



A-barth Onan Hag Oll! Representing One and All

REPORTS FOR JANUARY 2021 MEETING

AGENDA ITEM 7

SPC Climate Emergency Update

This report, prepared by the Chairman, essentially combines Agenda Items 7.1 and 7.2

Decisions Required:

1. Members are requested to consider the following report to reach an informed decision regarding letters to service providers.
2. Members are requested to note the content of this report and where appropriate update the information on the 23-point plan to reflect progress to date before the end of January.

REPORT:

Stithians was one of the first Parish Councils to declare a climate emergency in early 2019. Good progress was achieved in 2019 with the launch and implementation of a 23-point plan. Sadly 2020 was dominated by the Coronavirus pandemic which understandably was a significant distraction for everyone. The pandemic remains at the forefront of everyone's thoughts, as the NHS threatens to be overwhelmed whilst the new variant virus seems to be more virulent and posing a significant threat. The good news is that a vaccination programme is underway and as 2021 progresses more and more people will hopefully be protected, and life will return to some form of normality.

The bad news is that the Climate Emergency has not gone away and still represents a much bigger threat to our children and our children's children's lives than Coronavirus. We are already seeing the effects with more extreme weather patterns around the world.

Therefore, we should pick up the work and refocus on the areas we can make a difference and relaunch our 23-point plan with renewed vigour. I know our combined efforts in Stithians will not make a blind bit of difference to climate change in the world. However, if our efforts inspire other parishes to make changes and that in turn spurs on Cornwall Council to make changes and that in turn makes national governments take actions then our efforts will have a real impact.

In short, everyone has to play their part in addressing the problem and inspire and help others to play their part. We have seen the effect of how these things can snowball with the setting up of Stithians Energy Group (SEG) by Brian Piper. SEG have run events, lectures, displays, produced brochures and much more and the result is that they have inspired and helped other

parishes to set up similar groups around Cornwall and beyond. I have had a number of enquiries from Parishes up country for copies of our 23-point action plan to help them get their groups going.

Next steps

I attach the 23-point Stithians Climate Change Plan which is a summary of where we were. Obviously, we are currently in the middle of Lockdown 3 which will limit what can and cannot be done.

Firstly, I will ask all those tasked with actions to provide me with an update of any changes by the end of January so that I can update the spreadsheet and we can review where we are with everything at the February meeting. You may also suggest any additions to the list that you feel could be appropriate.

Secondly you will see Viv & Rita, who are no longer Councillors, have tasks allocated. Perhaps Sylvia and Helen may like to take over those tasks or indeed if you have specific interests or knowledge in any of the tasks, please feel free to volunteer your help.

There are a number of tasks allocated to SEG members and I will be copying this report to them.

Brian Piper has been busy during lock down and he has drafted letters to businesses and service providers in keeping with plan items C & E. I would be reluctant to write to small and medium sized businesses at this time whilst they are struggling with the effects of the pandemic and lockdowns. However, I see no reason we should not write to the larger companies & service providers now. Appendix 1 below is a list of the service providers and Appendix 2 is a sample letter of all the letters that Brian has tailored for each individual service provider.

Cllr Phil Blease

12th February 2021

APPENDIX 1 - List of service providers.

Royal Mail	BT & Openreach
DPD	Sainsbury
Yodel	Tesco
UPS	Asda
DHL	Waitrose
First Bus	CORMAC
OTS	Mitchell & Webber
Cormac	Consol Oils
Biffa	Opie Oils
Calor	Western Power Distribution
FloGas	South West Water

Appendix 2

Draft letter to WPD – See below

STITHIANS PARISH COUNCIL

Stithians Parish Council (SPC) was one of the first Parish Councils to declare a Climate

Emergency in January 2019. We have set ourselves 23 action points to mitigate the Climate Emergency.

One of these actions is to contact every service business that enters the Parish asking what they are doing at present and what plans they have for the next five years to reduce their business's carbon footprint. Western Power Distribution (WPD) of course falls into this remit.

SPC would appreciate your views on the following subjects and if acceptable to you, would like to share your response with the parish.

We would appreciate your response to these questions :-

Locally :-

1. When is it anticipated WPD vehicles coming into the Parish will be served by hybrid or zero carbon vehicles, either electric, biofuel or hydrogen?

The bigger picture :-

Bearing in mind that Cornwall Council has declared a climate emergency and has an ambition for Cornwall to work towards carbon neutrality by 2030, we would appreciate your response to these questions.

1. What is WPD doing to mitigate power outages caused by extreme weather events? (Flood, wind, heat, cold,)
2. Is WPD looking at battery storage to mitigate outages from extreme weather events?
3. Is WPD looking at the use of drones to inspect power lines instead of helicopters? (less CO2 and less cost)
4. Is environmental sustainability embedded within WPD's supply chain?
5. Within WPD is waste minimised, with little or no waste going to landfill?
6. Is WPD strengthening the network to cope with the electrification of transport both road and eventually rail?
7. Is WPD strengthening the network to cope with the take up of electric heating via heat pumps?
8. Is there a program of placing more power lines underground to mitigate

- against extreme weather events? (High winds, heat, cold,)
9. Is WPD working to protect substations from flooding
 10. Is there a program to incorporate a smart grid to balance input from renewables, EV charging, EV vehicle to Grid and heat pumps?
 11. Is there a program to reduce power losses from power lines? (ie. using renewable power locally)
 12. Is WPD looking to reduce the use /leakage of the greenhouse gas SF6 in its switchgear?

