



**A-barth Onan Hag Oll! Representing One and All**

## **REPORTS FOR MARCH 2022 MEETING**

## SEG report for SPC 15th March 22

1. **The Heat the Streets project.** I spoke to Dave Brown (Marketing Officer) about the HtS project and also to see if Kensa Utilities would like to take part in a Home Insulation event. There are in the region of 250 people who has expressed an interest. I have now registered an interest myself on the grounds that if the project is oversubscribed, I will drop out. I don't want to deprive someone from coming off oil or LPG. However, I do think the knowledge I gain might hold me in good stead when advising other groups. There are nine people in Crelow Hill who has expressed an interest and possibly the addition of mine might just provide a workable cluster. At the last public meeting Lisa (Senior Project Manager) suggested Kensa might like to take part in a Home Insulation event. I have sent Dave details of the event and he will discuss it with Lisa. At the time of writing, I am waiting on their reply.
2. **PV/ battery system for TSC** I have obtained the MCS (Microgeneration Certification Scheme) along with other documents from Naked Solar. These will be included in the handover of the completed project to TSC. The final CIL funding claim has been sent to Cornwall Council. Outstanding things still to do: - Sort Time of Use tariffs. Hold public events to demonstrate PV/battery technologies.
3. **Booklet** Draft updated version sent to Ashley Wood / Cornwall Food and Farming. SEG members will see a copy of the new version for approval before it goes to print.
4. **Derek Thomas MP Webinars.** I attended a Zoom meeting held by St Ives MP Derek Thomas. The topic was farming/climate change and had two excellent speakers. These monthly Zoom webinars are organized by Pippa Stilwell (Women's Institute Climate Ambassador) and Derek Thomas to discuss a number of climate related issues. The next talk will be of particular interest as Alok Sharma (COP26 President) will be the speaker. Just in case you read this in time and would like to listen to Alok Sharma's talk this is the link. <https://www.derekthomas.org/alok> Pippa (who had some of our original booklets) has asked me or if I could do a short talk about the Heat the Streets project or if I could recommend someone. I have asked Kensa Utilities if they would consider doing this.
5. **Heartlands, South-West Climate Change Centre.** I brought this to Helen's attention because there is a section on flooding. There is also an interactive section where Stithians is featured, and this is in fact where Pippa Stilwell found out about the Heat the Streets project. The exhibition is held in two small rooms and covers quite basic climate change issues. However, I did learn about some flood prevention devices.
6. **Community car project** I still have to source insurance for this project. However, because of the fuel crisis, and as an interim measure, I am looking for someone who could take advantage of an electric vehicle for their daily commute to a local town for work. They would have to charge from home, but this can be done from a three-pin plug. They would also have to be a named driver on my insurance. It just seems ridiculous for us to have an EV parked at home doing nothing when there is a fuel crisis. Still on transport, I have taken transport as a topic for the next issue of The Stithians Times. It highlights the importance of public transport in tackling climate change and mentions Cornwall Council's TfC (Transport for Cornwall) initiatives along with the e-bike promotion in Stithians.
7. **Home insulation event** The Home Insulation event is arranged for Sat 28<sup>th</sup> May. It will be a walk-in event open from about 10am to 4pm. The main focus will be home insulation, but other sustainable businesses will also be included. I have started contacting possible exhibitors and was wondering if this might be a good opportunity for the Parish Council to present their 24-point plan.



# Stithians Parish Council

## Summary of Receipts and Payments

All Cost Centres and Codes

### INCOME

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
								(0%)
1	Precept	78,000.00	78,000.00					5,300.00 (530%)
2	Cemetery Fee's	1,000.00	6,300.00	5,300.00				0.24 (0%)
4	PCC	767.84	768.08	0.24				-150.00 (-8%)
5	Toilet	1,800.00	1,650.00	-150.00				-11.70 (-39%)
6	Bank Interest	30.00	18.30	-11.70				55.93 (2%)
7	LMP	2,796.48	2,852.41	55.93				(N/A)
8	CIL							(0%)
9	Council Tax Support Grant (CTS)	1,716.30	1,716.30					12.04 (2%)
83	CC Closed Churchyard Maintena	559.56	571.60	12.04				1.45 (5%)
84	Wayleaves	28.00	29.45	1.45				-103.67 (-34%)
85	Electricity Charges for Tennant -	300.00	196.33	-103.67				(N/A)
86	Playing Field		900.00	900.00				900.00 (N/A)
87	Donations to Council							(N/A)
89	VAT Claim		42.25	42.25				42.25 (N/A)
92	Administration & Finance							
SUB TOTAL		86,998.18	93,044.72	6,046.54				6,046.54 (6%)

### Environment, Highways & Foc

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Meadowside Cemetery Maintena				500.00	60.54	439.46	439.46 (87%)
18	Meadowside Cemetery NNDR				800.00		800.00	800.00 (100%)
19	Water Supply Cemetery				100.00	88.44	11.56	11.56 (11%)
21	Litter Clearance Materials				100.00	72.76	27.24	27.24 (27%)
22	NNDR Toilets				400.00		400.00	400.00 (100%)
23	Toilets - Electricky				450.00	197.33	252.67	252.67 (56%)
24	Water & Sewage Toilets				450.00	347.89	102.11	102.11 (22%)
26	Toilet Repairs & Maintenance				800.00	1,693.16	-893.16	-893.16 (-111%)
27	Village Green Status Costs				300.00		300.00	300.00 (100%)
28	Emergency Plan				300.00		300.00	300.00 (100%)
30	Bus Shelter Repairs & Maintena				700.00	1.00	699.00	699.00 (99%)
36	Maintenance of Grit Bins				500.00		500.00	500.00 (100%)
65	Extra Footpath Maintenance & V				600.00		600.00	600.00 (100%)
90	General Maintenance					413.91	-413.91	-413.91 (N/A)
91	Preparing Cremation Plots					40.00	-40.00	-40.00 (N/A)
SUB TOTAL					6,000.00	2,915.03	3,084.97	3,084.97 (51%)

### Playing Field

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	Water				300.00	99.83	200.17	200.17 (66%)
71	General Maintenance Expenses				1,800.00	2,571.44	-771.44	-771.44 (-42%)
72	Annual Staining / Painting of Equ				750.00		750.00	750.00 (100%)
73	Lease from Glebe				750.00	600.00	150.00	150.00 (20%)

# Stithians Parish Council

## Summary of Receipts and Payments

All Cost Centres and Codes

74 Annual Safety Equipment	240.00	210.00	30.00	30.00 (12%)
75 Electricity for Footpath Lighting	300.00	288.25	11.75	11.75 (3%)
80 Signage	200.00	5.63	194.37	194.37 (97%)

<b>SUB TOTAL</b>	<b>4,340.00</b>	<b>3,775.15</b>	<b>564.85</b>	<b>564.85 (13%)</b>
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### Staff Costs

