

# **MINUTES OF THE MEETING OF STITHIANS PARISH COUNCIL**

**Tuesday 18<sup>th</sup> July 2023 commencing at 7pm**

## **ATTENDANCE**

Present were: Cllr Miss H Downing (Chairwoman), Cllr Mrs J. Thomas, Cllr P Blease, Cllr W Thomas, Cllr A Bunclark, Cllr W Oakley-Moore (from point noted), Cllr T Smith, (from point noted) and the Clerk

Members of the public present: , P Crook, W. Legge, K. Fisher & Z. Dowling - Dropship FC, Cllr D. Willcocks & Cllr M Ferris – Ponsanooth Parish Council.

## **1. APOLOGIES**

Apologies were accepted from: Cllr H. Jones, Cllr R Iles, Cllr Mrs C Sylvester and Cllr N Hayden – who had also submitted his resignation.

## **2. URGENT ITEMS**

The Chair advised that there was one urgent items to be considered:

- Memorial Plaque design for consideration.

## **3. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATION**

3.1 Cllr W. Thomas declared an interest in Agenda Item: 12.3(b)

3.2 No written requests for dispensation had been received.

## **4 MINUTES OF PREVIOUS MEETINGS**

### **4.1 Minutes of the Council Meeting held on the 20th June 2023**

The Clerk advised that she was not aware of any suggested amendments to the Draft Minutes circulated to the meeting.

**RESOLVED to accept the minutes of the Council Meeting held on the 20th June 2023 as a true record of the proceedings.**

*Proposed by Cllr W Thomas seconded by Cllr P Blease.*

**MINUTE: 01/07/23**

The Chair duly signed the minutes as a true record of the proceedings

## **5. MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS NOT COVERED ELSEWHERE ON THE AGENDA**

5.1 The Clerk advised that there was one matter arising:

Item 13.3: Having notified the organisers of the event which had been granted the use of the Playing Field, Council was informed that they had secured an alternative venue.

The Chairwoman closed the meeting at 19:05 hrs to allow Public Participation

## **6 PUBLIC PARTICIPATION**

The Chairwoman invited the members of the public to address the meeting, There were no comments at this point, The Chairwoman agreed that they be allowed to speak at the relevant points in the meeting.

The Chairwoman opened the meeting at 19:06 hrs.

19:10hrs Cllr W Oakley-Moore joined the meeting

- 7 **Presentation from Kevin Fisher, Dropship FC**  
Mr Fisher & Ms Z Dowling addressed the Members and outlined their proposal to secure the use of the Stithians Playing Fields, for Youth Football. Members were invited to ask questions. Mr Fisher & Ms Dowling were thanked for their attendance.  
19:16hrs Mr Fisher & Ms Dowling left the meeting.
- 8 **Brief from Cllr D Willcocks & Cllr M Ferris, Ponsanooth Parish Council – Pelean Cross.**  
Cllr Willcocks addressed the Members on the focus of the Ponsanooth Road Safety Group in addressing the concerns regarding the road junction at Pelean Cross. The involvement of Stithians Parish Council as a key stakeholder would be welcomed. Cllrs Willcocks and Ferris were thanked for their attendance.  
**RESOLVED that Cllr Mrs H Downing & Cllr Mrs J Thomas would represent the Council at the monthly Road Safety Group Meetings.**  
*Proposed by: Cllr Mss H Downing seconded by Cllr Phil Blease*  
**MINUTE: 02/07/23**  
19:34hrs Cllrs Willcocks & Ferris left the meeting.
- 9 **CORNWALL COUNCILLOR**  
Cllr John Thomas was not in attendance, no report had been received.
- 10 **STITHIANS ENERGY GROUP**  
10.1 **SEG Report from Brian Piper**  
Brian Piper was unable to attend the meeting, his report had been circulated to Members in advance of the meeting, a copy which is attached to these minutes. Subjects covered included:
  - Update on the Heat the Streets Project
  - EV Charge Point
  - Planetary's Carbon Capture Project
  - Visits
The content of the report was noted.
- 11 **CLERK / RFOs REPORTS**  
11.1 **Council's Current Financial Position**  
The Clerk presented a financial report for period ending 30<sup>th</sup> June 2023, a copy of which is attached to these minutes.  
**RESOLVED: to approve the financial reports as of 30<sup>th</sup> June 2023**  
*Proposed by Cllr W Thomas seconded by Cllr A Bunclark and carried unanimously.*  
**MINUTE: 03/07/23**
- 11.2 **Authorisation for Cllr Mrs C Sylvester to be added as a Signatory to the Lloyds Bank Account**  
The Clerk presented her report a copy of which is attached to these minutes.  
**RESOLVED that Cllr Mrs C Sylvester be added as a Signatory to the Lloyds Bank Account.**  
*Proposed by Cllr W Thomas seconded by Cllr A Bunclark and carried unanimously.*  
**MINUTE: 04/07/23**
- 11.3 **Clerks Mileage Claim for Authorisation**  
The Clerk presented her mileage claim for authorisation, a copy of which is attached to these minutes.  
**RESOLVED that the mileage claim for the amount of £63.68 be approved.**  
*Proposed by Cllr P Blease seconded by Cllr Mrs J Thomas and carried unanimously*  
**MINUTE: 05/07/23**