The Spreadsheet for the 23 – Point Plan is too large to present here but a copy may be obtained upon application to the Clerk.

AGENDA ITEM 8.1

8.1 Council's Current Financial Position:

Appendices 1, 2 and 3 to this Report show the Council's financial position as at 12th January 2021.

I do not propose to elaborate further on these Appendices but will be pleased to address any matters that Members may wish to raise at the meeting. Members are already aware of the reasons behind the overspends.

Appendices to Agenda item 8.1

Appendix 1 to AGENDA ITEM 8.1

STITHIANS PARISH COUNCIL

FINANCIAL STATEMENT for 2020 - 2021

EXPENDITURE



Financial Position as at 12th January 2021

	Budget	Spend to Date	Current Balance
Finance & Administration			
Grants	300.00	2,150.00	-1,850.00
Grant to MVRG	100.00	100.00	0.00
Public Relations	200.00	0.00	200.00
Printing of "Spotlight"	500.00	0.00	500.00
Maintenance of Website	285.00	171.25	113.75
Maintenance of Cemetery Admin System	100.00	85.00	15.00
Clerk's Gratuity	785.00	Transferred to Clerk's Gratuity Reserve	
Hire of Hall	550.00	0.00	550.00
Election Expenses	0.00	0.00	0.00
Clerk's Salary	20,440.00	15,749.72	4,690.28
Clerk's NI (Employer's) Contributions	1,600.00	293.04	1,306.96
Administration of PAYE	144.00	0.00	144.00
Admin Expenses	700.00	337.91	362.09
CALC/NALC Subscription	650.00	662.33	-12.33
Soc of Local Council Clerks Subs	300.00	208.00	92.00
Membership of ICCM	100.00	95.00	5.00
Contribution to Computer & Software Fund	0.00	0.00	0.00
Internal Audit Fees	400.00	394.00	6.00
External Audit Fees	400.00	600.00	-200.00
Chairman's Allowance	100.00	0.00	100.00
Subsistence & Travelling for Members	100.00	0.00	100.00
Insurance	1,850.00	1,909.22	-59.22
Training for Clerk & Cllrs	440.00	40.00	400.00
Bank Fees	20.00	0.00	20.00
Neighbourhood Development Plan	500.00	0.00	500.00
Contingency Fund	500.00	110.00	390.00
Contribution to General Reserve	675.48	Monies transferred to General Reserve - See Below	
Sub Total	31,739.48	22,905.47	7,373.53
Planning			
Travelling & Subsistence	50.00	0.00	50.00
Training/Seminars	100.00	0.00	100.00
Sub Total	150.00	0.00	150.00
Environment, Highways & Footpaths			
EMC - Highway Varga Maintenance	1,424.00	1,067.85	356.15
Litter Clearance Contract	1,715.00	1,286.01	428.99
Litter Clearance Materials	100.00	35.98	64.02
EMC - Haverigg Cemetery Maintenance	610.00	457.65	152.35
EMC - Lower Churchyard Maintenance	915.00	686.52	228.48
EMC - Closed Churchyard Maintenance	1,119.00	838.98	280.02
EMC - Meadowside Cemetery Maintenance	1,025.00	1,144.17	-380.83
Meadowside Cemetery Maintenance Materials	500.00	24.55	475.45
Meadowside Cemetery - Locking & Unlocking	365.00	191.52	173.48
Meadowside Cemetery - NNDR	800.00	0.00	800.00
Water Supply - Cemeteries	100.00	17.43	82.57
Toilet Cleaning Contract	1,052.00	788.67	263.33
Toilet Cleaning Materials	300.00	106.24	193.76
NNDR Toilets	400.00	0.00	400.00
Electricity - Toilets	450.00	86.03	363.97
Water & Sewage - Toilets	450.00	102.60	347.40
EMC - Footpath Maintenance	2,339.00	1,754.28	584.72
Extra FP Maintenance & Waymarking	600.00	0.00	600.00
Toilet Repairs & Maintenance	500.00	58.72	441.28
Costs Associated with Village Green Status	300.00	0.00	300.00
Emergency Plan	300.00	0.00	300.00
EMC - Longdowns Bus Shelter Cleaning	305.00	228.87	76.13
Bus Shelter Repairs & Maintenance	700.00	1.00	699.00
EMC - Crollow Fields Amenity Area Carotaking	559.00	419.49	139.51
EMC - Crollow Fields Amenity Area Grass Cutting	559.00	459.49	99.51
EMC - Crollow Fields Amenity Area Hedge Trimming	356.00	266.94	89.06
EMC - Wood Treatment	458.00	343.26	114.74
Maintenance of Notice Boards	100.00	0.00	100.00
Maintenance of Grit Bins	500.00	0.00	500.00
Maintenance of Speed Signs	600.00	450.00	150.00
Sub Total	20,001.00	10,816.25	9,184.75
Playing Field Maintenance			
EMC - Playing Field Carotaker	7,526.00	5,320.19	2,205.81
Water	300.00	29.37	270.63