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
45 Clerks Salary NETT				24,000.00	19,459.93	4,540.07	4,540.07 (18%)
46 Clerks HMRC Employer				2,320.00	1,225.45	1,094.55	1,094.55 (47%)
48 Clerk HMRC Employee					4,534.50	-4,534.50	-4,534.50 (N/A)
49 Clerks Pension ERs Contributor				505.00		505.00	505.00 (100%)
<b>SUB TOTAL</b>				<b>26,825.00</b>	<b>25,219.88</b>	<b>1,605.12</b>	<b>1,605.12 (5%)</b>

### Finance & Administration

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
37 Grants				300.00		300.00	300.00 (100%)
38 Grant to MVRG				100.00		100.00	100.00 (100%)
39 Public Relations				200.00	84.75	115.25	115.25 (57%)
40 Spotlight				500.00	93.99	406.01	406.01 (81%)
41 Website Maintenance				1,210.00	925.00	285.00	285.00 (23%)
42 Cemetery Admin System				100.00	85.00	15.00	15.00 (15%)
43 Hall Hire Stithians Centre				550.00	396.25	153.75	153.75 (27%)
44 Election Expenses							(N/A)
50 Admin Expenses				700.00	785.66	-85.66	-85.66 (-12%)
51 PAYE Support & Maintenance				144.00		144.00	144.00 (100%)
52 CALC / NALC Subscription				700.00	682.20	17.80	17.80 (2%)
53 SLCC Subscription				300.00	186.00	114.00	114.00 (38%)
54 ICCM Membership				100.00	95.00	5.00	5.00 (5%)
55 Data Protection Fee				50.00	40.00	10.00	10.00 (20%)
56 Internal Audit Fees				400.00	401.00	-1.00	-1.00 (-0%)
57 External Audit Fees				400.00	400.00		(0%)
58 Chairman's Allowance				100.00		100.00	100.00 (100%)
59 Subsistence & Travel for Membe				100.00		100.00	100.00 (100%)
60 Insurance				1,950.00	2,518.44	-568.44	-568.44 (-29%)
61 Training Staff & Councillors				440.00	802.44	-362.44	-362.44 (-82%)
62 Neighborhood Development Pla				500.00		500.00	500.00 (100%)
63 Contingency Fund				500.00		500.00	500.00 (100%)
102 Field In Trust Membership					65.00	-65.00	-65.00 (N/A)
<b>SUB TOTAL</b>				<b>9,344.00</b>	<b>7,560.73</b>	<b>1,783.27</b>	<b>1,783.27 (19%)</b>

### Environment Maintenance Coi

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10 EMC Highway Verge Maintenan				1,433.77	1,433.76	0.01	0.01 (0%)



## Stithians Parish Council

### Summary of Receipts and Payments

All Cost Centres and Codes

	1,800.00	1,350.00	450.00	450.00 (25%)
11 EMC Litter Clearance	614.47	614.52	-0.05	-0.05 (-0%)
12 EMC Haverigg Cemetery Mainte	921.71	921.72	-0.01	-0.01 (0%)
13 EMC Lower Churchyard Mainte	1,126.53	1,126.56	-0.03	-0.03 (0%)
14 EMC Closed Churchyard Mainte	2,036.18	1,911.15	125.03	125.03 (6%)
15 EMC Meadows Cemetery Ma				(N/A)
17 EMC Meadows Cemetery loc	2,500.00	1,874.97	625.03	625.03 (25%)
20 EMC Toilet Cleaning	2,355.47	2,355.48	-0.01	-0.01 (0%)
25 EMC Footpath Maintenance	307.24	307.20	0.04	0.04 (0%)
29 EMC Longdowns Bus Shelter Cl	563.27	563.28	-0.01	-0.01 (0%)
31 EMC Crellow Fields Amenity Are	563.27	563.28	-0.01	-0.01 (0%)
32 EMC Crellow Fields Amenity Are	358.44	328.57	29.87	29.87 (8%)
33 EMC Crellow Fields Amenity Are	460.85	410.82	50.03	50.03 (10%)
34 EMC Weed Treatment	100.00	99.96	0.04	0.04 (0%)
35 EMC Maintenance of Notice Boe	604.20	604.20		(0%)
66 EMC Maintenance of Speed Sig	4,007.86	4,007.88	-0.02	-0.02 (0%)
67 EMC Playing Field Grass Cuttin	512.06	541.91	-29.85	-29.85 (-5%)
68 EMC Playing Field Hedge Trimr	7,578.48	7,578.48		(0%)
69 EMC Playing Field Caretaker				
<b>SUB TOTAL</b>	<b>27,843.80</b>	<b>26,593.74</b>	<b>1,250.06</b>	<b>1,250.06 (4%)</b>

### Playing Field Development Pro

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
76 PWLB Loan 1 New Playing Fiel				2,290.64	2,290.64		(0%)
77 PWLB Loan 2 New Playing Fiel				1,389.26	1,389.26		(0%)
<b>SUB TOTAL</b>				<b>3,679.90</b>	<b>3,679.90</b>		<b>(0%)</b>

### Stithians Centre Development

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
78 PWLB Loan 3 Stithians Centre				1,566.72	1,566.72		(0%)
79 PWLB Loan 4 Stithians Centre				1,566.74	1,566.74		(0%)
<b>SUB TOTAL</b>				<b>3,133.46</b>	<b>3,133.46</b>		<b>(0%)</b>

### Ear Marked Reserves

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3 Playing Field - Rugby Club (MOI	800.37	799.06	-1.31				-1.31 (-0%)
64 Clerks Gratuity				9,256.46	9,256.46		(0%)
81 Hire of Tennis Court		359.00	359.00				359.00 (N/A)
82 Bowling Club - Use of Field (MO	275.00	275.00					(0%)
93 Computer & IT					1,222.50	-1,222.50	-1,222.50 (N/A)
94 Purchase equipment authorised		4,300.00	4,300.00		4,300.00	-4,300.00	(N/A)
95 Playing Field Maintenance					1,845.00	-1,845.00	-1,845.00 (N/A)
96 Donations to Playing Field Deve		1,170.00	1,170.00				1,170.00 (N/A)
97 Authorised expenditure from Ins					3,844.99	-3,844.99	-3,844.99 (N/A)

# Stithians Parish Council

## Summary of Receipts and Payments

All Cost Centres and Codes

				697.47	-697.47	139.50 (N/A)
98 Water Pump Plaques	836.97	836.97		255.00	-255.00	-255.00 (N/A)
100 Election Costs 21/22						
<b>SUB TOTAL</b>	<b>1,075.37</b>	<b>7,740.03</b>	<b>6,664.66</b>	<b>9,256.46</b>	<b>21,421.42</b>	<b>-12,164.96</b>
						<b>-5,500.30 (-53%)</b>

