

At a Meeting of the Menheniot Parish Council held in Menheniot Old School on Thursday 20 September 2018 at 7pm there were present: Mr Jerry Tucker (Chair); Mrs Eve Easterbrook (Vice Chair); Mrs Lilian Hooper; Mr Tony Ball; Mr Will Sneyd; Mrs Demelza Medlen; Mrs Pat Cade; Mrs Sally Kendall.

Clerk to the Council: John Hesketh

There were no members of the public in attendance

Minute	Agenda Items
105/2018	Chairman's Welcome
106/2018	Apologies for Absence Received from Mrs Janice Turner, Mr Peter Sobey and Mr Tony Clarke. None received from Mr Tony Clarke. ¹
107/2018	Members' Declarations Cllr Medlen declared a non-pecuniary interest in Item 112E. No other declarations made or dispensations requested.
108/2018	Public Participation Report from Cornwall Councillor Phil Seeva: Cornwall Council have accepted the creation of a new ward boundary to be named 'Menheniot & St Cleer' that will come into effect after the next elections in 2021; work will begin shortly on a consultation to redraw town and parish council boundaries; he will be meeting with planning officers to discuss current and future operation of the traveller site at Horningtops. ACTION Clerk to obtain information about consultation on town and parish council boundaries. Cllr Seeva left the meeting at 19.42
109/2018	Minutes of Meeting Councillors RESOLVED to accept the minutes of 19 July and 29 August 2018 as a true and accurate record. Proposed Cllr Easterbrook. Seconded Cllr Kendall. All agreed.
110/2018	Matters Arising from the Minutes Item 92A Dog walkers signage Clerk reported on behalf of Cllr Turner that he was obtaining notices to encourage dog walkers to pick up their mess. Will consult with councillors on appropriate locations before installing them. Item 92B Pedestrian Lighting at Bowling Green Cllr Kendall had raised this item previously and asked the Clerk to follow up. Ownership of the pathway by Cornwall Housing has been established, and the parish council is negotiating with them to purchase, install and maintain suitable lighting. ACTION Clerk to report back at October meeting.
111/2018	Planning Matters A To agree the parish council's response to Cornwall Council consultations on new planning applications received before the agenda was finalised. None received. B Any applications received by Cornwall Council by the time of the meeting. Information only. None received.

¹ Cllr Clarke reported that he had previously sent apologies via the Chair. Minutes updated 18/10/18

C Planning applications approved by Cornwall Council.
PA18/05055 APPROVED
Location: Trenant Barn Menheniot Liskeard Cornwall PL14 3RF
Proposal: Use of former agricultural buildings as three residential dwelling houses (the buildings are currently restricted to use as holiday units and a residential dwelling for occupation of a manager of the holiday accommodation business by conditions imposed on permission no. 09/01889/FUL)

PA18/05577 APPROVED
Location: Hobbs Cottage Merrymeet Liskeard Cornwall PL14 3LP
Proposal: Proposed Single Garage

PA18/05464 APPROVED
Location: Land Adjacent To Scawns House Menheniot Cornwall
Proposal: Removal or variation of condition 3 (used solely for storage / maintenance purposes in connection with Scawns House and no form of trade or business shall be carried on therefrom) in respect of Decision Notice E2/90/00770/F dated 05/11/1990

03.09.2018 PA18/06331 APPROVED
Applicant: Mr D Easterbrook
Location: South Trewint Farm Trewint Road Menheniot Liskeard Cornwall
Proposal: Construction of agricultural building.

D Planning applications refused by Cornwall Council or withdrawn by the applicant.
Information only. None.

23.07.2018 PA18/01822/PREAPP WITHDRAWN
Applicant: Richard Mathers
Location: Lower Trengrove Farm Merrymeet Liskeard Cornwall PL14 3LL
Proposal: Pre application advice for installation of small internal ramps and lift to allow wheelchair access throughout the house

20.09.18 PA18/07110 APPROVED
Applicant: Mr And Mrs Sobey
Proposal: Erection of replacement dwelling
Location: Williams Park Menheniot Liskeard Cornwall PL14 3PN

E Community Infrastructure Levy
Clerk presented a summary of the consultation on CIL.
ACTION Clerk to circulate link to Cornwall Council briefing and survey.