STITHIANS PARISH COUNCIL

FINANCIAL STATEMENT for 2020 - 2021

EXPENDITURE



Financial Position as at 12th January 2021

	Budget	Spend to Date	Current Balance
General Maintenance Expenses	1,800.00	576.21	1,223.79
Annual Painting/Staining of Equipment	750.00	0.00	750.00
EMC - Playing Field Grass Cutting	3,980.00	2,985.03	994.97
EMC - Playing Field Hedge Trimming	508.00	381.33	126.67
Lease from Globe	750.00	300.00	450.00
Annual Safety Inspection	240.00	240.00	0.00
Signage for Playing Field	200.00	0.00	200.00
Contribution to Pavilion Replacement Fund	5,000.00	Transferred to Pavilion Redevelopment Fund - See Below	
Contribution to Playing Field Development Fund	3,000.00	Transferred to PE Replacement Fund - See Below	
Contribution to Tennis Court Fencing Fund	2,000.00	Transferred to Tennis Court Fencing Fund - See Below	
Contribution to Longdowns Play Area Fund	1,000.00	Transferred to Longdowns PA Fund - See Below	
Repairs to PF Car Park Surface	500.00	0.00	500.00
Electricity for Footpath Lighting	300.00	194.56	105.44
Sub Total	27,854.00	10,026.69	6,827.31
Playing Field Development Project			
Public Works Loan Board			
Repayments on £50k Total Loans 1 & 2	3,679.90	2,534.58	1,145.32
Sub Total	3,679.90	2,534.58	1,145.32
Stithians Centre Development Project			
Public Works Loan Board			
Repayment on £20k Loan 3	1,566.72	1,566.72	0.00
Repayment on £20k Loan 4	1,566.74	783.37	783.37
Sub Total	3,133.46	2,350.09	783.37
GRAND TOTAL	86,557.84	48,633.08	25,464.28
Other Expenditure:			
VAT		5,253.82	
Expenditure from Reserves:			
Playing Field Development Fund	14,447.45	16,324.83	
General Reserves	3,627.17	28,565.37	
Pavilion Replacement Fund	0.00	35,104.95	
Tennis Court Fencing Fund	0.00	4,318.27	
Longdowns Play Area Fund	0.00	6,500.00	
Computer & Software Fund	1,342.40	2,237.98	
Community Fund	0.00	424.42	
Neighbourhood Development Plan Fund	0.00	0.00	
Stithians Institute Community Fund	13,600.00	43,720.11	
OVERALL TOTALS	86,557.84	87,903.92	162,650.21
Overall Total Income	86,557.84	104,284.49	
Surplus/Deficit of Income/Expend.	0.00	16,380.57	
VAT Expenditure:			
Finance		310.60	
Planning		0.00	
Environment, Highways & Footpaths		39.41	
Playing Field Maintenance		64.02	
Computer Fund		268.48	
Tennis Court Fencing Fund		0.00	
Longdowns Play Area Fund		0.00	
General Reserves		681.83	
Playing Field Development Fund		4,889.48	
Pavilion Replacement Fund		0.00	
NDIP Fund		0.00	
Community Fund		0.00	
Stithians Institute Community Fund		0.00	
TOTAL		6,253.82	
VAT Income to Date:	3,009.82	Including £1,836.91 from 2019/20	
VAT to be Claimed:	5,080.91		

Appendix 2 to AGENDA ITEM 8.1

INCOME

Detailed Income Statement	
45,000.00	74,000.00
2,000.00	2,000.00
2,700.00	27,000.00
3,000.00	3,000.00
7,000.00	7,000.00
1,000.00	6,000.00
27,000.00	27,000.00
2,000.00	1,500.00
200.00	200.00
0.00	1,600.00
1,000.00	1,000.00
0.00	3,000.00
300.00	600.00
1,000.00	6,000.00
3,000.00	3,000.00
Net Total	Net Total

Tetrah

[illegible]

Appendix 3 to AGENDA ITEM 8.1



STITHIANS PARISH COUNCIL

RECONCILIATION OF BALANCES

Starting Balance	180,293.51
Plus Income to Date	104,284.49
Less Expenditure to Date	87,903.92
Balance	<u>196,674.08</u>
Represented by:	
Current Account	738.30
Business Call Account	<u>195,935.78</u>
Total	<u>196,674.08</u>

12th January 2021

Balance as at 31/03/19 B/F

Business Account	178,386.10
Current Account	1,907.41
Less o/s Cheques	<u>0.00</u>
	<u>180,293.51</u>
	<u>180,293.51</u>

Note: The above Balance of 196,674.08 includes the following Reserves:

General Reserve	28,565.37
Playing Field Development Fund	16,324.83
Pavilion Replacement Fund	35,104.95
Tennis Court Fencing Fund	4,318.27
Longdowns Play Area Fund	6,500.00
Harold Phillips & Albert Collins Legacies	10,572.37
Computer & IT Fund	2,237.98
Community Fund	424.42
Neighbourhood Development Plan Fund	0.00
Clerk's Gratuity	9,059.58
Stithians Institute Community Fund	<u>43,720.11</u>
Total Reserves	<u>156,827.88</u>