### General Reserve

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
99	Dog Fouling Campaign					108.48	-108.48	-108.48 (N/A)
101	SCRIBE					1,406.00	-1,406.00	-1,406.00 (N/A)
<b>SUB TOTAL</b>						<b>1,514.48</b>	<b>-1,514.48</b>	<b>-1,514.48 (N/A)</b>

### Summary

<b>NET TOTAL</b>	<b>88,073.55</b>	<b>100,784.75</b>	<b>12,711.20</b>	<b>90,422.62</b>	<b>95,813.79</b>	<b>-5,391.17</b>	<b>7,320.03 (4%)</b>
<b>V.A.T.</b>		<b>2,227.41</b>			<b>3,322.75</b>		
<b>GROSS TOTAL</b>		<b>103,012.16</b>			<b>99,136.54</b>		



**Stithians Parish Council**  
**Reserves Balance**  
**2021 - 2022**

**AGENDA ITEM 9.1**

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Earmarked</b>					
Playing Field Development	16,387.33	19,249.69	6,145.00	5,470.00	34,962.02
Tennis Court Fencing	4,318.27	2,000.00		359.00	6,677.27
Pavilion Replacement	35,104.95	8,988.04		1,074.06	45,167.05
Legacies	10,572.37				10,572.37
Clerks Gratuity	9,059.58	196.88	9,256.46		158.50
Computer Fund	1,381.00		1,222.50		424.42
Community Fund	424.42				39,875.12
Institute Fund	43,720.11		3,844.99		7,500.00
Longdowns Play Area	6,500.00	1,000.00			3,245.00
Contested By-Election		3,500.00	255.00		1,120.00
Fingerposts		1,120.00			139.18
Monies Held for Lantern Parade		139.18			55.80
CIL Receipts		55.80			139.50
Water Pump Plaques			697.47	836.97	
<b>Total Earmarked</b>	<b>127,468.03</b>	<b>36,249.59</b>	<b>21,421.42</b>	<b>7,740.03</b>	<b>150,036.23</b>
<b>TOTAL RESERVE</b>	<b>127,468.03</b>	<b>36,249.59</b>	<b>21,421.42</b>	<b>7,740.03</b>	<b>150,036.23</b>
<b>GENERAL FUND</b>					40,887.08
<b>TOTAL FUNDS</b>					190,923.31

## Stithians Parish Council

Prepared by: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

Date: \_\_\_\_\_

<b>A</b>	<b>Bank Reconciliation at 28/02/2022</b>		
	Cash in Hand 01/04/2021		187,047.69
	<b>ADD</b> Receipts 01/04/2021 - 28/02/2022		103,012.16
	<b>SUBTRACT</b> Payments 01/04/2021 - 28/02/2022		290,059.85
			94,958.77
	<b>Cash in Hand 28/02/2022</b> (per Cash Book)		<b>195,101.08</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 28/02/2022	0.00	
	Lloyds Instant 28/02/2022	194,857.01	
	Lloyds Current Account (Treasurer: 28/02/2022	1,327.44	
			<b>196,184.45</b>
	Less unrepresented payments		1,083.37
			195,101.08
	Plus unrepresented receipts		
	<b>Adjusted Bank Balance</b>		<b>195,101.08</b>
	<b>A = B Checks out OK</b>		





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## **CLERKS SALARY REVIEW**

### **Decisions Required:**

- 1. To approve National Agreement, Pay Award, backdated to 1<sup>st</sup> April 2021, and authorise payment of £259.04.**
- 2. To review & authorise incremental rise on 21 / 22 PayScales wef: 1<sup>st</sup> April 2022**

### **REPORT:**

- The National Pay Award for 20/21 has finally been agreed at an increase of 1.75%, this award is backdated to 1<sup>st</sup> April 2021. A copy of the new scales is attached at Appendix 1. The payment due to the Clerk is as follows:

April 21 to October 21 (21 hours):	7 months x £23	£161.00
Nov 21 – Feb 22 (23 hours):	4 months x £24.51	£ 98.04
	<b>TOTAL:</b>	<b>£259.04</b>

The amended salary for March is: £1,425.25

- In accordance with the Clerks Terms & Conditions of Employment the Council are required to complete an annual review of salary. Incremental increase through the Salary Scale (points 22 to 28) is to be applied in April, additional increments are also applied on completion of the CiLCA qualification.

I can confirm that I have successfully completed CiLCA in February 2022. (in 8 months!) - 1 incremental scale point: 22 to 23

Whilst routinely my annual increase would be a further point from 23 to 24, I would like Members to consider an increase of 2 scale points which would take my salary to scale point 25.

My justification for this request is as follows:

I completed the Clerks qualification very quickly, most of the course being completed in my own time – the Learning Agreement – does allow candidates to claim up to 4 hours overtime per week to support the commitment required, I personally chose not to do this.

I feel the transition from John to myself has gone very well and the support offered in the first few months was invaluable, however, I took responsibility for all areas of the role very quickly.

## **AGENDA ITEM 9.2**

The administration / legal responsibility of the Cemetery is far more in depth than anticipated and my understanding is that this carries an additional weight of 1 increment on the PayScale.

SCP 25 salary payment would be £18,707.70 per annum which is within the 22/23 Budget and allows for any National Pay Award in 22/23.

Jane E Richards  
Clerk  
4<sup>th</sup> March 2022





A- barth Onan Hag Oll! Representing One and All

## **Falmouth & Penryn Integrated Care Forum**

### **Decisions Required:**

- 1. To agree representation on the Falmouth & Penryn Integrated Care Forum**

### **REPORT:**

The following email was shared with members on 8<sup>th</sup> March 2022:

Dear Stithians Parish Council,

I am writing to let you know that Falmouth and Penryn Primary Care Network is soon going to be hosting quarterly "Integrated Care Forum" meetings. The meetings will be held online initially and we plan to invite lay members, representatives from CPFT, the voluntary sector, the council and from all 4 surgeries. It will be an opportunity to discuss projects that the PCN is working on (currently mental health and care home support), and any other wider issues facing health in Falmouth, Penryn and the surrounding areas.

Penwith already has something similar running, and we have based our idea on this.

It would be great a representative from Stithians parish council could come along?

We have not set a date for the first meeting but are aiming for the end of March.

Many thanks,

Issy  
*Dr Issy Boyd*  
GP

For discussion on agreement on participation & representation.

**Jane E Richards**  
Clerk  
8<sup>th</sup> March 2022

## **AGENDA ITEM 10.1**

This is 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.





**A- barth Onan Hag Oll! Representing One and All**

Application PA22/01231

Proposal Change of use of land to provide a camping site, erection of sheds, shower block and toilet facilities

Location Land North of Mole Hill Farm Woodhill St Gluvias Penryn

Applicant Mrs Wende Blowfield Greenland Views Camping

**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 Adam Bunclark and Cllr Ross Iles, Thursday 10<sup>th</sup> March 2022**

**REPORT:**

**Background**

Change of use of land to provide a camping site, erection of sheds, shower block and toilet facilities

This proposal seeks to address the concerns that have been previously raised by seeking the provision of 10 camping pitches (including 4 bell tents) only with no motorhomes or towing caravans. It would also provide toilet and shower facilities. It should be noted that the size of the has been reduced in half from the previous refusal. The camping site and field would be delineated by a hedgerow.