112/2018

Financial Matters

A It was RESOLVED to approved the payment schedule and agree payment. Proposed Cllr Sneyd. Seconded Cllr Kendall. All agreed..

Payments Schedule		September 2018	Period	6
Date	Payee	Description	CQ	£
20/09/2018	SSE Enterprise Lighting	Street lighting maintenance	1818	£ 97.20
20/09/2018	Peter Pollard	War memorial refurb	1819	£ 613.80
20/09/2018	Rob Craig	Ground maintenance	1820	£ 300.00
20/09/2018	PKF Littlejohn	Annual audit	1821	£ 240.00
20/09/2018	Menheniot Parish Hall	Venue hire	1822	£ 16.00
27/09/2018	John Hesketh	Salary	1823	£ 423.80
27/09/2018	HMRC	PAYE	1824	£ 138.20
All cheque payments today				£ 1,829.00

B Direct Bank Payment & Receipts. For information.

Bank Payments Schedule including Debit Card				
Date	Payee	Description	Pay	£
01/08/2018	St Keyne Parish Council	Contribution to GDPR training		53.89
09/08/2018	Lloyds Bank	Interest		3.66
All bank payments this period				£ 57.55
Bank Receipts Schedule				
Date	Payer	Description		£
01/08/2018	South West Water	Water Allotments	DD	£ 176.62
01/08/2018	South West Water	Water Toilets	DD	£ 16.10
All bank receipts this period				£ 192.72

C Bank Reconciliation.

At the close of business on 31 August 2018, the parish council showed a balance of £35,062.77 in its accounts, pending the receipt of a bank transfer to Cornwall Council of £60,000. The true figure for council cash assets is £95,062.77.

D Cllr Sneyd reviewed a sample of bank payments from the previous month

E Application for Donation

Councillors discussed the letter from Menheniot School Association requesting a contribution of £100 towards the cost of organising a fireworks fundraising event at the school on 27 October 2018. Clerk informed the meeting that there was currently £631.68 remaining in the donations budget. It was RESOLVED to agree to the donation. Proposed Cllr Easterbrook. Seconded Cllr Sneyd. Cllr Medlen had previously declared an interest and abstained. All remaining agreed.

113/2018

Councillors' Reports

A Cllr Tony Ball

Reported that had attended Bolitho Farm on 31 July 2018 to support the consultation as part of the demand study into a possible livestock market and agri-hub. Cllr Peter Sobey also attended to represent the parish council. Informal feedback from people attending was that they would support a local livestock market and agricultural hub. Questionnaires were completed and returned to Stratton Creber Commercial who are managing the demand study. The Chair thanked Cllr Ball for attending on his behalf.

Clerk advised that the first draft of the demand study had been received and passed to the Vice Chair for comment. A meeting of the study steering group will take place in Liskeard on Friday 28 September at 3pm. Cllr Easterbrook and Ball will attend to represent the parish council.

ACTION Clerk to forward annotated copy of the demand study to all councillors.

B Cllr Demelza Medlen

Reported that weeds around the French drain on the approach road to the tennis club were in need of spraying.

ACTION Clerk to contact Rob Craig

114/2018

Chair's Agenda Items

A Neighbourhood Development Plan.

Chair reported that the project manager, Steve Foster, had drafted a vision statement for the NDP, and a set of policies. The meeting held last week on 13 September had discussed the proposals that would now be expanded with specific examples. Cllr Tucker asked that councillors should attend where possible to feedback into the draft plan in order to give the widest representation.

ACTION Clerk to circulate calendar of NDP meeting dates.