UNALLOCATED BALANCE 39,846.20

Contains Monies Ring Fenced for Specific Purposes, leaving 21,056.19 available
Contains Donations received for New Play Equipment totalling 5,145.27 to date

Interest Ring Fenced for Playing Field Development Fund. Capital remains in perpetuity

This Fund is Earmarked for use on Community Projects

This Fund is a Grant Earmarked for use in connection with the NDP. Any monies unspent at 31/03/21

This Fund is for the sole purpose of providing a Gratuity for the Clerk at retirement

This Fund is Earmarked for Community Projects, subject to the agreement of the Institute Trustees

To finance budgeted expenditure

AGENDA ITEM 8.2

8.2 Appointment of New Clerk:

Adverts have now been posted on the Council's website and Stithians Notice Boards. The advert has been circulated to all Parish Councils in Cornwall by CALC.

Closing date for applications is 5th February, meaning that by the time of the February meeting, there should be a shortlist.

AGENDA ITEM 9.1

This is merely a list of current Planning Applications prepared for the convenience of Councillors and is not included here. Anyone wishing to see it may do so upon application to the Clerk.

AGENDA ITEM 9.3 (a)

Application Ref: PA20 10546

Proposal: Rear and side extension of a single storey dwelling.

Location: Boslowena, Trevaes, Stithians, TR3 7DA

Applicant: Mr Cullum Matheson

Decision Required:

Members are requested to consider the following report to reach an informed decision regarding the above planning application.

Date of Site Inspection:

Cllr H Jones and Cllr Adam Bunclark, Friday 8th January 2021.

REPORT:

Background:

The application is for an extension to the rear and side of an existing bungalow that is situated on the outskirts of the village down a private access road.

The proposed extension will be constructed forming an enlarged kitchen/dining area and provide a home office and larder space. The finish to the new extension will match to the existing build and the roof, ridge and eaves levels will be maintained.

The owners and their young family have recently moved to the property, and the proposed changes will create more useable space in the heart of their home.

Matters of Concern:

None

Cllr H Jones & Cllr A Bunclark

10th January 2021

AGENDA ITEM 9.3 (b)

Application Ref: PA20 07684

Proposal: Proposed replacement of existing 2 storey dwelling and adjacent garage and outbuilding with 2 pairs of 3 bed semi-detached dwellings.

Location: Holmdale, Herniss, Stithians, TR10 9DS

Applicant: Mr & Mrs Wilson

Decision Required:

Members are requested to consider the following report to reach an informed decision regarding the above planning application.

Date of Site Inspection:

Cllr H Jones and Cllr Adam Bunclark, Friday 8th January 2021

REPORT:**Background:**

This detached dormer bungalow is situated on the corner of the A394 on the side road that leads to Halvasso. There are 3 additional homes that access the same turning for parking outside their properties.

The planning proposal is to demolish a 'tired' dormer bungalow and build 2 pairs of 2/3-bedroom semi-detached dwellings.

The existing garage and outbuilding would be demolished to create parking and turning circle for 5 cars, care must be taken not to block the narrow access lane for the existing other 3 homes that use this lane.

Each home would sit in its own grounds with plots 1 and 4 having the larger garden areas, there is no space or provision for garages.

Matters of Concern:

Over-development of this site is the primary concern with the number of proposed homes on this plot. There are also significant concerns with vehicles & parking space provision, the lane that neighbouring existing properties use must be kept clear for their access and absolutely NO parking can/should take place on the Halvasso road as this is in steady use by a large number of heavy commercial vehicles as well as cars and vans – a major traffic accident would result if ignored.

Cllr H Jones & Cllr A Bunclark

11th January 2021

AGENDA ITEM 9.3 (c)

Application Ref: PA21/00124

Proposal: Amendments to PA20/01691

Location: 10 Gordons Close

Applicant: Mrs V Prior

Decision Required:

Members are requested to ratify the decision made by an e-mail vote to support this application.

Date of Site Inspection:

A site visit was not considered necessary.

Councillors who undertook the site inspection:

N/A

REPORT:

The Government expects this type of application to be determined within 28 days and so a response was needed before the date of the January meeting. The Clerk therefore circulated the documents to all Members and an e-mail vote was conducted on 7th January.

It was unanimously agreed, having been proposed by Cllr Jones and seconded by Cllr Bunclark, to support the application and Cornwall Council was informed accordingly on 8th January.

Matters of Concern:

None.

JV Calvert

Clerk

8th January 2021

AGENDA ITEM 9.3(d)

Application Ref: PA20/10207

Proposal: Provision of new entrance lobby, front two storey extension, and single storey rear extension.

Location: Woodside Cottage 2 (A393 Between Pelean Cross and Junction North of Lower Penlean House), Pelean Cross, Ponsanooth

Applicant: Mr Jonathan Richmond

Decision Required:

Members are requested to consider the following report to reach a decision regarding the above planning application.

Date of Site Inspection:

Cllr Howard Jones and Cllr Adam Bunclark, Friday 15th January 2021.

REPORT:

Background:

This property isn't in our Parish – it abuts our boundary, and is in Perranarworthal, who have also been consulted but because it is right on the boundary, we still need a report...