**Matters of Concern:**

Please note 3 Objections and 1 Supporting Public Comments as of 10/03/22.

To be discussed at Parish Council Meeting.

**Cllr A Bunclark & Cllr R Iles  
10/03/22**



**A- barth Onan Hag Oll! Representing One and All**

Application PA22/00901

Proposal Works to trees subject to a Tree Preservation Order (TPO), works include Tree 1, Old Apple - Fell Tree 2, Eucalyptus - Reduce the size of the tree by: -reducing the height of section which is facing into the garden by half -removing dead and over hanging branches from the second trunk. Tree 3 - Sycamore - Tree surgeon felt it was important not to remove it down to grown level as it provides protection for the Elm tree.

Location Foxfield Crelow Gardens Stithians Truro

Applicant Mrs Alison Stedman

**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 Adam Bunclark and Cllr Ross Iles, Thursday 10<sup>th</sup> March 2022**

**REPORT:**

**Background**

Works to trees subject to a Tree Preservation Order (TPO), works include Tree 1, Old Apple - Fell Tree 2, Eucalyptus - Reduce the size of the tree by: -reducing the height of section which is facing into the garden by half -removing dead and over hanging branches from the second trunk. Tree 3 - Sycamore - Tree surgeon felt it was important not to remove it down to grown level as it provides protection for the Elm tree.

**Matters of Concern:**

None

**Cllr A Bunclark & Cllr R Iles  
10/03/22**



**A- barth Onan Hag Oll! Representing One and All**

Application PA22/02113  
Proposal Construction of a single storey rear extension.  
Location 62 Crellow Fields Stithians Cornwall TR3 7RE  
Applicant Miss C Morris

**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 Adam Bunclark and Cllr Ross Iles, Thursday 10<sup>th</sup> March 2022**

**REPORT:**  
**Background**

Construction of a single storey rear extension.

**Matters of Concern:**

None

**Cllr A Bunclark & Cllr R Iles**  
**10/03/22**





**A- barth Onan Hag Oll! Representing One and All**

Application PA22/02114  
Proposal First floor extension to provide additional bedroom.  
Location 2 The Laurels The Square Stithians Cornwall  
Applicant Steve & Lisa Harvey

**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 Adam Bunclark and Cllr Ross Iles, Thursday 10<sup>th</sup> March 2022**

**REPORT:**  
**Background**

First floor extension to provide additional bedroom.

**Matters of Concern:**

None

**Cllr A Bunclark & Cllr R Iles**  
**10/03/22**



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**NOTES OF ENVIRONMENTAL MANAGEMENT CONTRACT PROGRESS MEETING –Wednesday 9<sup>th</sup> March 2022**

**Decisions Required:**

1. To note the content of the report
2. To approve the cost of £200 for the rolling of Playing Field
3. To approve the purchase of Grass Matting for the entrance to the playing field (Item 19) & around the Sputnik (Item 6) delegated responsibility to the Chairman & Clerk to purchase within budget of
4. To agree to install the replacement plaques on the War Memorial (Item 14)

Present: Cllr Mrs J. Thomas, Cllr P. Blease, Cllr M. Whitbread-Jordan, T. Martin – EMC Contractor, J. Richards -Clerk

ITEM		ISSUE		PLAN / ACTION	UPDATES
1	Big Slide	Painting of Slide	Work to be completed during winter months – weather permitting	TS volunteered to undertake the work and engaged the assistance of KB, a digger would be required to complete the work, at a cost of £200 for the day. <b>(£150 hire + fuel ). 09/06/21</b> SPC approved expenditure - MINUTE: 15/07/21. <b>Work Outstanding</b>	08/03/22 – Not yet completed
2	BMX Track	Works to be completed to reinstate and improve the jumps on the BMX track	Waste dumped on BMX Track	Waste material, including concrete, dumped on BMX track, Mr Zipwire has agreed to either cover the cost of removal	07/02/22  09/03/22  10/01/2022
To publicise refurbishment and seek suggestions from the community, Local contractors to be approached to see if interested in Quoting for work when plans decided.. To include review of area located next to the new entrance at bottom of the playing field.					Update – additional work required due to waste material being dumped on one of the jumps – RT has agreed to cover costs
PCB to approach person involved with the design of Portreath BMX track for advice regarding possible improvements.					TM to remove stones laying around jump previously cordoned off ASAP.



ITEM		PLAN / ACTION		UPDATES	
			or complete work himself. TM investigating work and either provide quote for work or advise outside of his scope of work		for removal <b>TM</b> to invoice direct and work to be completed. Waste Concrete Removed
3	Pavilion	Future of the Pavilion	The future of the building was discussed at the January 2021 PC meeting when it was resolved to inform the RFC that the building had reached the end of its useful life and that they would need to find alternative accommodation for the next season JVC sent this letter by e-mail on 22nd January and at the time of this meeting, had still received no response. It was noted that it had been decided at the February Council meeting to demolish the building. This will be further considered after the forthcoming Council elections.	06/09/21  05/10/21  07/02/22	Review now under way – (PCB). Demolition notice temporarily rescinded whilst other alternatives being investigated TM reported slates off the roof – agreed that this would be monitored and if any further damage the area would be cordoned off. Currently waiting for information from Architect
		Vandalism	Window to side of building damaged by vandals evening of Monday 7 <sup>th</sup> March – also shed on bowling green – windows smashed. Rugby Club have attempted to board window. Rugby Club had removed padlock and used facility again. Proposed that the cistern (ball cock/valve) is repaired and toilet but back in to use by Rugby Club only.	09/03/22	Reported to police Awaiting Crime Number TM to board / secure window asap
		Changing Room Toilet – repairs required		09/03/22	<b>TM</b> to carry out repair. <b>JER</b> to advise Rugby Club that this can be used again – to remain locked when not being used at training / matches.
4	Litter Bins	The oil drum litter bins beginning to look a little unsightly,	to consider replacing with suitable alternative, consider 3 bins, 2 for Playing Field (main field and next to Youth Shelter) and 1 next to Skateboard Park. <b>JER</b> to investigate costs	05/10/21    09/03/22	Preliminary Costings: Gladson Combo 140 Litre Waste Bin - £318.66, Large Aperture Litter Bin - £380.55, Elipsa Litter Bin – 70 Litrs - £136.50. Report to Full Council. <b>Full Council agreed to place this matter on hold until New Year to allow further consideration regarding rubbish &amp; recycling</b> To review & b To bring forward



