



# BLISLAND PARISH COUNCIL

Parish Clerk: Tammy White BA (Hons), MSc, PGDip

Treglens  
Limehead  
St. Breward  
Bodmin  
PL30 4LU

Tel: 07540 380531  
[clerk@blislandparishcouncil.co.uk](mailto:clerk@blislandparishcouncil.co.uk)  
[www.blislandparishcouncil.co.uk](http://www.blislandparishcouncil.co.uk)

## Council Meeting – 13<sup>th</sup> June 2019

Minutes of the Meeting of the Council held at The Manor Suite, Blisland Village Hall on the above date.

Ref		Action
151/19	<p><b>Persons Present/Apologies</b> Persons present: Cllrs S Meads (Chair), G Montague, M Stirling, B Runnalls, K Dickin and A Green.</p> <p>T White – Parish Clerk</p> <p>Three members of the press/public.</p> <p>Apologies received from: Cllrs Crozier, Larsen, Lowden and Spencer. Cornwall Councillor Chris Batters</p>	
152/19	<p><b>Declarations of Interest from Members / Dispensations</b> None.</p> <p><i>*Cllr Runnalls entered the meeting*</i></p>	
153/19	<p><b>Council Meeting: Minutes 9<sup>th</sup> May 2019</b> <b>RESOLVED</b> that the above Minutes of the Meeting of Blisland Parish Council having been previously circulated, be taken as read, approved and signed (attached). Matters arising from the Minutes – None.</p> <p>Proposed Cllr Dickin, seconded Cllr Stirling. Unanimous.</p>	
154/19	<p><b>Public Participation</b> None.</p>	
155/19	<p><b>Cornwall Councillor's report</b> Cllr Batters advised by telephone to the Clerk that he did not have anything to report other than to reiterate the response re the reported rubbish and ongoing issue with Highways England.</p>	
156/19	<p><b>Highways and Footpaths</b> Cllrs Green and Dickin finalising footpath survey – expected for the July meeting.</p>	
157/19	<p><b>Planning, Appeals and Enforcement Decisions</b> PA18/11945 – Land East of the Chalet, Tressarrett, Blisland – Proposed construction of a rural worker's dwelling and the installation of a septic tank – Refused.</p> <p>PA19/02134 – Gawns Lodge, Blisland – Certificate of Lawful Development for existing use as a dwelling without compliance with restrictive agricultural occupancy condition – Granted.</p>	

158/19	<p><b>Clerk's report</b></p> <p><u>CiLCA</u> Clerk reported that she has completed and passed the Certificate in Local Council Administration (CiLCA).</p> <p>Clerk thanked members of the Council for their support throughout the course. Members congratulated the Clerk.</p> <p><u>Decorations on the Village Green</u> Cllr Lowden has reported to Clerk in writing that some recent additions (approximately 12) have been removed.</p> <p>Cllr Stirling advised that she removed some very large figures which were not in compliance with the restrictions some time ago but not recently. They are being stored and are available to view if required. The nominated member of the public who is the contact for the figures was informed and aware.</p> <p>No members present had any knowledge of the removal of any figures recently, and the Clerk had not instructed the removal of any of the figures.</p>	
159/19	<p><b>Institute Management</b></p> <p>Written report provided by Charles Whitehead (Chair of Institute Management). Charles was present so read some sections of the report to the members.</p> <p>The summarised report included:</p> <ul style="list-style-type: none"> <li>a) Charles Whitehead standing down as Chair of the committee at July meeting.</li> <li>b) Arts and Crafts Exhibition over the Easter weekend taking a net £730 for Institute funds.</li> <li>c) successful table top sale and dog show over the late May bank holiday weekend taking £538.50 which means £179.50 for each of the Institute, Shop and Church.</li> <li>d) Blisland Art Group will be holding an exhibition over the 2nd and 3rd August.</li> <li>e) Enquiries for bookings received but yet to firm up. I echo the point made about increasing footfall for bookings.</li> <li>f) Council has approved the replacement heater on the south wall. There has been a proposal supported by a majority of the committee (one no vote) for two additional heaters to be installed on one each side of the door on the opposite wall.</li> <li>g) Potential for wi-fi installation – to be further explored and costed if Council is in agreement.</li> <li>h) Floor in the institute is lifting – needs attention.</li> <li>i) Charles Whitehead thanked the Council for their support during his time as Chair.</li> <li>j) Reminder that Council that they will need to find someone to run Carols round the tree – it is done best in conjunction with the school holding their nativity play in the church as was found last year.</li> </ul> <p>Cllr Meads thanked Charles Whitehead as the Chair of the Institute Management Committee for his hard work in getting everything up and running. Charles thanked his team.</p> <p>Clerk advised due to building being listed, a statement outlining the proposed works to install the heater would be required to determine whether or not listed building consent would be required. Charles agreed to obtain this information as well as costings.</p>	

