to the A38, one of which is confirmed as closing the junction on the A38 at Lower Clicker and creating an alternative junction at the Liskeard-Looe turnoff; Cornwall has been awarded a licence to operate horizontal take-off spacecraft at Newquay; Cornwall Council is currently negotiating with central government to secure a financial contribution towards the cost; full council met in December to agree a proposal to build a Stadium for Cornwall that will receive part-funding from central government; the councillor has stepped down from his position as leader of the Conservative Group at Truro, and will instead represent Cornwall on the board of the Local Government Association with responsibility for culture, tourism and sport.

A reminder that he still has funds remaining in his Cornwall Community Chest, and that any residents or community groups that wish to apply should do so before 28 January 2019. Clerk can supply more information to any interested parties.

### **03/2019 Apologies**

Apologies for non-attendance were received from Cllr Charles Boney

### **04/2019 Declarations of interest**

No declarations were made or dispensations requested.

### **05/2019 Minutes of the public meeting**

It was RESOLVED to accept the minutes of the meetings held on 13 November 2018 as a true and fair record. Proposed Cllr Shovelton. Seconded Cllr Dorling. All agreed.

### **06/2019 Matters arising from the minutes**

The Parish Council will consider any matters arising from the minutes of the previous public meeting.

111/2018E Housing Supplementary Development Plan.  
ACTION Cllr Shovelton will prepare a short submission for the Clerk to return.

112/2018E Precept Notification and public briefing note

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Clerk presented a copy of this explanatory note that was available on the front page of the council's website. It sets out a summary of the council's spending plans for 2019/20 and summarises future financial commitments.

113/2018A Tar deposits at Longlands

Cllr Page reported that the deposit is still remaining, despite many calls to Cornwall Council.  
ACTION Clerk to follow up.

113/2018B Tree Inspections

Cllr Dorling had attended a recent meeting of parish Tree Wardens and reported that replacement trees are available for the parish if needed. Both he and Cllr Page agreed that a proper assessment of tree safety was needed in the parish.

ACTION Clerk to obtain quotations for the assessment and report back to the February meeting.

## 07/2019 Correspondence

A Councillors noted a letter of thanks received from Cruse Bereavement Care.

Cllr Lewis has received an email from PCSO Steve Edser introducing himself as the local contact from Devon & Cornwall Police.

ACTION Cllr Lewis to invite him to attend a future council meeting.

## 08/2019 Planning Matters

A To agree the parish council's response to Cornwall Council consultations on new planning applications. None received.

B Planning application received after agenda published. None received.

C Planning applications approved by Cornwall Council. None Approved.

D Planning applications refused by Cornwall Council.

PA18/08944

Applicant: Mr & Mrs Michael Batten

Location: 1, 3, 5 And 7 Clemens Road St Keyne Liskeard Cornwall PL14 4RF

Proposal: Application for the discharge of a planning obligations attached to planning application. E2/97/00883/FUL dated 11/02/1999.

Cllr Shovelton referred back to the November 2018 meeting when a Cornwall planning officer had attended to answer questions about affordable housing and other planning matters, and asked that a further visit be arranged.

ACTION Clerk to invite the planning officer to make a return visit.

## 09/2019 Finance

It was RESOLVED to agree authorisation of payment of the following accounts. Proposed Cllr Toms. Seconded Cllr Lewis. All agreed.

A Accounts

Payments Schedule		Dec 2018	Period	9
Date	Payee	Description	CQ	£
13/11/2018	Cruse	Donation	1141	£ 50.00
21/12/2018	John Hesketh	Salary	1142	£ 227.32
21/12/2018	HMRC	PAYE	1143	£ 56.60
11/12/2018	John Hesketh	Expenses	1144	£ 53.44
08/01/2019	Cornwall ALC	Training	1145	£ 36.00
08/01/2019	Cornwall Council	Training	1146	£ 29.38
30/01/2019	HMRC	PAYE	1147	£ 56.60
30/01/2019	John Hesketh	Salary	1148	£ 227.32
All cheque payments today				£ 736.66

B Direct Bank Payment & Receipts.