ITEM	ISSUE	PLAN / ACTION	UPDATES	
5	Youth Shelter  Graffiti	<p>TM reported that he is having to spray over 'graffiti' on the youth shelter at least 3 times a week, agreed: continue to spray over and grind out where appropriate on the perspex. General notice to be published on the Notice Board. Various options being considered including discussion with Mural Artist</p> <p>Reported at Full Council to investigate options for surface to be used for mural – seek advise from suppliers of youth shelter.</p>	<p>01/11/21</p> <p>10/01/22</p> <p>07/02/22</p> <p>09/03/22</p>	<p>TM to submit quote for materials JER to prepare report for FC outlining costs / mural ideas. <b>TM</b> to renew 'anti-climb' paint on roof. COST of PAINT: £25.00. <b>Report on FC Agenda. – approved.</b></p> <p>Anti-climb paint applied</p> <p>No Further update</p> <p>The Company who supplied the Youth Shelter no longer exist, have contacted Caloo to see what's possible, nothing advised as yet. Chased again. Also to contact local firms for cost</p> <p>PCB to contact Mural Artist to confirm that she can still commit to this project.</p>
6	Sputnik  Safety Surface showing signs of wear & tear	<p>TM to repair with existing material and monitor.</p>	<p>07/02/22</p> <p>09/03/22</p>	<p>Outstanding – <b>TM</b> to install grass matting Outstanding. <b>TM</b> to provide quote for matting ASAP for consideration at March meeting</p>
7	Moles  Extremely active. Causing damage to playing field	<p>Traps have been applied with some success.</p> <p><b>TM</b> to continue placing traps .</p> <p>Mole runs and soil hills impact on surface of Playing Field. Proposed that farmer be approached to run chain / roller over field to level out &amp; compact ground. PCB to approach farmer</p>	<p>08/03/22</p>	<p>Local farmer not able to take on work. <b>TM discussed with his contractor – Quote: £200</b></p>
8	Zip Wire  Difficult for users to retrieve seat	<p>Small 'rope-pull' to be added to seat to assist riders retrieving the seat. <b>TM to install</b></p>		
9	Toilet Refurbishment	<p>Report presented to September Council Meeting</p>	<p>06/09/21</p> <p>04/10/21</p>	<p>Quote for replacement door received from CORMAC &amp; SP. Quotes for electrician to be obtained.</p> <p>Budget for works approved JER to contact relevant contractors to schedule work, also add replacement window to</p>

ITEM	ISSUE	PLAN / ACTION	UPDATES	
		<p>TM advised that damage was still happening, the soap dispenser had been broken again, soap was being spilt on the floor &amp; graffiti on doors.</p>	<p>04/10/21 01/11/21 06/01/22 07/02/22 08/03/22</p>	<p>quote and replacement of 3 external LED lights which are flickering. Contractors advised; electrician scheduled for 28<sup>th</sup> October. JER Electrical work completed. JER confirmed that Replacement door will have a low threshold delivery /installation is unlikely to be until December / January. Door &amp; window due for delivery 20<sup>th</sup> January 22 JER to chase SP for installation date SP contacted – confirmed that installation to take place weekend of: 19<sup>th</sup>/20<sup>th</sup> March 22.</p>
10	Longdowns Bus Shelter	<p>Replacement needed (Outstanding since 2019)</p>	<p>04/10/21 01/11/21 12/01/22 07/02/22 10/02/22</p>	<p>UPDATE: - nothing new to report. –have been advised that this would be scheduled for the end of August–nothing as yet notification received that the shelter would be manufactured in mid-October and installed in November Chased – NO FURTHER UPDATE Met with Simon at Truro Portable Buildings – he stated that the bus shelter would be replaced this month. No change JER to contact again Response from TPB – on hold awaiting outcome of appeal against planning approval on site of Old Bulldog Bar.</p>
11	Footpath Anomalies	<p>Submitted to CC 2020</p>	<p>Feb 2022 09/03/22</p>	<p>Government announcement that deadline for completion of this review has now been removed.  To contact CC every 6 months for update on progress of submitted anomalies</p>



ITEM		ISSUE	PLAN / ACTION	UPDATES	
12	Enhanced LMP Project	Review potential footpaths to benefit from payment	MWJ to prepare report for Council & to enable quotes to be obtained for work	09/03/22	MJW to contact all relevant landowners to seek approval for proposed works. Then details of works required to be supplied to contractors & invited to quote. Once completed – final decisions about which work to be undertaken.
13	Crane Garage	Concerns with amount / state of vehicles in area	No update from previous meeting. Cllr John Thomas confirmed intention to set up site visit to review and plan further actions.	10/01/22  07/02/22  09/03/22	JER TO Email to Cllr Thomas formally requesting that action is now taken in relation to this site DONE No formal response as yet. advise residents to pass details of abandoned vehicles to VOSA. Keep reporting Contact made with Community & Civil Parking Enforcement - unfortunately this is outside the scope of their remit. Email sent to Local Police Neighbourhood Team requesting assistance.
14	War Memorial	Outstanding work	PB to chase Wearnes	08/02/22 09/03/22	Proofs received – work to be approved. Proofs shared with JI who has approved them, PCB made further contact with member of public requesting update on concerns raised, informed that currently in liaison with The War Memorials Trust
15	Granite Plaque on Bus Shelter	Lettering starting to wear	PCB to contact Wearnes for quote to refurbish		Remedial action discussed – filling cracks with suitable materials and applying lime wash to areas where paint flaking off.
16	Bus Shelter (opposite SPA)	Repairs	Cob construction with lime plaster applied. Some remedial work completed in past – Sandtex! MJW to investigate options	09/03/22	MWJ to obtain further information.
17	Community Garden	Local resident (WR) has contacted Council expressing an interest in establishing a 'community garden' in the village	PCB had initial meetings to open discussion in January and awaiting report from volunteer for discussion at Full Council.	09/03/22	WR is no longer able to commit to project. PCB to contact Gardening Club to see if they would be interested in taking this on.
18	Longdowns Crossing		Feasibility Study completed to be reported at February Full Council	09/03/22	Feasibility Study now available on web-site. Draft letters to residents to seek opinion.



ITEM	ISSUE	PLAN / ACTION	UPDATES	
19	Entrance to Playing Field	Looking untidy, damage to field from mole activity & footfall.	Proposed that Grass matting be laid to construct a footpath also fence to be installed between the wall and the new notice board to block this area as a thoroughfare.	TM to provide quote for grass matting and suitable fencing – for March Council Meeting

Next Meeting Scheduled for ::TBC



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## **Half Moon Wood Management Plan**

### **Decisions Required:**

- 1. To note report**
- 2. To consider response to the Woodland Trust**

### **REPORT:**

Email received from Woodland Trust:

The Woodland Trust reviews the management plans for each of its woods on a 5 yearly basis and Half Moon Wood's plan is due for review this year. I have reviewed it and brought it up to date and am forwarding to you for information and in case there are any comments you'd like to make. Management will continue in a similar vein as normal, with continued management of public access and to manage the ongoing infestation of Himalayan balsam. Ash die back is continuing to affect the Ash in the wood and we'll continue to manage affected trees close to paths and boundaries to maintain safety and gradually start a process of light thinning in other areas of the wood and along pathsides to open them out and start to restructure edges etc. If you have any thoughts, please let me know

A copy of the plan is attached.