	<p>The Council <b>RESOLVED</b> to agree in principle: 2 x new heaters and installation (subject to costing). Internet provision – perhaps via dongle (subject to costing).</p> <p>Proposed Cllr Montague, seconded Cllr Dickin. Unanimous.</p> <p>160/19 <b>Internal Audit Report</b> Members <b>RECEIVED</b> and <b>NOTED</b> the report from the internal auditor. Cllr Meads thanked the Clerk for her hard work with audit.</p> <p>161/19 <b>Finance Report</b> <b>RECEIVED</b> the monthly finance report, bank reconciliation and Clerk timesheet, <b>RESOLVED</b> to adopt the most recent Finance Report and authorise the payments of Accounts Outstanding (tabled) and <b>APPROVED</b> the use of the debit card to make payments on the payment schedule, where expenditure has already been approved (if necessary).</p> <p>Proposed Cllr Green, seconded Cllr Runnalls. Unanimous.</p> <p>162/19 <b>Code of Conduct Training</b> <b>RECEIVED</b> information on the above, <b>DISCUSSED</b> and <b>RESOLVED</b> to approve the expenditure and payment to CALC - £35+VAT for 2 members (if required).</p> <p>Proposed Cllr Green, seconded Cllr Montague. Unanimous.</p> <p>163/19 <b>Village Directional Signage</b> <b>DEFERRED</b> to await update from Cllr Crozier.</p> <p>164/19 <b>Maintenance of Peverells Cross</b> Cllr Dickin provided a report to the Parish Council regarding Peverells Cross.</p> <p><b>RESOLVED</b> to add maintenance to the Council’s annual footpath cutting regime – Clerk to progress.</p> <p>Discussion regarding provision of a directional fingerpost sign in an appropriate location to indicate where it is – Chair requested hold on this as there are ongoing projects (information panel and village directional signage) which may be able to incorporate other assets.</p> <p>Proposed Cllr Green, seconded Cllr Stirling. Unanimous.</p> <p>165/19 <b>Blisland Neighbourhood Development Plan</b> <b>RECEIVED</b> an update on the above from Cllr Dickin.</p> <p>NDP Surgery on 14<sup>th</sup> June with Cornwall Council NDP Officer.</p> <p>Progress so far: Community questionnaire has been drafted (2015 data no longer up to date) to seek community views and feedback. Seek advice from CC officer on 14<sup>th</sup> June, and to see what support is available for analysing data.</p> <p>Proposed to hand deliver questionnaire by a group of volunteers. Working up communications strategy – and could be applicable to wider parish council business.</p> <p>NDP page on parish council website being updated. Would work alongside the Blisland.info website to link into each other.</p> <p>GDPR compliant email address list. Regular updates in parish magazine. Social media presence to engage younger members of the community.</p> <p>Identify various stakeholder organisations to get their views on issues and opportunities to be addressed in the plan.</p> <p>Potential to hold surgeries for drop in sessions, possibly in the Institute.</p>	
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	<p>Chair requested that Councillors encourage people to sign up to the NDP email updates. Chair advised there is a hard copy consent form for anyone who needs it. Email address is <a href="mailto:news@blislandparishcouncil.co.uk">news@blislandparishcouncil.co.uk</a></p> <p>Discussion regarding second homes and inclusion into the questionnaire.</p> <p><b>RESOLVED</b> to approve the following:</p> <p>Permission for J Stansfield, as a member of the NDP Steering Group, to send authorised updates regarding the NDP and to update the relevant NDP page on the Parish Council website only and for no other purpose.</p> <p>Authorisation must be gained from K Dickin as the Chair of the NDP Steering Group and member of the PC, along with one other Neighbourhood Development Plan Steering Group member who is also a Councillor (i.e. Cllr Green, Cllr Larsen or Cllr Meads). The subscribed email addresses must be processed and managed in line with the requirements of the GDPR. Clerk reserves the right to withdraw this permission at any point and will report any concerns to full Council.</p> <p>Proposed Cllr Green, Cllr Runnalls. Unanimous.</p>	
166/19	<p><b>Update: Clean Cornwall Grant</b> <b>DEFERRED</b> – Cllr Crozier to update at July meeting.</p>	
167/19	<p><b>Update: Tourism Development Project Grant</b> <b>RECEIVED</b> an update on the above and <b>DISCUSSED</b>.</p> <p>Cllr Meads visited Parc Signs to further explore the information panel. They are content to work on design ideas but require a good map of required area.</p> <p>Clerk to explore price for OS tiles and maps/aerial survey for the area.</p>	
168/19	<p><b>Forthcoming training/events</b> Code of Conduct – 20<sup>th</sup> June – Wadebridge NDP Surgery 14<sup>th</sup> June 2019.</p>	
169/19	<p><b>Reports/Feedback from Councillors from training/meetings/external bodies</b> Cllr Stirling attended road safety and community speed engagement event. Police are creating a specially funded division for traffic and speeding in communities and will be holding annual roadshows.</p> <p>No further communication received regarding the reported speeding in Tressarrett.</p> <p>Cllr Runnalls – Reported on the attendance to the planning committee and confusion regarding the parish council protocol. Cllr Meads advised the protocol was explained to the planning committee members. Clerk provided clarification on the protocol.</p>	
170/19	<p><b>Notification of meeting/items for agenda: 11<sup>th</sup> July 2019</b> Apologies in advance from Cllr Montague.</p>	
171/19	<p><b>Public Bodies (Admission to Meetings) Act 1960.</b> <b>RESOLVED</b> that in view of the confidential or special nature of the business about to be transacted it is advisable that the press and public be excluded and instructed to withdraw during the discussion for the following items:</p> <p>Proposed Cllr Montague, seconded Cllr Dickin, Unanimous.</p>	
172/19	<p><b>Clerk Adoption Leave Cover</b> <b>RECEIVED</b> information and applications on the above, <b>DISCUSSED</b> and <b>RESOLVED</b> to utilise locum cover.</p> <p>Proposed to Cllr Green Cllr Runnalls. Unanimous.</p> <p>Meeting closed at 20:15.</p>	