

**BLISLAND PARISH COUNCIL
MINUTES FULL PARISH COUNCIL MEETING
AT BLISLAND VILLAGE HALL MANOR SUITE
ON THURSDAY 14th JULY 2022 AT 7.00 PM**



Press & Public were invited to attend the above meeting of Blisland Parish Council (BPC).	
COVID BRIEFING: The meeting followed Cornwall Council's latest guidance on hands, face, space, fresh air.	
CHAIRMAN'S WELCOME: The Meeting opened at 19:12 Cllr Stephanie Meads apologised for the delay due to the meeting room being locked.	
AGENDA REF & ACTIONER	DESCRIPTION
22-7/01	PERSONS PRESENT: Cllr Meads (Chair); Cllr Green; Cllr Lowden; Cllr Montague; Cllr Shephard; Cllr Teasdale; CLERK: Victoria Burton-Davey APOLOGIES RECEIVED: Cllr Dickin away Cllr Spencer not able to attend Cllr Cruse unable to attend
22-7/02	MEMBERS DECLARATIONS No Declarations of Interest forms received, or Dispensations requested
22-7/03	PUBLIC FORUM Nobody was present in the Public Forum
22-7/04	APPROVAL OF MINUTES for meeting held on 9th June 2022 It was RESOLVED to accept the above Minutes of the Meeting of Blisland Parish Council (BPC) having been previously circulated once the Cllr Montague's apologies and absence were corrected. In lieu of that amendment to Page 1 they were to be taken as read, approved, and signed. Proposed: Cllr Shephard Seconded: Cllr Lowden All the rest in favour: yes Abstained: Cllr Montague was not present at the June meeting
22-7/05	MATTERS ARISING FROM PREVIOUS MEETINGS Matters arising from the accepted Minutes were covered within July 2022 Agenda items.
22-7/06	CORNWALL COUNCILLOR'S REPORT The Clerk read out a brief report from Councillor Jennifer Cruse in her absence. She added comments for PA22/05799 below: Cllr Cruse commented that there were no detailed design plans included in the application and that it fell in an Area of Outstanding Natural Beauty (AONB) for which there is a high planning approval bar. A new AONB management plan has been adopted by Cornwall Council (CC). Cllr Cruse also reported on local enforcement, available funding, and her holiday provision.

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22-7/07	NEW PLANNING APPLICATIONS and PRE-APPLICATIONS The meeting RECEIVED the planning applications below and RESPONDED to the Local Planning Authority as appropriate: PA22/05799 Proposal: Retrospective Consent for the continued use of land as residential curtilage Location: Poundsconce, Blisland, Bodmin, Cornwall Applicant: Mr N Sturtridge There had been no need for a site visit as Members were able to view the structure from both the adjoining lane and A30. The meeting went on to discuss the appearance of the structure, the lack of reason for the structure in the application, no provision for waste management, and the impact on the AONB. It was RESOLVED to make the following comment: Blisland Parish Council OBJECT to PA22/05799 on the following grounds: There is no time frame stipulated for the need of the extension to the residential curtilage. There is no reason established for the need to extend the residential curtilage. There is no plan in place to manage effluent waste from the site. The design appearance and layout of the static caravan is not suitable or in keeping with the Area of Outstanding Natural Beauty (AONB) in which it falls. The impact on appearance of the AONB is detrimental. Proposed: Cllr Green Seconded: Cllr Teasdale Abstained: Cllr Shephard All the rest in favour: yes Clerk Clerk to comment on CC Planning Portal.
22-7/08	PLANNING DECISIONS No Planning Decisions were reported.
22-7/09	OTHER PLANNING MATTERS No other planning matters were reported.
22-7/10	Neighbourhood Development Plan (NDP) The meeting RECEIVED information from Cllr Meads gave a report: a) The NDP Web pages had been reviewed, simplified for greater accessibility, and updated by Cllr Spencer and the Clerk. Cllr Meads outlined the forthcoming 6-week consultation process which was then discussed at length: During the meeting Cllr Lowden expressed his objection to two printed documents that were being sent out in the name of Blisland Parish Council which he said had not come before the council for approval. He objected to the 'Frequently Asked Questions'(FAQ) document which he considered biased and misleading. He asked why questions which he