The applicants are proposing a modest extension to their home coupled with a good deal of internal work. Including moving the kitchen from the front of the property to the rear and creating a new dining area, both of which will then look out on the rear garden, also moving the bathroom from downstairs to upstairs...the planned changes will also create a downstairs office.

Clearly the owners want to undertake these changes to optimise the layout and create a greatly improved home.

Matters of Concern:

None

Cllr H Jones

Cllr A Bunclark

15/01/21

AGENDA ITEM 10.1

**Clerk's Report for Meeting on 19th January 2021
ENVIRONMENTAL MANAGEMENT CONTRACT
Notes of Progress Meeting held on 11th January**

Summary of Decisions Required:

- 1. To agree the content and financial implications of the notes of the EMC progress meeting held on 11th January 2021.**
- 2. To consider the matter of the safety of the Pavilion.**

Report:

Attached to this report as Appendix 1 are the notes of the meeting held by Zoom on 11th January.

Members are asked to approve the notes and in doing so to approve the expenditure detailed (but not necessarily quantified) therein.

Most of the expenditure will be minimal and will be charged to the Playing Field Maintenance budget.

There are, however, two items for which Tyrone is to quote:

- i) Replacement of the supporting framework of the small slide platform.
- ii) Replacement of Multiplay trapeze bar and rotten wood in the bridge.

I am hopeful that quotations for both of these will be available from Tyrone for your meeting. I would also draw Members' attention to Item 1(f) in the notes, which will need discussing at your meeting.

Relevant pictures of the problems at the pavilion appear in Tyrone's report attached as Appendix 2 to this report.

**JV Calvert,
Clerk and RFO
12th January 2021**

Appendix 1 to AGENDA ITEM 10.1

NOTES OF ENVIRONMENTAL MANAGEMENT CONTRACT PROGRESS MEETING HELD ON MONDAY 11th JANUARY 2021

Present:

- (HJ) Councillor H Jones – Playing Field Portfolio Holder
(JT) Councillor Mrs J Thomas – Environment Portfolio Holder
(PCB) Councillor P Blease – Chairman of the Council
(TM) Tyrone Martin – EMC Contractor
(JVC) John Calvert – Clerk

Colours indicate action required by that person.

Apologies:

None

Because of the Coronavirus epidemic, the meeting was again conducted through "Zoom". The notes of the meeting held on 9th November 2020 were used as basis for the agenda with other items added as necessary.

1. Inspection Sheets dated 6th January 2021:

JVC mentioned various matters of detail which he agreed to correct and send the amended sheets to TM for future use. *These were sent to TM on 11/01.*

a) Toilet:

It was noted that Michael White had cleared the leaves from the gutters. TM would now be able to fit the mesh over gutters to prevent them from blocking. He will fit these ASAP and ascertain how many more will be needed, purchase them (at the Council's expense) and fit them. MW will then be able to clear the leaves with a broom or something similar as they won't be lodged in the gutter.

b) Longdowns Bus Shelter (North):

As previously, this was identified on the inspection sheet as being in need of repair. TM has removed the (unsafe) bench and the shelter was safe at present. JVC advised that, in the current situation, he was reluctant to approach Truro Potable Buildings about their offer to replace it.

c) Playing Field (General):

It was agreed to replace one slat on the picnic bench and one on the seat near the youth shelter. TM to do ASAP with any materials being purchased with the Council's debit card.

d) Toddler Play Area:

The faulty baby swing seat had been replaced (FOC) by Wicksteed and TM had fitted it.

e) Small Slide Platform:

TM to provide estimate for replacing supporting timbers.

f) Pavilion:

JVC advised that he and HJ had agreed that, before TM provides an estimate for works required to address various safety issues in order to prolong its life until its future is decided, a site meeting should take place, but this was not possible under the present circumstances.

Concern was expressed as to public safety and it was agreed that TM would provide pictures so that the matter could be discussed at the PC meeting on 19th January.

g) Tennis Court:

It was noted that TM had removed the keys from the shop and would return them when HMG says it can reopen.

h) Zip Wire:

TM to paint ramp with anti-slip paint ASAP but needs it to be dry. Paint to be purchased using the Council's debit card and there may be a labour charge. TM advised that he had collected suitable straps to use for the pull rope from JT but was reluctant to fit one until he had applied the anti-slip paint.

i) Multiplay:

TM to provide estimate for replacing the trapeze bar and rotten wood in the bridge.

j) Skateboard Park:

JVC advised that, despite two reminders by e-mail, he was still waiting for advice from Bendcrete on the best material to use to repair the joints. He advised that he would try again. No response to previous e-mails so left a message on the Rep's mobile phone on 12/01.

Following advice from HMG and CALC, it was agreed that the skateboard park should be closed with immediate effect. It was noted that various drugs paraphernalia had been found there on various occasions and it was agreed that JVC would inform the police of the fact that it was closed and also of the drug problem. TM erected notices and tape and JVC advised the Police on 11/01 and they acknowledged on 12/01.

k) Youth Shelter:

It was noted that TM had removed the Perspex because of the offensive graffiti etched into it. TM expressed safety concerns and it was agreed that he should grind out the offending words and refit the Perspex ASAP. It was not considered economical to fit new Perspex, which would undoubtedly suffer the same fate.

l) Warning Signs:

TM to provide JVC with a list of those which need replacing.

m) Longdowns Noticeboard:

TM advised that this was due for cleaning.

