

ST EWE PARISH COUNCIL **DRAFT MINUTES**

Annual Meeting followed by the Ordinary Meeting

MONDAY 13 May 2024, 7.30 pm, St Ewe Village Hall

PRESENT:

Councillors: Will Richards (Chairman), John Dickinson (Vice-chairman), Peter Cox, Kevin Davis, Jenna Fuggles, Mick Howell, Peter Shannon.

ALSO PRESENT:

Clerk to the Parish, Mrs Christine Wilson, Ward Member Cllr Michael Bunney, and five Members of the Public.

ABSENT:

Janet Lockyer, Terrye Teverson and Philip Vellenoweth.

ABBREVIATIONS:

Councillors' names – abbreviated with their initials. CC – Cornwall Council. CAP – Community Area Partnership. LMP – Local Maintenance Partnership. SECAG – St Ewe Climate Action Group. *** indicates consultee comments for planning applications decided by the PC; formal submission is delegated to the Clerk.

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING:

The meeting began at 7.30 pm in the Committee Room and the Chair welcomed all.

24/1 Election of the Chair.

The council **ELECTED** (proposed PC, 2nd PS) Cllr Will Richards as Chairman of the Parish Council and Cllr Richards signed his Declaration of Acceptance of Office.

24/2 Election of the Vice-chair

The council **ELECTED** (proposed PC, 2nd PS) Cllr John Dickinson as Vice-chairman of the Parish Council and Cllr Dickinson signed his Declaration of Acceptance of Office.

24/3 Apologies

Apologies were received from JL, TT and PV.

24/4 Declarations of interest or requests for dispensation.

None for the Annual Meeting.

24/5 Appointments

A Responsible Financial Officer (RFO).
It was **RESOLVED** (proposed JD, 2nd WR) to appoint the Clerk, Christine Wilson.

B Internal Control Check.
It was **RESOLVED** to appoint Cllr Peter Cox.

C Lead Councillor — Footpaths & Bridleways.
It was **RESOLVED** to appoint Cllr John Dickinson.

D Lead Councillors — Defibrillator.
It was **RESOLVED** to appoint Cllr Will Richards and Cllr Peter Cox.

E Lead Councillor — Village Hall committee.
It was **RESOLVED** to appoint Cllr Jenna Fuggles.

F Parish Council Representative — St Ewe Climate Action Group (SECAG).

	It was RESOLVED to appoint Cllr Terrye Teverson.
G	Parish Council Representative — Cornwall Association of Local Councils (CALC). It was RESOLVED to appoint Cllr Will Richards.
H	Parish Council Representative — St Ewe Affordable Housing Ltd (SEAHL). It was RESOLVED to appoint Cllr Kevin Davis.
I	Parish Council Representatives — South Cornwall CAP (Community Area Partnership). It was RESOLVED to appoint Cllr Janet Lockyer and Cllr Peter Cox. 18 Parishes in this CAP are: St Ewe, Mevagissey, Grampound with Creed, St Mewan, Pentewan Valley, St Austell Bay, St Austell, Carlyon, St Blaise, Tywardreath & Par, Fowey, St Sampson, St Veep, Lanlivery, Lostwithiel, St Winnow, Boconnoc, Braddock
J	Parish Council Representative — Advocate Scheme- Cornwall & Devon Police. It was RESOLVED to appoint Cllr Mick Howell.
K	Parish Council Employment Panel. It was RESOLVED to appoint Cllr Will Richards, Cllr Peter Cox and Cllr Janet Lockyer.
L	St Ewe Relief in Need Charity, trustees for term 2022-2026. Three ‘Nominative Trustees’ were appointed at the 2022 Annual Parish Council Meeting and are: Cllr Peter Cox, John Collins, and Martin Wheeley. These three ‘Nominative Trustees’ have now co-opted two further trustees, or ‘Co-optative Trustees’: Roger Elliot and Michael Bunney.
M	Bank signatories are Cllr Will Richards, Cllr John Dickinson, Cllr Janet Lockyer and the Clerk.
N	The councillors responsible for the posting on the notice boards are Cllr Peter Cox for the St Ewe notice board and Cllr Peter Shannon for the one at Kestle. The Polmassick notice board is no longer fit for purpose. In the last year the council put up a notice asking if anyone was interested in renewing the notice board at Polmassick and the council did not receive any requests for its renewal.

24/6 Parish Council Meeting Dates

A	The council RESOLVED (proposed WR, 2nd JF) that the 2024/25 Ordinary meetings will continue as before at 7.00 pm on the 2nd Monday of the odd months: 8 Jul, 9 Sep, 11 Nov, 13 Jan, 10 Mar, 12 May.
B	The next Annual Meeting of the Parish Council: Monday, 12 May 2025.
C	Next year 2025, is an election year for Parish Councillors and Cornwall Councillors. Election Day will be Thursday, 1st May 2025.

