

# MENHENIOT PARISH COUNCIL

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At a Meeting of the Menheniot Parish Council held in Menheniot Old School on Thursday 21 June 2018 at 7.30pm there were present: Mr Jerry Tucker (Chair); Mrs Eve Easterbrook (Vice Chair); Mrs Lilian Hooper; Mrs Pat Cade; Mrs Demelza Medlen; Mr Tony Ball; Mrs Sally Kendall; Mr Tony Clarke; Mr Will Sneyd.

Clerk to the Council: John Hesketh

There were 4 members of the public in attendance

Minute	Agenda Items
68/2018	<b>Chairman's Welcome</b>
69/2018	<b>Apologies for Absence</b> None received
70/2018	<b>Members' Declarations</b> Cllr Tucker asked the Clerk to explain how potential conflicts of interest would be managed in the meeting. Item 76/2018 refers. Clerk set out that non-pecuniary interests must be declared by councillors prior to any discussion of an item that has an interest for a councillor. The Chair will decide whether or not councillors with a NPI may remain in the meeting during discussions, but councillors with an NPI may not vote on the item and must leave the meeting room. Cllrs Medlen and Sneyd declared a NPI in Item 76/2018 (skatepark proposal). The Chair agreed to allow them to speak in public participation, but enforced Section 3.5 of the councillor's Code of Conduct so that they must remove themselves from the public meeting when the item was discussed and voted on.  No other interests declared or dispensations requested.
74/2018	<b>Local Council Awards Scheme</b> The Chair agreed to bring forward this item. Mr Paul O'Brien, Chair of the Cornwall Association of Local Councils presented the council with its LCAS Foundation Level award. He said that he was always proud to present these awards to smaller parish councils as a way of recognising the valuable work they carry out to a recognised standard. The award is a public acknowledgement that Menheniot Parish Council has achieved high standards of governance and management in the way it organises itself and its work. Mr O'Brien presented the certificate to Cllr Tucker, and the Chair thanked him for his speech.
71/2018	<b>Public Participation</b> A Cornwall Councillor Phil Seeva presented his report: Chris Grayling MP will visit Cornwall next week to receive the business plan for improvements to the A38; the planning application for Costa coffee at The Bubble will be decided by planning committee at its meeting on Monday (25 June); he will be meeting Sam Gyimah MP, the minister responsible for determining the location of the new UK spaceport next week to lobby for Cornwall and additional central government funding for the project; he is aware of the issues surrounding recent use of the new emergency transit site at Horningtops. He remains of the opinion that the site has a valuable function, but that on the two most recent occasions when it has been used, it has not been managed properly by Cornwall officers, and this has led to issues of travellers being displaced to other locations in the area. Cllr Seeva will table questions of the portfolio holder, Cllr Edwina Hannaford at the next full council meeting on 10 July 2018.  Cllr Seeva left the meeting at 20.05