Bank Payments Schedule		Dec 2018	Period	9
Date	Payee	Description	Pay	£
13/12/2018	Plusnet	Broadband	DD	£ 45.00
All bank payments this period				£ 45.00
Bank Receipts Schedule		Dec 2018	Period	9
Date	Payer	Description		£
31/12/2018	Cornwall Council	Reserve Interest		£ 29.76
All bank receipts this period				£ 29.76

### C Bank Reconciliation.

At the close of business on 31 December 2018, the council held £56,089.21 in its accounts.

### 10/2019 Councillors' Reports

#### A Cllr Jane Page

##### Longlands

Reported that the tar deposit had still not been removed; waste bins may need repairs or replacement in the future; increase in amount of dog waste over winter period.

##### Jubilee Park

Wooden fence has a panel missing (but will be replaced when fence is renewed)

#### B Footpaths & Open Spaces

Cllr Shovelton is currently engaging with local landowners whose property includes public footpaths. Researching costs of new signage.

### 11/2019 Chair's Agenda Items

#### A Jubilee Park

Cllr Lewis thanked the Gardening Club for its work in planting out a section of the park, and asked Cllr Shovelton to present a verbal report on the new play equipment. He reported that: siting of the equipment had been agreed with residents who had previously raised concerns about overlooking; equipment and replacement fencing would be installed during week commencing 21 January 2019; there would be a small additional cost (approximately £800) for extra fencing (to allow for mowing equipment to have access); during preparatory work, a concrete base had been uncovered that would allow for a new bench to be located close to the play area; the existing waste bin would be relocated away from the play area; would like to allow use of the equipment as soon as possible after installation, and that a formal opening be considered later in the year.

The Chair thanked Cllr Shovelton and the other residents who had worked so hard to bring the project to this stage. Councillors agreed with her and supported Cllr Shovelton's suggestion that a formal opening take place in the Spring to coincide with school holidays.

ACTION Clerk to produce a new Newsletter and include a discussion on park use for the February meeting.

### 12/2019 Clerk's Administration

#### A Jubilee Park Improvements

Clerk presented a summary of the residents' survey that closed on 31 December 2018: thanked residents for taking part in the survey that had provided valuable insights into park use; 43% of people replying had brought children under the age of 10 to the park (with potential benefits to them when the new play equipment was installed); almost two-thirds of the survey had not visited the park for at least 6 months; most people visiting the park (51%) did so for less than 30 minutes. A majority of people completing the survey were dog owners and respondents felt that dogs should be permitted in the park but with restrictions; dog mess was felt to be an issue in the parish generally but not in the par. A separate questionnaire for dog owners showed that most had

problems finding safe exercise space for their animals and would use a separate area away from Jubilee Park if it could be provided.

ACTION Clerk will post a copy of these first results on the council's website, prepare a detailed analysis with conclusions for the February meeting and write a summary for The Informer magazine.

#### B Casual Vacancy

Progress Report: there had been no request from residents to hold an election to fill the vacant seat and so responsibility for appointing a councillor is passed to the parish council. Notices have been posted on the parish notice board and on the council's website. Any residents interested in becoming a parish councillor should contact the Clerk's office for more information.

#### C Pre-App Protocol

Councillors discussed the protocol for managing planning enquiries prior to formal submission. It was RESOLVED to endorse the guidance. Proposed Cllr Shovelton. Seconded Cllr Lewis. All agreed.

ACTION Clerk to publish the protocol on the website and incorporate the protocol in future advice.

#### D General Data Protection Regulation

Clerk has undertaken an audit of the council's compliance with the GDPR, following a template provided by Cornwall Association of Local Councils. The audit showed that each of the 11 challenges presented had been successfully met, with annotations and references to track the council's compliance. The completed audit is published on the council's website.

#### **13/2019 Date of next meeting.**

12 February 2019 at St Keyne Village Hall.

#### **14/2019 End of meeting**

Meeting closed 21.20