- 11.4 **Formal notification from St Stythian Church of intention to apply to close the New Churchyard (Haverigg) and transfer maintenance responsibility to the Parish Council**  
The Clerk presented her report a copy of which is attached to these minutes.  
**RESOLVED that:**
- **The Clerk to contact St Stythian Church to inform them that the Council would like to carry out a review of the graveyard to ascertain the current condition of the trees and perimeter walls.**  
The review to be completed by Cllr W Thomas and Cllr T Smith and reported back to the Council.
  - **Confirmation of when the last safety assessment of the memorials was completed.**
- Proposed by Cllr P Blease seconded by Cllr W Thomas and carried unanimously*  
**MINUTE: 06/07/2023**
- 12 **PLANNING**
- 12.1 **Notification of Planning Decisions Received:** The Clerk drew the meeting's attention to the table of planning decisions, a copy of which is appended to these minutes and advised of the two decisions highlighted therein.  
**The information was noted.**
- 12.2 **Notification of Planning Decisions received after publication of the agenda:**  
The Clerk informed the meeting that she had received one further decisions since the publication of the Agenda.
- PA23/04055- Mr R Browning – 37 Crellow Fields – Two-storey rear extension and internal alterations – APPROVED..  
**The information was noted.**
- 12.3 **Planning Applications received.**
- 12.3(a) PA23/03929 – Mr M Nesbitt – Durett, New Road, Stithians – Retrospective application to build a single block walled shed with double opening doors to garden with corrugated roof.  
Cllr A Bunclark presented his report, a copy of which is attached to these minutes.  
**RESOLVED: to support PA23/03929.**  
*Proposed by Cllr A Bunclark seconded by Cllr P Blease and carried unanimously.*  
**MINUTE: 07/07/23**
- 12.3(b) PA23/04820 – Mr & Mrs Graveson – Trevecca, New Road, Stithians, - Demolition of existing 2 storey rear extension and construction of larger 2 storey rear extension and associated works.  
Cllr A Bunclark presented his report, a copy of which is attached to these minutes.  
**RESOLVED: to support PA23/04820.**  
*Proposed by Cllr A Bunclark seconded by Cllr Mrs J Thomas.*  
**MINUTE: 87/07/23**  
Having declared an interest, Cllr W Thomas abstained from voting.
- 12.3(c) PA23/03415 – Mr W Legge – Trewithen Cottage, Trewithen – Construction of detached Annex & Home office on the footprint of existing outbuildings.  
Cllr A Bunclark presented his report, a copy of which is attached to these minutes.  
**RESOLVED: to support PA23/03415.**  
*Proposed by Cllr A Bunclark seconded by Cllr W Thomas and carried unanimously.*  
**MINUTE: 09/07/23**
- 12.4 **To consider any planning applications received after the publication of the agenda**  
The Clerk informed the meeting that no further planning applications had been received:

- 12.5 **To consider Appeal Notification:**  
PA22/03618 – Charlie Rosecliston Park Ltd -Calamankey Farm Campsite, Longdowns – Application for Certificate of Lawfulness for existing use: Under Section 191 of the Town & Country Planning Act 1990 to confirm that condition 2 of planning permission W2/PA08/01056/F has been breached for a period exceeding 10 years.  
**RESOLVED that no further comments would be submitted in respect of PA22/03618**  
*Proposed by Cllr P Blease seconded by Cllr W Thomas and carried unanimously.*  
**MINUTE: 10/07/23**
- Cllr T Smith joined the meeting at 20:12hrs
- 12.6 **To agree protocol for dealing with Planning Applications in August**  
The Clerk presented her report, a copy of which is attached to these minutes.  
**RESOLVED that**
1. the Clerk request an extension to the submission deadline for all planning applications received between 19<sup>th</sup> July and 31<sup>st</sup> August 2023 to allow applications to be considered at the Council meeting on the 19<sup>th</sup> September 2023.
  2. That if an extension is not granted:
    - a. Non-contentious applications are to be dealt with by the delegation of power to the Planning Portfolio Holder and one other Councillor to prepare a suitable response to Cornwall Council.
    - b. Contentious applications are to be dealt with a response will be considered and agreed by email vote.
  3. That any decisions made in accordance with the above protocol be reported to the September 2023 meeting for ratification.
- Proposed by Cllr P Blease seconded by Cllr W Thomas and carried unanimously.*  
**MINUTE: 11/07/23**
- 13 **ENVIRONMENTAL MANAGEMENT**
- 13.1 The Clerk informed the Members that EMC Meeting due to be held on the 10<sup>th</sup> July had been postponed as T Martin was unable to attend due to ill health..  
**The information was noted.**
- 13.2 **Footpaths, Highways and Environment Portfolio Holders Report**  
Cllr W Oakley-Moore gave a verbal report which included Footpaths: 25 and 54.  
**RESOLVED that**
1. *The Clerk is to write to the occupier of Trethellan Cottage requesting that, in liaison with the Parish Council, work be carried out on Footpath 231/54/1 to ensure it's accessible as a PROW.*
  2. *Cllr W Oakley-Moore and Cllr T Smith to walk footpath 231/31/1 & 231/32/1 at Polkanuggo to assess the current situation and report to Members at next Council Meeting.*
- Proposed by Cllr Mrs J Thomas seconded by Cllr W Oakley-Moore and carried unanimously.*  
**MINUTE: 12/07/23**
- 13.3 **Clerk's Report on Updates received from Countryside Access & Countryside Rights of Way-Regulatory Service.**  
The Clerk presented her report a copy of which is attached to these minutes..  
**The content of the report was noted**
- 13.4 **Pelean Cross**  
This Agenda item was dealt with following the presentation from Cllr D Willcocks. Minute: 02/07/03