	<p>Councillors heard that the applicant for planning applications PA18/03610 and PA18/05055 was converting their properties into residential use in order to fund increased family responsibilities.</p> <p>B A representative from Menheniot Primary School governors attended to present the results of the recent parking trial on land adjacent to the playing fields. Whilst the scheme had worked well in the afternoon pick-up time (with 10-12 cars using the extra space that had been provided), the main problem was still in the morning drop-off time. This was around 8.30am when drivers were still using the space immediately in front of the school building to drop-off children. There is still an ongoing problem with dangerous parking by the parish hall and the lower end of Hartmeade. The Chair agreed that a second meeting with councillors and school governors would be helpful to agree a way forward. ACTION Clerk to coordinate meeting.</p> <p>Cllrs Sneyd and Medlen left the meeting at 20.05 to join residents for public participation.</p> <p>C A resident representing homeowners in the Bowling Green area presented a petition to councillors objecting to proposals to erect a skatepark on the playing fields. The Chair thanked the resident and accepted the petition, explaining that councillors would be discussing the proposed skate park later in the public meeting. The points they raised about noise pollution and the design and location of the park would be included in their discussion. Two members of the skatepark group answered questions about the design, siting and the previous consultation that has taken place earlier in the year.</p> <p>Cllr Sneyd and Medlen re-joined the council meeting at 20.20</p>
72/2018	<p><b>Minutes of Meeting</b> Councillors RESOLVED to accept the minutes of 17 May 2018 as a true and accurate record. Proposed Cllr Easterbrook. Seconded Cllr Clarke. All agreed.</p>
73/2018	<p><b>Matters Arising from the Minutes</b> Item 62E Annual Governance &amp; Accountability Return Clerk's updated the meeting by explaining the notice giving residents the opportunity to examine the council's accounts had been posted on 1 June on the website and parish noticeboard. Residents have the right to have sight of the council's accounts and notes until 13 July by prior arrangement with the Clerk.</p> <p>63 A Skate Park: see Agenda Item 76/2018 below refers</p> <p>55 Election of council officers: lead councillor for the Community Emergency Plan Item postponed until July meeting</p>
75/2018	<p><b>Correspondence</b> A Non Domestic Rate for Sports Ground The council has received a council tax bill for the recreation ground which was being challenged. Clerk is discussing this with Cornwall Council and hopes the council can be exempted from the charge.</p> <p>B Letter from Sheryll Murray MP with details of consultation on Clean Air Strategy. Residents and councillors can take part by searching online for 'defra clean air strategy'</p> <p>C Invitation to attend Cruse Bereavement Care AGM 13 July 2018. People wishing to attend should contact CRUSE directly on 01726-76700.</p>
77/2018	<p><b>Planning Matters</b> A To agree the parish council's response to Cornwall Council consultations on new planning applications received before the agenda was finalised:  Reference: PA18/03610</p>

	<p>Proposal: Convert the pig barn into a granny annexe  Location: Trenant Barn, Menheniot PL14 3RF  Cllr Kendall has visited the site of the application and reported that this was a single storey disused piggery that would be improved by its conversion to an annexe. The current asbestos roof would be replaced by slate tiles, and there would be no overlooking from the annexe onto neighbouring properties. It was RESOLVED to support the application.  Proposed Cllr Kendall. Seconded Cllr Clarke. All agreed. In making their decision, councillors took account of the guidelines issued by Cornwall planners in assessing the criteria for creating a residential annexe. The conversion will occupy the same footprint as the existing building, so there will be no change in the residential amenity. Councillors had no concerns about the potential impact of future flooding. Conforms to Cornwall Local Plan Policy 7 'reuse of suitably constructed redundant . . .buildings'</p> <p>Reference: PA18/05055  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)  Location: Trenant Barn, Menheniot PL14 3RF  Cllr Easterbrook has examined proposals for the change of use, and concluded that there would be no change in the residential amenity of the properties. It was RESOLVED to support the application. Proposed Cllr Easterbrook. Seconded Cllr Medlen. All agreed.</p> <p>B Any applications received by Cornwall Council by the time of the meeting. Information only. None received.</p> <p>C Planning applications approved by Cornwall Council. None approved.</p> <p>D Planning applications refused by Cornwall Council or withdrawn by the applicant. Information only. None.</p> <p>E Planning Appeals: None</p> <p>F Planning Committee decisions:  Reference: PA18/03238  Proposal: Erection of new building for use as a coffee shop  Location: Land at Bubble Retail Park.  Clerk explained that Cllr Seeva had called the application in after representations had been made by Liskeard Town Council. The application will be decided by Cornwall Council's Planning Committee on 25 June 2018.</p>
<p><b>76/2018</b></p>	<p><b>Application from Menheniot Skate Park Group</b>  Cllrs Medlen &amp; Sneyd left the meeting room at 20.45</p> <p>A The Chair opened the discussion by referring to the letter the council had received from Mr Keith Goldsmith asking for permission to erect a skatepark on the playing fields. The Clerk explained that Cornwall Council was the local planning authority and only they could grant planning permission for the erection of the structure. Councillors discussed the implications of this and agreed that they could not support the request that had been made. It was RESOLVED to suspend a decision on this matter until the applicant had followed Cornwall Council's pre-application protocol that would include a public consultation.  Proposed Cllr Clarke. Seconded Cllr Ball. All agreed.  ACTION Clerk to contact Mr Goldsmith with details of the protocol and arrange a meeting.</p> <p>B Councillors be asked to consider a Community Grant application on behalf of the MSPG. Clerk explained that the application was dependent on the Group receiving permission from the parish council to erect the skate park. No permission had been granted, and so the application could not be considered.</p> <p>Cllrs Medlen &amp; Sneyd returned to the meeting room at 21.00</p>