IN CONTINUATION

MINUTES OF THE ORDINARY PARISH COUNCIL MEETING:

24/7 Declarations of interest or requests for dispensation.

JF declared an interest in the planning application PA24/02789 at Minute 24/14.C.ii because she is a neighbour.

24/8 Public Session

A The applicants for PA24/02789 said they were looking to make this their permanent home and were available to answer any questions. Item 24/14.C.ii was brought forward. See the council’s decision at that Minute.

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| <p>B Residents from Luney Barton came to explain their objections to PA24/02515, the Bistro & Bar at Meadow Lakes. Item 24/14.C.i was brought forward. See the council's decision at that item.</p> |
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Two members of the public left the meeting.

Item 24/13 Finance was brought forward because Cllr Fuggles needed to leave soon. See the decisions at that Minute.

24/9 Meetings and governance

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| <p>A The council RESOLVED (proposed PC, 2nd WR) that the minutes, as read, of the meeting on 11 March 2024 were a true and correct record and they were duly signed.</p> |
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24/10 Reports

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| <p>A The Clerk reported that all actions are completed; however, the investigation into the costs of a Gov.UK website domain is ongoing.</p> |
| <p>B St Ewe Relief in Need Charity. Martin Wheeley, a trustee of the charity, explained that the trustees have decided that it would be in the best interests of the charity for it to be dissolved. It began in the 1920s and officially became the charity that it is now in the 1970s. Since then, the world has changed and it has become increasingly difficult to disburse the funds in accordance with the rules of the charity. In the last eight years they have made only one donation.</p> <p>The laws regarding the use of the remaining funds are very strict. The trustees have co-opted two new trustees to help with the dissolution and they will print an article about this in the Tower & Spire. For more information contact the trustees.</p> |

Three members of the public left the meeting.

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| <p>C Devon & Cornwall Police Notices. Alison Hernandez has been re-elected Police and Crime Commissioner.</p> |
| <p>D Ward Member Michael Bunney's report to the Parish. See the minutes of the Annual Parish Meeting 13 May 2024.</p> <p>Cllr Bunney also wanted to mention that it has been decided that Edge Corner is the responsibility of Highways and work will be programmed to make the drain function again. Also, St Ewe's MP Steve Double has agreed to champion the residents of Polmassick to have the de-silting of the Polmassick Culvert placed on a regular annual schedule.</p> |

Cllr Fuggles and Cllr Bunney left the meeting.

24/11 Considerations

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| <p>A There was no action required after the Annual Parish Meeting earlier in the evening.</p> |
| <p>B The council RECEIVED notice from the National Grid about a proposed move of a National Grid transformer from private land to the public verge opposite Glebe Terrace, partially screened from view by a line of acer trees. The council has NO OBJECTION.</p> |
| <p>C There was no report from or action for SECAG, the climate action group.</p> |

24/12 Year-end Accounts

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| <p>A 2023/24 YEAR-END FINANCIAL DOCUMENTS. The council REVIEWED the YE documents prepared by the Clerk as Responsible Financial Officer and previously circulated,</p> |
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	including the Clerk's Financial Briefing Note, the year-end Asset Schedule, Bank Reconciliations monthly and annual, Cash Flow and Budget Comparison, the Community Infrastructure Levy Report, the Aura Turbine Fund Report, Notice for the period for the exercise of public rights, the Explanation of Variances and the Explanation of Reserves, the List of Payments and the Budget Comparison Chart. The Clerk will place the appropriate accounts documents on the council's website by 30 June 2024.
B	RESERVES. The council RESOLVED to approve the allocation of reserves for the end of 2023/24 and the beginning of the 2024/25 fiscal year, totalling £16,120.90: Contingency Reserve £2,462.83; Election Reserve £3,345.00; Community Infrastructure Levy (CIL) £3,749.93; Climate Action Group Projects £34.96; Transparency Fund 2018-19 £109.40; Aura Wind Turbine Fund £4,639.91; St Ewe Defibrillator £400.04; Emergency Fund £169.50; Noticeboard reserve £1,209.33.
C	TRANSPARENCY CODE. The council RESOLVED to confirm the council's adherence to the Transparency Code for Smaller Councils which ensures that key council documents are publicly available on the council's website.
D	WEBSITE. In addition to the documents required by the Transparency Code, the council RESOLVED to approve these documents for posting on the website: The 2023/24 Financial Report, 2023/24 CIL Report, 2023/24 List of Payments and 2023/24 Budget v Payments Chart.
E	INTERNAL AUDITOR'S REPORT. The council RECEIVED and NOTED the internal auditor's report (AGAR, page 4) which will be available on the website.
F	AGAR (Section 1) ANNUAL GOVERNANCE STATEMENT. The council RESOLVED to answer each Governance Statement in the affirmative.
G	AGAR (Section 2) ACCOUNTING STATEMENTS. The council RESOLVED to approve the Accounting Statements. It further RESOLVED to approve the Bank Reconciliation, the Explanation of Variances –Box 6 and the Explanation of Year-end Reserves for the 2023/24 fiscal year.
H	AGAR CERTIFICATE OF EXEMPTION. The council RESOLVED (proposed WR, 2nd KD) to approve the Certificate of Exemption which, in accordance with Section 9 of the Local Audit (Smaller Authorities) Regulations 2015, exempts the council from a 'limited assurance' review, at a savings of £210. All required AGAR and other accounting documents will be made available to the public on the council's website.
I	PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS. The council CONFIRMED the dates for the period for the exercise of public rights as set by the Clerk: Tuesday 18 June 2024 until Monday 29 July 2024 inclusive. Notice will be posted on the noticeboards and the website at the page <i>Council Accounts</i> .
J	SIGNATURES. The council RESOLVED to authorise the Chair's signature on the AGAR Sections 1 & 2 and on the Cert. of Exemption, duly countersigned by the Clerk.