B Update on progress to the Menheniot Traffic Plan

Cllr Tucker reported that work has been progressing with the car park at Hartmeade: lines to mark out parking bays have been refreshed; new signage has been installed by the entrance; vehicles that were assessed as being abandoned have been removed. There are several issues outstanding in order to make the car park properly usable: the speed bump by the entrance needs to be removed; overhanging trees have still not been cut down and have caused damage to a parked vehicle; the restriction on 24 hour parking needs to be amended by a traffic order to exclude weekends. The police mobile police station visited the village centre on 14 September to meet with residents and discuss their community safety issues. Because the parish council had not been alerted beforehand, councillors did not have the opportunity to promote the visit to residents in other parts of the parish. Clerk has written to Sgt Engley to request a return visit. Cllr Medlen reported that more cars are being parked on Fourgates during the school run, potentially causing congestion in that locality.
ACTION Clerk to follow up previous emails to Cornwall Council about the speed bump and hedge trimming.

C War memorial and WW1 events

The lettering on the memorial has been restored and new granite slabs installed around it. The final part of the refurbishment will be the installation of low level railings around the island. Chair will liaise with the local Royal British Legion to agree a date, and discuss arrangements for Remembrance Sunday when he meets with the Parochial Church Council next week.

D Old Chapel repairs

Cornwall Council have removed loose slates from the edge of the roof and have been making preparations to cover the area with tarpaulin to make safe. Chair has located the current owner of the property and is linking both parties together to resolve outstanding issues.

E Consultation on Cornwall Licensing Policy

Chair reminded councillors that anyone planning events on parish council property should obtain the necessary permissions beforehand. The current consultation on licensing policy may be viewed on the Cornwall website. Search online for Cornwall Licensing Consultation. Closes 5 December 2018.

F GWR Access for All Funding

Clerk referred to the briefing note and explained that government funding may be available to carry out accessibility improvements at Menheniot Rail Station. Councillors discussed the criteria for awards and concluded that the station would not meet the assessment standards required by the Department for Transport.

G Village Green Refurbishment

The temporary cones and flags currently located on the village green will be replaced shortly with permanent black painted metal bollards. Location will be agreed before installation but will not harm the labyrinth set in the ground surrounding the flagpole.

H Speeding in village centre

Residents have been concerned about an increase in the number of vehicles driving at speed through the village centre. The Chair has been in touch with residents from Pengover Green and Merrymeet with a view to setting up a village Community Speedwatch scheme. Any councillors or residents wishing to volunteer should make contact with the Clerk.

I Egg throwing

Chair has had reports of cars being damaged by eggs being thrown at them. Please report any other incidences to the clerk.
ACTION Clerk to post notice on council's Facebook page.

115/2018

Clerk's Administration

A Annual Governance & Accountability Return

Report received from auditors that the audit has been satisfactorily completed and signed off.

B The General Data Protection Regulations

	<p>Clerk explained the benefits and use of having these policies in place so that Councillors, staff and residents can be assured of the council's compliance with the GDPR. It was RESOLVED to adopt the Acceptable Use Policy and Subject Access Request Policy. Proposed Cllr Sneyd. Seconded Cllr Ball. All agreed.</p>
116/2018	<p>Closed Session PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 Pursuant to Section 1(2) of the Public Bodies (admission to meetings) Act 1960 and having regard to the confidential nature of the business to be discussed, the Press and Public be excluded from the meeting for the following item of Business.</p> <p>Councillors discussed recent advice from Simon Mansell, Information Governance Manager & Data Protection Officer for Cornwall Council. This topic arises from Item 87/2018A that had been discussed in the public meeting in July 2018. Mr Mansell set out the legal position that governs a council's responsibilities when identifying and naming persons who are not present in their meetings. Councillors accepted his guidance and agreed to take on board the advice given. Cllr Easterbrook explained that the Code of Conduct is derived from all the legislation listed in Mr Mansell's email, and sets out the overriding standard of behaviour that is expected from councillors. Basic principles of respect and impartiality are what is required in public meetings when discussing or making decisions. ACTION Clerk to circulate the original query and advice to all councillors.</p>
117/2018	<p>Diary Dates A The next Council Meeting is to be held at The Old School, Menheniot on Thursday 18 October 2018, commencing at 7.30pm.</p>
118/2018	<p>Meeting closed – 21.15</p>