J E Richards  
Clerk

## **DRAFT DOCUMENT FOR DISCUSSION**

### **Proposed Footpath Works – 21<sup>st</sup> February 2022**

Report for Noting

#### **Aim**

- To complete renovation works on footpaths/stiles in the Parish with the grant money secured.
- Focus on well used paths and those with a 'historical/intrinsic value'

***The priority projects are listed below in no particular order. When quotes are received for the proposed works a decision on which projects are to be completed will require to be made.***

#### **Priority Projects**

**231/8/1** - Reinstatement of the edged section of footpath from stone stile near the church to the stone stile near Meadowside Cemetery.

Proposed Works - Dig out path between stone edge and existing hedge to a depth of approximately 150mm. Reset stones along entire path length where appropriate, replace if required with 'new'. At the site of gate opening create new edging on the gate side to clearly delineate path. Lay woven membrane on base of exposed soil and cover down with 75-100mm of scalpings/gravel such that scalpings/gravel is recessed 30mm below stone edging. All waste material to be taken off-site by the contractor unless otherwise agreed.

**231/20/1** – Kennall Farm to Foundry. The path runs adjacent a hedge but blackthorn has encroached covering what is believed to have been an 'ironstone/gravel' path used for those attending church.

Proposed Works – Cut the hedge back and look to clear the vegetation (blackthorn) that has encroached over the original path. When clearing from the path the vegetation will need to have its roots pulled out rather than just cut otherwise it will rapidly re-establish. The removal will have to be done as sensitively as possible to try and reclaim the original path (should it still be in existence) and this will require evaluation as the works proceed. Re-instate the path with a suitable material (to be decided once we can see if any of the original path remains). There are a number of 'unknowns' that will probably mean that we shall have to have a contingency placed against the quote in case works are more extensive than originally thought bearing in mind that a 'ceiling' will be placed on this particular job. Replace iron gate with identical one that has been 'hot dip' galvanised for longevity.

Proposed Works - Widening the plank that bridges the stile by at least doubling its width will allow safer access. Erect a simple hand rail using scaffolding tubes (or similar) screwed in to the wooden planks to help walkers traverse the stile. On the field side place an appropriate sized granite lintel as a bottom step as the 'step-up' is currently too high; this lintel will match the existing character of the stile.

Water puddles either side where people step down. It would be good to either place paving slabs/granite stepping stones down or gravel these areas for low maintenance and longevity. Granite stepping stones may be more sympathetic with the current stile.

**231/8/2** - The stone stile leading in to the hamlet of Trembroath from the Church/Hendra requires renovation.

Proposed Works – Dig out the stile as it is currently choked with soil/gravel. Reset the middle stone (level) on the hamlet side as it slopes inwards and is difficult to use.



Where this footpath enters the field, a distance of about 20m from the stile, erosion occurs particularly in wet weather. Construct either a single or double stone step depending upon the level of the path and the field to reduce the effect of soil erosion. If two steps are required then place them sufficiently far apart such that when parents with pushchairs access the path (and they do) they can more easily negotiate the level change. Reinstate part of the path surface with scalplings/gravel for the first 5-10m from the step(s) towards the stile.

**231/12/2** - On the side of the stone stile leading on to footpath 231/12/1 that eventually leads to Treskewes. The bottom stone that was set in the ground has come loose.

Proposed Works – The stone requires re-setting at the very least. Ideally it would be best to place a more suitable stone (30cm x 50-80cm?) for longevity.

**231/5/2** - This stile was adjacent to the post box mounted on a telegraph pole which has now been re-located further along the same road. On the roadside it can be difficult to step up on to the existing stile. Similarly, on the far side of the stile where you step in to the field it is always boggy due to it being a low point/a place where the cattle historically gathered. The field is currently being used for the growing of corn for the first time in over 40 years.

Proposed Works – On the roadside place a new stone step (50cm x 50-80cm?) to allow easier access to this side of the stile. On the field side place 2/3 stepping stones to alleviate/ease access the problems.

**231/8/1 & 231/8/2** – The stone stile bridging the fields containing Meadowside Cemetery and the hamlet of Trembroath. The stile is in good order.

Proposed Works – The access path across the Meadowside Cemetery field is been paved and is in good order. However, just prior to the stile on the Meadowside Cemetery side a number of paving slabs are missing and could do with replacing. This path is very popular and the remediation works, albeit minimal, would be noticeable and probably well received.

**231/12/1** – Stone stile on the Treskewes to Hendra footpath.

Proposed Works - On the Hendra side of the stile a stone (30cm x 50-80cm) requires placing on the earth at the base to decrease the step-up and allow easier access to the stile.

## **Contingency Projects**

### **Signage Issues**

**231/12/3** – At the point where this footpath meets the road leading to Trewithen Moor the footpath sign has disappeared because the post has rotted away. Has been reported but will not be replaced in the foreseeable future.

Proposed Works – Replacement of post and sign.

**231/8/3** – Junction on lane leading to Trewithen Moor/hamlet of Trembroath. Post for footpath sign still in position but the footpath sign bracket rotted a number of years ago and the sign was removed.

Proposed Works – Replace the footpath sign

**231/11/1** – Footpath sign no longer present. (should be two footpath signs on this post not just one indicating different directions)



Proposed Works – replace footpath sign to clearly mark this end/start of this footpath. This footpath has recently been addressed by countryside Access following the locking of a gate – this has been successfully resolved.

### Additional Footpaths

231/25/1 – This is the footpath passing Kennall Farm, the Showground towards Kennall Vale. There are a few issues here including access and route deviation. In addition the footpath culminates in a 'dead end' at Kennall Vale due to circumstances beyond our control. Blocking of the footpath during Showground use may need addressing with Showground Committee. If residual funds are available following allocation to aforementioned projects then further discussion about how to address this footpath is certainly merited.

231/34/1 – Joy noted that this path crosses some wet land. The suggestion is that the area needs to be visited to see if some remedial works are required to allow 'easier' access e.g. stepping stones (may have been tried previously). *(Ideally a site visit is required)*

### Additional Notes

- Joy and I have talked about the concept of addressing the stile that was vandalised on land in the Trembroath area during 2021. If a private landowner is prepared to continue to allow access as he has done for many years that extends/better integrates our footpath network then I think we should include this as a possible contingency project – this area is on our anomalies list for footpaths. For those unsure of the location of the aforementioned we are talking a stile close to 231/49/1 but in between 231/49/1 and 231/12/1.

I will go and speak with land owner about adjusting the stile to make it more accessible and vandal proof e.g lower a section of the wall to permit access through rather than climb over and then make some steps noting that there is a difference in ground level between the two sides of the dividing wall in the region of 1.2m (4ft).