24/13 Finance

A	The council RESOLVED (proposed JD, 2nd WR) to grant £700 for the maintenance of All Saints churchyard.
B	The council RESOLVED (proposed JD, 2nd WR) to grant £300 toward the publication costs of the Tower & Spire magazine.
C	The council RESOLVED (proposed JD 2nd WR) to grant £600 for the maintenance of the Village Hall.

D	The council RESOLVED (proposed PC, 2nd KD) to grant £2500 from the Community Infrastructure Levy (CIL) to replace the 20+ year old boiler in the Village Hall. The VH has received a £5000 grant from CC, but the boiler will cost around £8000.																				
E	Gorran Pre-school is a charity that requested financial help from the parish council because of government underfunding. The council AGREED in principle to help financially but would like more information.																				
F	The council RESOLVED (proposed WR, 2nd PC) to continue its annual membership in CALC (Cornwall Assoc. of Local Council) at a cost of £279.86 + VAT, as their advice to and advocacy for local councils helps St Ewe in particular and the county as a whole.																				
G	The council RESOLVED (proposed WR, 2nd JD) to renew its insurance, the 3rd year of a 3-year long term agreement, at £410.20.																				
H	The council RESOLVED (proposed JD 2nd WR) to grant £420 from the Emergency Fund (bringing it to zero) and the rest from the Noticeboard reserve to fund Emergency First Aid training, 12 attendees, 6 hours. The First Aid Trainer who carried out the training last time will provide the training again. It will be available for those who would like to renew their certificate and for new people. * All village organisations are encouraged to send representatives for this training. Contact Helen Lobb for more information and to book. Email: helen-lobb@hotmail.com																				
I	The council AUTHORISED payments for May 2024 totalling £5,610.65 (proposed PC, 2nd WR). <table> <tr> <th>Description</th><th>Amount with VAT</th></tr> <tr> <td>Clerk's salary and expenses</td><td>£587.98</td></tr> <tr> <td>HMRC payment</td><td>135.80</td></tr> <tr> <td>Insurance, 3rd year of 3-year agreement</td><td>410.20</td></tr> <tr> <td>CALC subscription</td><td>328.67</td></tr> <tr> <td>Email hosting</td><td>48.00</td></tr> <tr> <td>Grant, maintenance of Churchyard, All Saints</td><td>700.00</td></tr> <tr> <td>Grant, publication of Tower & Spire</td><td>300.00</td></tr> <tr> <td>Grant, Village Hall maintenance</td><td>600.00</td></tr> <tr> <td>Grant, Village Hall new boiler</td><td>2500.00</td></tr> </table>	Description	Amount with VAT	Clerk's salary and expenses	£587.98	HMRC payment	135.80	Insurance, 3rd year of 3-year agreement	410.20	CALC subscription	328.67	Email hosting	48.00	Grant, maintenance of Churchyard, All Saints	700.00	Grant, publication of Tower & Spire	300.00	Grant, Village Hall maintenance	600.00	Grant, Village Hall new boiler	2500.00
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24/14 Planning

A	Of note. Planning decisions are reported in Clerk's Notes available on the website.
i.	PA21/09586 Siting of Heligan Hive which comprises of staff offices, archive and library and education building. Part retrospective. Heligan Gardens Ltd The Lost Gardens Of Heligan Pentewan St Austell Cornwall PL26 6EN. A number of residents have recently mentioned their concerns about the Porta Cabins at The Lost Gardens of Heligan. The parish council was unequivocal about its objection to the appearance of these cabins and after multiple variations of the retrospective planning application, the council withdrew its objection to the cabins because the applicant agreed at a parish council meeting (8 Nov 2021) to put up appropriate screening. This screening is still not in place. The council will investigate whether Heligan has not abided by its planning permission and, if so, the council has RESOLVED (proposed WR, 2nd PC) to submit a Breach of Planning to Cornwall Council.