2. Access to and from New Playing Field:

Following the agreement of the PC to create this access, and the receipt of an anonymous donation of £500 towards the cost, Rex Andrew had been advised that his quotation had been accepted. TM had cleared the vegetation from the site, but RA had not yet been able to do the work as the ground was too wet.

3. Annual PF Inspection:

It was acknowledged that, because of Coronavirus, the report of the 2020 Inspection had not been actioned.

JVC had looked at it and was of the opinion that there were no matters which required immediate action and they could wait until after the 2021 Inspection. JVC had been informed by the present inspector that, as suspected, she had decided to retire.

He advised that he was aware of a local inspector (in Helston) and would contact him for a quotation for the 2021 inspection. E-mail sent 12/01.

4. Crane Garage:

JVC advised that he had received further complaints about the faint white lines at the junction. The Cormac Area Manager had advised on 27th October that they would be done "as soon as practicable".

JT advised that vehicles were being parked on the verge at the junction to such an extent that they were an eyesore, several having been there for a considerable time.

JVC agreed to report the matter. E-mail sent to A Drake on 12/01

5. Blocked Gulley:

JT advised of a blocked gulley near Bennet's Corner going towards Goonlaze.

JVC agreed to report the matter. E-mail sent to A Drake on 12/01

6. Public Rights of Way:

i) Mill Lane:

PB advised that, because of recent rain, the surface was becoming very rutted.

JVC agreed to report the matter. Reported on 12/01 Ref WKF0PRX7-101005260925

ii) FP46 from Tresevern to Treskewes:

JT reported a boggy patch on this footpath.

JVC agreed to report the matter. Reported on 12/01 Ref VYQ75IT9-101005260949

7. *Next Meeting:*

The next meeting is scheduled for Monday 8th February at 9am.

JV Calvert
Clerk
12th January 2021

Appendix 1 to AGENDA ITEM 10.1

Pavilion H&S



Wood missing from bottom of rugby club door, could aid break-in



Fallen decorative roof support feature non-hazardous but depicts the general deterioration



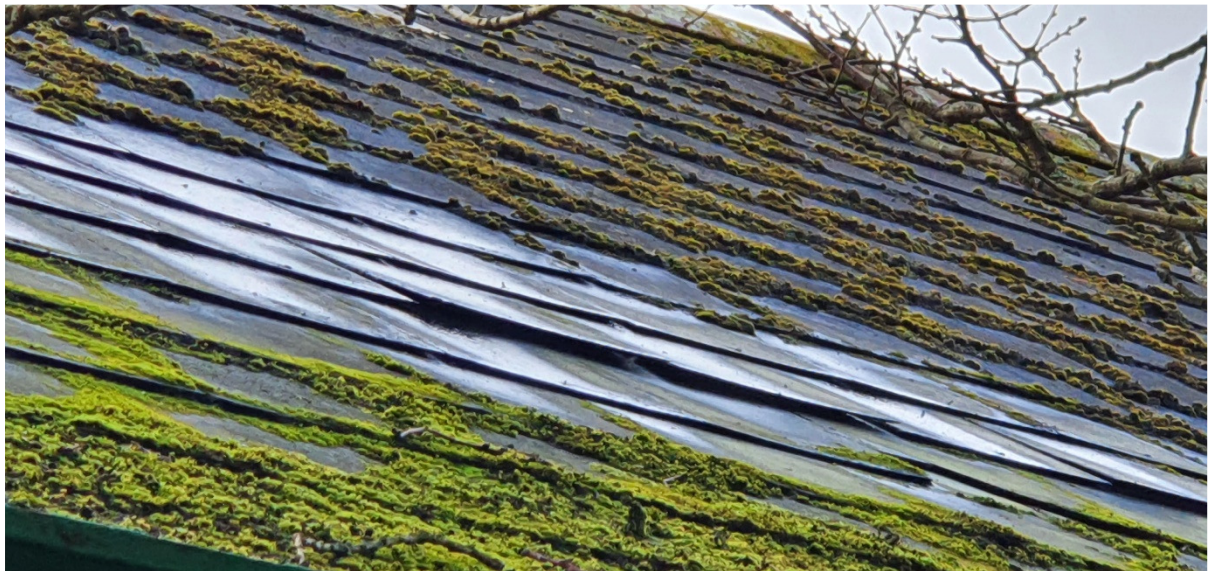
Wood missing above store room



Protective metal grating coming away from wall



Like-wise on the opposite side of the pavilion, should either of these grates fall on an individual could cause considerable harm due to the weight



Tiles lifting , could be dangerous in high winds



Fascia dropped, allowing birds to nest in the roof causing possible pressure on internal ceilings



Roof lifted above rugby club shower block, could lift further in gales



Loose roof tiles hazard in windy conditions and for the integrity of the building



This picture shows a skylight which has holes in it, I believe someone stepping on it could fall through, it is on a low-level roof



This shows the chain link fencing on right hand side when facing the front, as you can see it has been broken into but made easier as the wood holding the fence is rotten, I put the chain around as a temporary measure.