- Cemetery path adjacent to cricket field

The section path at the top end of the cemetery is very slippery and could do with edging and gravelling with scalplings to match the Meadowsid Cemetery path. This is 'glebe' owned and whilst we are not obliged to undertake any works it may encourage more people to access Meadowsid Cemetery via this pathway than drive.

Whilst this is not a footpath should we consider doing some remedial works on the Meadowsid Cemetery path and include this minor renovation under the same task? Long term it would be ideal if the glebe would consider putting a path leading from the entrance gate to connect with the Meadowsid Cemetery path.

- 231/12/1 - This is a section of this footpath leading to Treskewes from Hendra that has been fenced which has been mentioned before. Although it has been cleared some substantial blackthorn still remains. I think this section needs to be really cut back on the hedge and around the fencing wire as it is still impassable. Walkers do not use the stone stile which is in good order because of this.
- I have also contacted SG (end Jan 22) to inquire if they know of any of the stiles on their land that may need some attention and of so to let me know. The footpaths around the area of Trebost 231/21/1,2,3 don't see much use but still need to be kept in order. I will try and go and look at these stiles within the near future.

- 231/21/3 – Polkanuggo Lane to 'Hotrocks' site needs some general TLC. Could do with a site visit to assess in the future to assess.

Cllr M. Whitbread-Jordan





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## **VANDALISM**

### **To Note Report**

#### **REPORT:**

The Pavilion and Bowling Club were subject to an act of vandalism of the evening of Monday 7<sup>th</sup> March 2022. Windows to the side of the pavilion were smashed. It does not appear that entry to the building was made.

A shed located on the Bowling Green was also targeted and windows smashed.

The incident has been reported to the Police – currently waiting for Crime Number to be issued.

Jane E Richards  
Clerk  
9<sup>th</sup> March 2022



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## **Report for Noting**

### **Queen's Platinum Jubilee Committee**

#### **Report on second meeting held 8<sup>th</sup> March 2022**

Attendees - Phil Blease (PB), Judith Twigger (JT), Cath Cullen (CC) Denis Nightingale (DN), Mark Whitbread Jordan (MWJ)

Apologises - Claire Sylvester (CS)

Guest - Maddy Blunt (MB) Project Manager for Stithians Wellbeing Fair (SWF)

#### **Introduction**

PB advised the committee that QPJ & SWF are similar community focused events so we agreed that Maddy (MB) would sit in on some of QPJ meetings & vice versa so that we can learn from each other.

Donna has resigned from this committee due to other commitments, but it was felt we have sufficient numbers from TSC not to replace her.

#### **Agreed at last meeting**

This will be an event jointly organised by Stithians Parish Council (SPC) and The Stithians Centre Management Committee (TSC).

It was agreed that the main focus of the celebrations should be a family orientated day be held on Sunday 5<sup>th</sup> June 2022 in the Playing Field. People will be invited to attend from 12.00am with entertainment starting at 1.30pm

A free "Picnic in the Park" event with people able to bring their own picnic and enjoy activities and entertainment without cost will make the event as inclusive as possible. We envisage refreshments, food and drink can also be purchased on the day from various sources.

The objective would be to provide a community event that will be enjoyed and remembered by the community for years to come.

Financially, the objective would be to cover the cost of the event as a minimum and if any surplus raised could be used to support 3 community organisations/projects. The Christmas

Light Appeal, The Playing Field Improvement Appeal Fund and The Stithians Centre were suggested as potential recipients.

### 2 - Entertainments

It would be great if we could have 5 or 6 performers entertaining on the day. Grizzly Paw, Stithians Ladies Choir, Stithians Male Voice Choir, Stithians Band, Roustabouts, Jazz Group, BandEkoots, Ukulele Group were just a few possibilities that could be approached.

We envisage that the public will be invited to attend at 12.00pm so entertainment could start 1.30 ish.

We also thought that some children focussed entertainment should be provided eg Tommy Twist (ballon artist), Face Painting, bouncy castle, Crown making competition etc.

Could be a fancy dress competition/theme for the day. Suggested theme "7 decades of fashion".

Maybe one of the sports clubs might like to organise a fun competition eg welly wanging.

### Progress on Actions from meeting 1

- A) *Public Liability Insurance (PLI) – PB will investigate if SPC policy will cover this event.*  
SPC Public Liability Insurance will only be available if SPC are the sole organisers. SPC insurers provided additional useful information including an example Risk Assessment which is attached to this report. MB advised Wellbeing event had single day PLI last year at circa £140.

PB to investigate options further

- B) *Decorations, bunting flags etc – JT will see if RBL can provide.*

JT reported RBL has small amount. Ann Nicholls is looking for some and CC is exploring possibility of School making some as an inter-class competition

- C) *We will need seed funding – PB to investigate if SPC can identify some funds for this.*  
**DN** to investigate if TSC can help in this.

SPC has about £500 available for community use. TSC may be able to add to this if needed.

- D) *Simon Relton has offered to organise a raffle to help raise funds. PB to explore this option further.*

- E) *Entertainments – DN to contact potential entertainers and establish if they are interested and available. If interested and available on what basis they are prepared to perform? Check if PPS/PRS needed for playing music.*

**DN** reported good progress with interest from several groups. Others suggested included Hello In There (Kim Hill's son) and ISYLA, Grisly Paw, Band-E-Coot. DN



suggested need for PA system and MD gave a link  
<https://www.gkelectronics.co.uk/complete-pa-sound-systems>

**PB** to establish size of Marquee from Simon Relton.

- F) Refreshments – **CS** to identify potential refreshment providers, check their availability and open a discussion on the basis they can provide their service ie pay for a pitch, share of their profit or any other arrangement that may be appropriate. Ensure TENS licence provided for any alcohol sales.

**CS** reported that she has been holding off in case any of the local groups want to provide refreshments (cakes/cream teas/bbq etc) as part of their contribution/fund raising. JT will suggest possibility to local groups and report on take up. **CS** will then try to plug any gaps with commercial traders.

- G) Local Groups – **JT** to approach local groups to establish if they are interested in participating in the day and request what they would like to do on the day. Hopefully this will avoid having 10 tombolas.

**JT** having good levels of interest with only a couple of organisations unlikely to join the festivities due to lack of numbers. Groups can choose what they do be it provide a service/promote their organisation/run fun thing etc or any combination of these, but we do know what they are going to be doing so that we can comply with PLI, avoid duplications and plug any gaps with commercial traders (see F)

- H) See 5 above, Sponsors – **PB** to approach companies in the Parish to see what Sponsorship arrangements can be set up.

I have held off this but I have expressed an interest in the Cornwall Community Foundation grant and put in a tentative bid for £4,000. We should know in the next week if this will be looked on favourable in which case a fully grant application will be needed. If we get this, it will be a game changer and our approach to sponsors will be different.

- I) Weather Mitigation – **MWJ** to give this issue further thought.