78/2018	<p><b>Financial Matters</b></p> <p>A Accounts for Payment – Schedule 2018/19. It was RESOLVED to approved the payment schedule and agree payment. Proposed Cllr Sneyd. Seconded Cllr Tucker. All agreed. Cllr Ball asked the Clerk to obtain a schedule of completed grass cutting from the contractor. ACTION Clerk to write to Rob Craig for a copy of his work schedule.</p> <table border="1" data-bbox="256 315 1469 757"> <thead> <tr> <th colspan="3">Payments Schedule</th> <th>June 2018</th> <th>Period</th> <th>3</th> </tr> <tr> <th>Date</th> <th>Payee</th> <th>Description</th> <th>CQ</th> <th colspan="2">£</th> </tr> </thead> <tbody> <tr> <td>21/05/2018</td> <td>Keith Goldsmith</td> <td>Small Grant</td> <td>1794</td> <td>£</td> <td>118.32</td> </tr> <tr> <td>21/06/2018</td> <td>Jerry Tucker</td> <td>Safety mat</td> <td>1795</td> <td>£</td> <td>6.99</td> </tr> <tr> <td>21/06/2018</td> <td>PC Kernow</td> <td>IT support</td> <td>1796</td> <td>£</td> <td>45.00</td> </tr> <tr> <td>21/06/2018</td> <td>Rob Craig</td> <td>Ground maintenance</td> <td>1797</td> <td>£</td> <td>875.00</td> </tr> <tr> <td>22/06/2018</td> <td>HMRC</td> <td>PAYE</td> <td>1798</td> <td>£</td> <td>138.20</td> </tr> <tr> <td>28/06/2018</td> <td>John Hesketh</td> <td>Salary</td> <td>1799</td> <td>£</td> <td>423.80</td> </tr> <tr> <td>21/06/2018</td> <td>John Hesketh</td> <td>Expenses</td> <td>1800</td> <td>£</td> <td>36.98</td> </tr> <tr> <td>21/06/2018</td> <td>Lantoom Quarry</td> <td>WW1 project</td> <td>1801</td> <td>£</td> <td>436.32</td> </tr> <tr> <td colspan="4">All cheque payments today</td> <td>£</td> <td>2,080.61</td> </tr> </tbody> </table> <p>B Direct Bank Payment &amp; Receipts. For information.</p> <table border="1" data-bbox="256 824 1469 1077"> <thead> <tr> <th colspan="5">Bank Payments Schedule including Debit Card</th> </tr> <tr> <th>Date</th> <th>Payee</th> <th>Description</th> <th>Pay</th> <th>£</th> </tr> </thead> <tbody> <tr> <td>10/05/2018</td> <td>Liskeard Stationery</td> <td>PPSA</td> <td>DC</td> <td>3.72</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4">All bank payments this period</td> <td>£ 3.72</td> </tr> </tbody> </table> <table border="1" data-bbox="256 1115 1469 1361"> <thead> <tr> <th colspan="5">Bank Receipts Schedule</th> </tr> <tr> <th>Date</th> <th>Payer</th> <th>Description</th> <th></th> <th>£</th> </tr> </thead> <tbody> <tr> <td>14/05/2018</td> <td>Resident</td> <td>Allotment Rent</td> <td></td> <td>£ 12.00</td> </tr> <tr> <td>17/05/2018</td> <td>Cornwall Council</td> <td>Emergency Plan Grant</td> <td></td> <td>£ 100.00</td> </tr> <tr> <td>09/05/2018</td> <td>Lloyds Bank</td> <td>Interest</td> <td></td> <td>£ 3.54</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4">All bank receipts this period</td> <td>£ 115.54</td> </tr> </tbody> </table> <p>C Bank Reconciliation: at the close of business on 31 May 2018, the council held £100,313.41 in its bank accounts.</p> <p>D Cllr Hooper checked a random selection of invoices and cheque payments.