B Planning Correspondence.

- i. The council **APPOINTED** Cllr Davis and Cllr Shannon to attend the CALC free online briefing on biodiversity net gain (BNG), Tues, 4th June, 6.30-7.15 pm.

C Applications for consultee comments.

- i. **PA24/02515 | Conversion of a redundant WC block and holiday park facilities building to a bistro and bar. Construction of outdoor seating area, refuse/recycling compound and hard surfaced access. | Meadow Lakes Hewas Water St Austell Cornwall PL26 7JG.**

The council looked at the plans and discussed the application. The council **RESOLVED** (proposed PC, 2nd JF) to submit the following consultee comments:

*** St Ewe Parish Council strongly and unanimously **OBJECTS** to this application. The development will immediately affect St Ewe parish residents of Luney Barton. It contravenes Policy 13(5) which recognises the adverse impact of cumulative noise and visual effects; Policy 23 which protects local distinctiveness and Cornwall's natural environment, "dark skies and tranquillity" and Policy 24 which protects the historic environment. This development is in the rural River Luney 'valley system' within the Cornwall Character Area Gerrans, Veryan and Mevagissey Bays (LUC) CCA number CCA22.

Though this application only refers to the Bistro/Bar and refuse area in the larger Meadow Lakes development, the cumulative impact of the incremental removal of rural character from this development – from the removal of trees and hedges, to the introduction of large static caravans, to the construction of decking, hot tubs, roads and streetlighting – all this must be taken into consideration regarding the addition of a Bistro/Bar plus outdoor seating. The visual impact and the noise level produced by outside seating and the light pollution at night would be extremely significant, especially for the residents of Luney Barton hamlet, but still affect residents as far afield as St Ewe village. A Bistro/Bar would be an unacceptable addition to the already urban character of this unattractively regimented static holiday village.

In summary, the urban character of a Bistro/Bar would add to the noise and disturbance of the neighbourhood both day and night (Policy 13.5). It would pollute the dark skies and tranquillity of the rural area without sustaining local distinctiveness and character and would be another element of inappropriate scale and sustainability in the rural landscape (Policy 23). It would be a raucous and incongruous urban blot in the historic setting of medieval farmland (Reference HC04) and small hamlets (Policy 24).

Cllr Fuggles did not participate in the discussion or vote on 24/13.C.ii.

- ii. **PA24/02789 | Change of use of a dwelling from residential use currently restricted to holiday accommodation, to unrestricted residential dwelling C3 Use. | Heligan Cottage Plain An Gwarry School Hill St Ewe St Austell Cornwall PL26 6ER.**

The council looked at the plans and were able to ask questions of the applicants. After discussion, the council **RESOLVED** (proposed WR, 2nd MH) to submit the following consultee comments:

*** St Ewe Parish Council has **NO OBJECTION** to this application.

24/15 Highways & Flooding

There were no new potholes to report. Areas such as Tregain that have been reported have

not yet been attended to, though they are urgent.

24/16 Assets – reports and maintenance

A Footpaths and verges. Nothing to report.
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B Telephone Kiosks. Nothing to report.
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C Website. Nothing to report.

24/17 Parish Matters – reports

A SE AHL (St Ewe Affordable Housing Limited). Nothing to report.
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B Village Hall. Nothing to report. See VH grants at 24/13.
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24/18 Correspondence & Invitations (complete list in Clerk's Notes)

A The councillors received an invitation to a Natural Flood Management (NFM) talk about soil biology at the Lost Gardens of Heligan. The clerk will forward the invitation.

24/19 Business for the next meeting

The internal auditor's recommendations. Review of the Noticeboard Reserve in particular and Reserves in general.
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24/20 Second Public Session for feedback from the public

None.

24/21 Dates of next meetings.

A Ordinary Meeting 8 July 2024, 7.00 pm at St Ewe Village Hall.

B The Clerk requested that the September meeting be moved to Monday, 23 September because of family commitments. The council will vote on this in July.

C An extraordinary meeting may be called by the Chair to decide on Planning or other business if needed. An agenda would be posted 3 clear days before.

The meeting closed at 9.56 pm and the Chairman thanked everyone for attending.

Mrs C Wilson ~ Parish Clerk ~ 16 May 2024

SIGNED:**THESE ARE DRAFT MINUTES.**

Chair of meeting: _____ Date: _____