**MWJ** reported initial thoughts mainly being marquee/TSC hall and possible school hall. **MWJ** investigating school hall further.

- J) Staffing.

It was felt that we can leave this to closer to the event as staffing requirements would be influenced by the Risk Assessment in due course.

- K) Other issues raised for consideration God Save the Queen, Bell Ringers, Guest of Honour?

Attachments – 1-AJG Community Event pdf (Guidance if SPC was running event)

2- Example Risk Assessment.

3- Gallagher Communities - Jubilee Flyer

Please all read these documents as they will inform our discussions going forward and are useful guidance even if we decide to go for stand alone PLI policy.



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## **Authorisation of Payments –March 2022**

### **Decision Required:**

1. To approve the payment of the sums shown in the attached report totalling £4808.03 for March 2022.

2. To approve the payment of the sums detailed below – totalling £1,477.99 for payments due to be paid by Direct Debit before the April Meeting.

### **REPORT:**

The attached Payments Awaiting Authorisation Report dated 10<sup>th</sup> March 2022 details all invoices received or payments made since the meeting held on the 18<sup>th</sup> February and paid in March 2022

### **Explanatory Notes (where applicable)**

Voucher No	Details
391 - 392	CALC Charges for courses in February – previously authorised Minute:10/01/02
393 - 395	Water Charges from Everflow. Total: £42.26. Paid by Direct Debit – 28/02/2022
400	Charge for Room Hire for Meeting held to review Boundary Change
401 - 403	Clerks Salary Payment
404 - 421	Environmental Maintenance Contract paid in 12 equal instalments of £2320.31
422	The Clerk authorised the purchase of toilet cleaning materials
423	Invoice for repair of Bowling Clubhouse Door following damage

The following Payments are scheduled to be paid by Direct Debit in April before the meeting.

Date Due	Amount	Details
04/04/2022	£694.63	PWLB Loan 2
04/04/2022	£783.36	PWLB Loan 3

J E Richards  
Clerk / RFO  
10<sup>th</sup> March 2022



10 March 2022 (2021 - 2022)

Stithians Parish Council

PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
391 Training Staff & Councillors	21/02/2022	10/01/22	Lloyds Current Account	BACS	Training Councillors	CALC - Cornwall Associator	S	30.00	6.00	36.00
392 Training Staff & Councillors	21/02/2022	10/01/02	Lloyds Current Account	BACS	Training Staff	CALC - Cornwall Associator	S	60.00	12.00	72.00
393 Water	18/02/2022		Lloyds Current Account	DIRECT DEBIT - 28/02	Water Charges	Everflow	Z	8.15		8.15
394 Water Supply Cemetery	18/02/2022		Lloyds Current Account	DIRECT DEBIT - 28/02	Water Charges	Everflow	Z	8.15		8.15
395 Water & Sewage Toilets	18/02/2022		Lloyds Current Account	DIRECT DEBIT - 28/02	Water Charges	Everflow	Z	25.96		25.96
397 Lease from Glebe	28/02/2022		Lloyds Current Account	BACS	Glebe Rent	Savills	E	300.00		300.00
400 Hall Hire Stithians Centre	03/03/2022		Lloyds Current Account	BACS	Hire of Hall	The Stithians Centre	E	11.25		11.25
401 Clerks Salary NETT	10/03/2022		Lloyds Current Account		Clerks Salary Nett	Clerk / RFO	X	1,361.58		1,361.58
402 Clerks HMRC Employee	10/03/2022		Lloyds Current Account		Clerks HMRC Employee (NI)	HMRC	X	130.73		130.73
403 Clerk HMRC Employee	10/03/2022		Lloyds Current Account		Clerks HMRC Employee Payme	HMRC	X	322.71		322.71
404 EMC Footpath Maintenance	10/03/2022		Lloyds Current Account		Environment Management Cor	Tyrone Martin	X	196.29		196.29
405 EMC Highway Verge Mainten	10/03/2022		Lloyds Current Account		Environment Management Cor	Tyrone Martin	X	119.48		119.48
406 EMC Closed Churchyard Mair	10/03/2022		Lloyds Current Account		Environment Management Cor	Tyrone Martin	X	93.88		93.88
407 EMC Lower Churchyard Main	10/03/2022		Lloyds Current Account		Environment Management Cor	Tyrone Martin	X	76.81		76.81
408 EMC Haverigg Cemetery Maii	10/03/2022		Lloyds Current Account		Environment Management Cor	Tyrone Martin	X	51.21		51.21
409 EMC Meadows Cemetery I	10/03/2022		Lloyds Current Account		Environment Management Cor	Tyrone Martin	X	169.68		169.68
410 EMC Crellow Fields Amenity I	10/03/2022		Lloyds Current Account		Environment Management Cor	Tyrone Martin	X	46.94		46.94
411 EMC Crellow Fields Amenity I	10/03/2022		Lloyds Current Account		Environment Management Cor	Tyrone Martin	X	29.87		29.87
412 EMC Crellow Fields Amenity I	10/03/2022		Lloyds Current Account		Environment Management Cor	Tyrone Martin	X	46.94		46.94
413 EMC Weed Treatment	10/03/2022		Lloyds Current Account		Environment Management Cor	Tyrone Martin	X	38.40		38.40
414 EMC Longdowns Bus Shelter	10/03/2022		Lloyds Current Account		Environment Management Cor	Tyrone Martin	X	25.60		25.60
415 EMC Maintenance of Speed S	10/03/2022		Lloyds Current Account		Environment Management Cor	Tyrone Martin	X	50.35		50.35
416 EMC Maintenance of Notice f	10/03/2022		Lloyds Current Account		Environment Management Cor	Tyrone Martin	X	8.33		8.33
417 EMC Toilet Cleaning	10/03/2022		Lloyds Current Account		Environment Management Cor	Tyrone Martin	X	208.33		208.33
418 EMC Litter Clearance	10/03/2022		Lloyds Current Account		Environment Management Cor	Tyrone Martin	X	150.00		150.00
419 EMC Playing Field Caretaker	10/03/2022		Lloyds Current Account		Environment Management Cor	Tyrone Martin	X	631.54		631.54
420 EMC Playing Field Grass Cutt	10/03/2022		Lloyds Current Account		Environment Management Cor	Tyrone Martin	X	333.99		333.99
421 EMC Playing Field Hedge Tirr	10/03/2022		Lloyds Current Account		Environment Management Cor	Tyrone Martin	X	42.67		42.67
422 Toilet Repairs & Maintenance	07/03/2022		Lloyds Current Account	VISA DEBIT CARD	Toilet Maintenance	Booker Ltd	S	25.99	5.20	31.19
423 General Maintenance Expend	10/03/2022		Lloyds Current Account	BACS	Repairs to Bowling Clubhouse	C & R Plastics Ltd	S	150.00	30.00	180.00
Total								4,754.83	53.20	4,808.03