Wood rotten and roof lifting could lift further in high winds, being only approximately 4 ft from ground level can easily be climbed on, this roof is fragile and have suspicions it won't hold a person's weight.



Roof tile slipped



Roof support timber rotten and swaying in the wind could affect integrity.



Another support timber rotten



And again rotten, with half of these support timbers rotten it could have a detrimental effect on the integrity of the roof.

AGENDA ITEMS 11.1 & 11.2

Clerk's Report for Meeting on 19th January 2021 PLAYING FIELD REPORTS

Summary of Decisions Required:

- 1. To note and agree the content of the report on the new pedestrian access to the new playing field.**
- 2. To consider the masterplan proposed by the Playing Field Working Group.**

11.1 Footpath Access to New Playing Field:

This matter was referred to in the notes of the EMC meeting:

Following the agreement of the PC to create this access, and the receipt of an anonymous donation of £500 towards the cost, Rex Andrew had been advised that his quotation had been accepted. TM had cleared the vegetation from the site, but RA had not yet been able to do the work as the ground was too wet.

If there is any further progress, it will be reported verbally to your meeting.

11.2 Playing Field Development Working Group:

The Group has produced a "Masterplan" for the playing field for consideration by the Council, which is attached as Appendix 1 to this report for Members' consideration.

**JV Calvert,
Clerk and RFO
12th January 2021**

Appendix 1 to AGENDA ITEM 11.2



AGENDA ITEM 12

Clerk's Report for Meeting to be held on 19th January 2021

Correspondence Received

SUMMARY OF DECISIONS REQUIRED (Details in Report):

1. To note receipt of the Neighbourhood Watch Newsletter for December 2020.
2. To note receipt from Cornwall Council of their Town and Parish Council Covid-19 Update dated 11th December 2020.
3. To note receipt from Devon & Cornwall Police of the December 2020 Edition of the Police & Crime Commissioner's Report.
4. To note receipt from Cornwall Council of their Town and Parish Council Covid-19 Update dated 18th December 2020.
5. To note receipt from Cornwall Council of their Town and Parish Council Covid-19 Update dated 8th January 2021.
6. To note receipt of the Neighbourhood Watch Newsletter for January 2021.
7. To note receipt from Cornwall Council of an invitation to a "Teams" presentation of the launch of their Localism Vision and Strategy on 25th January.

REPORT:

Since the last meeting, in addition to certain items relating to the Coronavirus pandemic, which have been circulated as soon as they were received and not reported here, the following correspondence has been received:

<u>Date</u>	<u>Type</u>	<u>From</u>	<u>Subject</u>	<u>Action Taken/Required</u>
09/12	E-mail	Devon & Cornwall Police	NHW Newsletter	See Section 1 of Report
11/12	E-mail	Cornwall Council	Town & PC Covid-19 Update	See Section 2 of Report
17/12	E-mail	Devon & Cornwall Police	PCC's Newsletter - December	See Section 3 of Report
18/12	E-mail	Cornwall Council	Town & PC Covid-19 Update	See Section 4 of Report
08/01	E-mail	Cornwall Council	Town & PC Covid-19 Update	See Section 5 of Report
11/01	E-mail	Devon & Cornwall Police	NHW Newsletter	See Section 6 of Report
12/01	E-mail	Cornwall Council	Launch of Localism Vision & Strategy	See Section 7 of Report

1. I circulated this to Members on 11th December.
2. I circulated this to Members on 12th December.
3. I circulated this to Members on 18th December.
4. I circulated this to Members on 18th December.
5. I circulated this to Members on 8th January.
6. I circulated this to Members on 11th January.
7. I circulated this to Members on 12th January, advising Members that, if they wished to attend the "Teams" presentation on 25th January, to respond individually.

JV Calvert, Clerk

12th January 2021

AGENDA ITEM 12(A)

Clerk's Additional Report for January 2021

Correspondence Received between Report & Meeting

SUMMARY OF DECISION REQUIRED:

To note receipt from Cornwall Council of their Town and Parish Council Covid-19 Update dated 15th January 2021.

REPORT:

The following correspondence has been received since the agenda for the meeting was circulated:

<i>Date</i>	<i>Type</i>	<i>From</i>	<i>Subject</i>	<i>Action Taken/Required</i>
15/01	<i>E-mail</i>	<i>Cornwall Council</i>	<i>Town & PC Covid-19 Update</i>	<i>See Note 1 below</i>

1. I circulated this to Members on 15th January.

JV Calvert

Clerk

19th January 2021

AGENDA ITEM 14

Authorisation of Payments – January 2021

Decision Required:

To approve payment of the sums shown in the report totalling £4,750.97.

Report:

The table below shows, as usual, invoices received since the last meeting as well as the usual monthly and other payments to be made. Figures in the last column relate to the explanatory notes below the table.