- 13.5 **Clerk's Report on Parking, Highways & Pedestrian Footpath at the junction by the Spar.**  
The Clerk presented her report, a copy of which is attached to these minutes.  
**RESOLVED that**
1. Cllr Miss H Downing to liaise with the Head teacher of Stithians CP School with regard to a School Crossing Warden.
  2. The Clerk is to contact CORMAC / Highways to request details of cost and/or feasibility study for the installation of:
    - Virtual footpath from the junction of Crelow Lane round to The Vineyard
    - Footpath from the junction with Crelow Lane round to The Vineyard
    - The 'raised table' area as suggested by A. Drake, CORMAC
- Proposed by Cllr Mrs J Thomas seconded by Cllr W Thomas and carried unanimously*  
**MINUTE: 13/07/23**

14 **PLAYING FIELD**

14.1 **Update on Pavilion Refurbishment & Use of Sports Field**

The Meeting considered the presentation from Dropship FC regarding their request to have use of the Playing Fields for Youth Football. Members were also informed that the Rugby Club had confirmed that they no longer had sufficient members and would not be playing in the next season.

**RESOLVED that**

1. Dropship would not be permitted to take on the lease for the Ruby Field
2. Stithians Football Club be offered the use of the 'Rugby Field' and negotiations commence with regard to the drawing up of a MOU / Lease.
3. Any further consideration to the Pavilion refurbishment be 'on hold' until the use of 'Sports Field' is concluded.

*Proposed by Cllr Mrs J Thomas seconded by Cllr W Thomas and carried unanimously.*

**MINUTE: 14/07/23**

14.2 **Update on New Play Equipment**

The Meeting received the report that had been prepared by Cllr Mrs C Sylvester. The installation of the new Play Equipment had started and should be completed by Friday 21<sup>st</sup> July. The Clerk confirmed that the Insurance Company had been informed of the purchase of the new equipment.

**The content of the report was noted.**

The Chairwoman then thanked Cllr T Smith for organising and completing the refurbishment of the BMX track.

15 **REPORT ON THE 2023 SCARECROW FESTIVAL**

Cllr Miss H Downing presented her report on the Scarecrow Festival, a copy of which is attached to these minutes. The Scarecrow Festival had gone well and the sum of £1,242.30 was raised which will be split between the School and the Scouts.

**The content of the report was noted.**

16 **URGENT ITEMS**

**The following item was considered:**

- 16.1 The Clerk briefed the Members on an 'Application for Memorial' which had been received, the design was considered.

**RESOLVED that the design did not comply with the Cemetery Regulations and would not be permitted.**

*Proposed by Cllr W Thomas seconded by Cllr P Blease and carried unanimously*

**MINUTE: 15/07/23**

17 **AUTHORISING OF PAYMENTS**

The Clerk presented her reports which were circulated to members on the 14<sup>th</sup> & 17<sup>th</sup> July 2023.

**RESOLVED that**

1. the payments of invoices received, including regular & additional payments, payments due for the period, 21<sup>st</sup> June to 19<sup>th</sup> July 2023, Voucher No's: - 62 - 76, Total: £6,361.60.
2. To authorise the regular payments & direct debits, due during August 2023
3. To authorise the Direct Debit payments to PWLB due in September 2023 for the amount of: £783.37

*Proposed by Cllr P Blease seconded by Cllr A Bunclark and carried unanimously.*

**MINUTE:16/07/23**

18 **ITEMS FOR NEXT MEETING**

Playing Field – removal of black asphalt area  
20mph – data monitoring

19 **DATE OF NEXT MEETING**

It was confirmed that the next meeting of the Full Council will be held on **Tuesday 19<sup>th</sup> September 2023 at 7p.m**

The Meeting closed at 21.28hrs.

Signed as a true and accurate record of the proceedings.

..... *H. Dunning* ..... Chairwoman

Date:..... *19 - 9 - 2023* .....