</p>	Payments Schedule			June 2018	Period	3	Date	Payee	Description	CQ	£		21/05/2018	Keith Goldsmith	Small Grant	1794	£	118.32	21/06/2018	Jerry Tucker	Safety mat	1795	£	6.99	21/06/2018	PC Kernow	IT support	1796	£	45.00	21/06/2018	Rob Craig	Ground maintenance	1797	£	875.00	22/06/2018	HMRC	PAYE	1798	£	138.20	28/06/2018	John Hesketh	Salary	1799	£	423.80	21/06/2018	John Hesketh	Expenses	1800	£	36.98	21/06/2018	Lantoom Quarry	WW1 project	1801	£	436.32	All cheque payments today				£	2,080.61	Bank Payments Schedule including Debit Card					Date	Payee	Description	Pay	£	10/05/2018	Liskeard Stationery	PPSA	DC	3.72											All bank payments this period				£ 3.72	Bank Receipts Schedule					Date	Payer	Description		£	14/05/2018	Resident	Allotment Rent		£ 12.00	17/05/2018	Cornwall Council	Emergency Plan Grant		£ 100.00	09/05/2018	Lloyds Bank	Interest		£ 3.54						All bank receipts this period				£ 115.54
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79/2018	<p><b>Councillors' Reports</b></p> <p>A Cllr Demelza Medlen Skateboard park progress. See Item 76A above.</p>																																																																																																																																			
80/2018	<p><b>Chair's Agenda Items</b></p> <p>A Neighbourhood Development Plan. Chair reported that at the NDP meeting held on 19 June, the Project Manager had outlined the next phase of the survey which involved identifying possible sites for housing development. These will be assessed by a desk exercise that will take place at the next two NDP meetings planned for 12 &amp; 28 July. The results of the exercise will be included in the wider consultation taking place later in the year.</p> <p>B Update on progress to the Menheniot Traffic Plan. See Item 71/2018B above.</p> <p>C War memorial and WW1 events Granite slabs that will be installed around the war memorial have been ordered, and will be delivered shortly.</p>																																																																																																																																			

	<p>C Tree Warden Chair asked the Clerk to distribute information on the Tree Warden scheme.</p>
81/2018	<p><b>Clerk's Administration</b></p> <p>A General Data Protection Regulations Clerk presented a briefing note to councillors and updated them on the council's progress towards compliance. The General Privacy Notice was published in advance of the 25 May deadline on the council's website, and policies and procedures to support the GPN have been drafted. Councillors agreed that a rolling programme to review the drafts and to adopt them will be introduced from July 2018 onwards. Clerk expects that the parish council would be compliant within 3 months.</p> <p>B The work of Cornwall Council Standards Committee Clerk presented a letter from the Standards Committee of Cornwall Council and summarised their annual report. There has been an increase in the number of Code of Conduct complaints made against parish councillors. The Clerk summarised its findings, and reminded the meeting that Code of Conduct training was available at intervals throughout the year.</p>
82/2018	<p><b>Diary Dates</b></p> <p>A The next Council Meeting is to be held at The Old School, Menheniot on Thursday 19 July 2018, commencing at 7.30pm.</p>
83/2018	<p><b>Meeting closed – 21.45</b></p>