Type	Date Due	Payee	For	VAT	Total Amount	See Note
E	10/12	Came & Co.	Insurance of Christmas Lights		218.00	1
E	16/12	SLCC	Subscription		208.00	2
DD	23/12	Everflow	Water Supply – Toilet, Playing Field & Cemetery		32.01	
Visa	04/01	Screwfix	Impact Driver	24.99	149.99	3
Visa	11/01	Tool Station	Tape	1.85	11.09	4
E	20/01	Clerk	January Salary		1,399.97	
E	20/01	Clerk	Expenses - December (Appendix 1)		31.64	
E	20/01	HMRC	Clerk's Tax under PAYE – January		350.00	
E	20/01	M White	Toilet Cleaning – January		87.63	
E	20/01	M White	Litter Picking – January		142.89	
E	20/01	M White	Locking/Unlocking Meadows Cemetery - Jan		30.42	
E	20/01	Tyrone Martin	Environmental Management Contract – Jan		1,786.19	5
E	20/01	Tyrone Martin	Maintenance of MSAS – January		50.00	
E	20/01	Stithians Centre	Room Hire		46.50	6
E	20/01	EDF Energy	Electricity Supply – Wellness Hut	5.00	104.96	7
E	20/01	Bowling Club	Footpath Electricity	4.84	101.68	
TOTALS				£36.68	<u>£4,750.97</u>	

Notes:

- As Members are aware, it was agreed under Minute 08/11/20(2) that the PC would pay for the insurance of the Christmas Lights, albeit that the PC has no involvement. In order for the insurance to become effective, it was necessary to make payment. The invoice arrived on the day after the December meeting and obviously would not wait until the January meeting. I therefore made the payment on 10th December.
- This was due on 1st January and I had difficulty in renewing it because I had insufficient CPD points. This is for two reasons: (i) Coronavirus, but mainly (ii) because I haven't been partaking in training events because of my pending retirement. In the event, it was renewed as a Member rather than Principal.
- Tyrone Martin asked if he could purchase an impact driver using the Council's debit card in order for him to save on paying the VAT. This is something that the Council has agreed in the past and the cost of £125 will be recouped from him through two payments of £62.50 deducted from his EMC payments for January and February.
- Following the decision taken at the EMC meeting to close the skateboard park, Tyrone needed some red and white tape to cordon it off. He purchased this using the Council's debit card.
- As Members are aware, the Environmental Management Contractor is paid in twelve equal monthly instalments for the various elements of the contract as follows:

<u>Element of EMC</u>	<u>Annual Payment</u>	<u>Monthly Payment</u>	
Footpath Maintenance	2,339.10	194.92	
Verge Maintenance	1,423.80	118.65	
Closed Churchyard Maintenance	1,118.70	93.22	
Lower Churchyard Maintenance	915.30	76.28	
Haverigg Cemetery Maintenance	610.20	50.85	
Meadows Cemetery Maintenance	1,525.50	127.13	
Crellow Fields AA Grass Cutting	559.35	46.61	
Crellow Fields AA Hedge Trimming	355.95	29.66	
Crellow Fields AA Caretaking	559.35	46.61	
Weed Treatment	457.65	38.14	
Cleaning Longdowns Bus Shelters	<u>305.10</u>	<u>25.43</u>	
Total for Environment Portfolio	10,170	847.50	
Playing Field Caretaker	7,525.80	627.15	
PF Grass Cutting	3,980.00	331.67	
PF Hedge Trimming	<u>508.50</u>	<u>42.37</u>	
Total for Playing Field Portfolio	12,014.30	1001.19	

In accordance with Note 3 above, however, £62.50 has been deducted from this payment to cover the January repayment for the impact driver. As it is likely to be used in the playing field and also because the playing field element is the largest component of the EMC, the payment has been taken from the playing field reserve and will be credited appropriately in January and February.

- JV Calvert
Clerk & RFO**

AGENDA ITEM 14(A)
Additional Authorisation of Payments – January 2021

Members are requested to approve the additional payment shown in the table below in the sum of £1,239.54.

Since the Agenda was circulated, the following invoice has been received:

<i>Type</i>	<i>Date Due</i>	<i>Payee</i>	<i>For</i>	<i>VAT</i>	<i>Total Amount</i>	<i>See Note</i>
Visa	14/01	<i>Screwfix</i>	Various Playing Field Consumables	<i>6.60</i>	<i>39.67</i>	<i>1</i>
Visa	14/01	<i>Fenland Leisure</i>	Replacement Handholds	<i>5.80</i>	<i>34.80</i>	<i>2</i>
Visa	15/01	<i>Timpsons</i>	Spare Keys for Toilet	<i>3.29</i>	<i>19.75</i>	<i>3</i>
DD	14/02	<i>PWLB</i>	Playing Field Loan 1		<i>1145.32</i>	<i>4</i>
Totals				<i>£15.69</i>	<i>£1,239.54</i>	

1. Tyrone needed various items for maintenance in the playing field and I agreed that he could purchase them using the Council's debit card. This is the invoice for that transaction.
2. Some of the handholds on the new multi play have gone walkabout and I authorised Tyrone to use the Council's debit card to purchase some replacements. This is the invoice for that transaction.
3. Michael White has mislaid his key to his store. I agreed that Tyrone could get another cut using the Council's debit card and also asked him to get a spare and also a spare for the toilet – three keys in all. This is the invoice for that transaction.
4. This payment is due on 14th February: before the date of your next meeting, so the payment needs to be agreed at this meeting. I apologise for omitting it from the main report.