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Clerk	had been asked by residents were not included. Later in the discussion he objected to the Statutory Notification going out <i>from</i> Blisland Parish Council without having come before the Council for approval. He stated that both documents should have been added to a previous Agendas for approval before they went out in the Council's name. Cllr Meads told the meeting that all the [NDP] documents had been prepared and time had been spent looking through them before the pre-submission. And, that it had been 'agreed and resolved that the Draft Plan for pre-submission were ready to go to that next stage' [Minute ref: Sept 2021 214/21]. She also noted that Cllr Spencer had provided some of the draft questions for the FAQ document. She added that the NDP had taken questions from councillors who had said 'this is what people [meaning residents] are asking me' and we've [the NDP Steering Group] given answers, not as direction but as a statement of fact and based on evidence in the NDP files. Cllr Teasdale added his concern that documents which the Members had not seen or approved were going out without proper controls in place. NDP Steering Group member Cllr Green helped respond to questions about the 6-week consultation process and documents. Cllr Shephard said that he agreed that there was bias in the FAQ document. The Clerk told the meeting that she had raised concerns about the documents going out 'from' BPC without proper process, and that Cllr Meads had checked with Sarah Mason at CALC and had been told that the NDP Consultation Notice <i>must</i> go out in the name of the Parish Council. The Clerk advised the meeting that the process around NDP documents which go out in BPC's name be formalised via updating the NDP Steering Group's Term of Reference. The Clerk agreed she would circulate updated copies for possible ADOPTION at the August meeting. The meeting went on to discuss the forthcoming 6-week consultation and the future progress of the NDP. Cllr Meads asked the meeting to move on to further business. The Clerk clarified what her minutes reflected in order to make sure that all the Member's points of concern and objections were covered.
22-7/11 Clerk	FINANCE a) The meeting RECEIVED and NOTED the bank reconciliation as at the 30th June 2022 b) The meeting RECEIVED and RESOLVED to APPROVE the July 2022 payment schedule Proposed: Cllr Teasdale Seconded: Cllr Lowden All in favour: Yes Clerk to make payments. c) The meeting RECEIVED and RESOLVED to APPROVE amended bank signatories

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	Proposed: Cllr Shephard Seconded: Cllr Teasdale All in favour: Yes d) Responsible Financial Officer (RFO) Update: I. Resolved Debit Card/complaint made/£100 compensation received II. Confirmed £814.56 payment was in fact a business rates refund III. A three year old uncashed cheque was noted. The Clerk was asked to dispose of the cheque. IV. External Audit date was still awaited V. After confirming that LMP Payment was received from CC last year the Clerk & RFO discovered that no Payment Order was put in last financial year, so no payment had been made. She had now sent a backdated Payment Order to CC. VI. The Bank Mandate to remove signatories had been prepared. VII. Funds had been moved to the re-named Earmarked Reserves accounts. Funds were being moved back to the Treasurer account as they were used to help track the budget areas. VIII. The two surplus bank accounts were in process of being closed. IX. The Clerk had contacted the supplier about play equipment spare parts. An estimate of £63.40 was received for the replacement of the rubber nut cover at the top of the swings. It was AGREED that this was not a good use of public funds and an alternative supplier for the part would be sought. Clerk to send dimensions to Cllrs Teasdale and Lowden. X. The play equipment supplier had also sent an outstanding account query. The Clerk reminded the supplier that they had received 'FULL and Final Payment' for the account in question. e) Grants/Funding: The Clerk read out a funding request from Hedgehogs R Us. It was AGREED that BPC would not grant funds for this project.
22-7/12	CLERK'S REPORT and CORRESPONDENCE The meeting RECEIVED the Clerk's Report and NOTED correspondence: Planning comments had been submitted to CC Planning Portal. Updated Financial Regulations were now on the BPC website. Updated Standing Orders also now on website. NDP pages for website had been simplified. Sent out thank you letters from BPC to individual and organisations who helped with the Queen's Platinum Jubilee (QPJ) Celebrations. A training date for Duchy Defibrillators had been arranged. The grass cutting contractor had been asked to cut in the week beginning 15th August in preparation for Blisland Fayre. The document listings on the Policies page of BPC website had been amended. After a renewed quote from EDF, a three year contract has been agreed. She had contacted arboriculturist for tree survey. Two suppliers were sending quotes. Published Minutes from APM 2021 and ACM 2022 on BPC website and noticeboard. Road Closure Notices had been added to the BCP website and circulated via social media. The correspondence received was as follows:

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Clerk	I. Dominic Fairman had sent details of a meeting in Bodmin about Water Quality and the details had been disseminated to Members and to the public via social media. II. A letter requesting that BPC consider installing a Defibrillator in Temple was received from Thomas Thrussell. The meeting discussed the pros and cons, and AGREED not to take the idea forward at this time. III. Pat Almond from the Community Shop had reported that the community business was now debt free. IV. Pat Almond in her capacity as Church Warden had requested a diversion of rainwater to the water butt request at Agenda item 22-7/18. V. Cllr Cruse had sent a message regarding available grant funding which had been circulated to member for consideration. VI. The Royal British Legion had sent a note regarding available 'official' QPJ plaques for the QPJ Tree. The Clerk had replied that BPC had already ordered its plaque.
22-7/13	Policy Reviews a) The meeting RECEIVED an updated Document Retention & Disposal Policy which was reviewed: Cllr Spencer left comment with the Clerk: "I am supportive of the document shared since it is generally best-practice, but we should discuss the impact on the clerk in both creating a record of current docs, deciding what existing needs to be kept or destroyed and the on-going churn." Clerk Clerk to start a Document Disposal Database. Suggested amendments to be incorporated: • That the Appendix be changed to the Cornwall Council one suggested for Parish Councils in Cornwall • That the Appendix be incorporated in the document • It was decided that the language would be firmed up as 'should' is used throughout rather than 'shall' or 'must'. Clerk asked to double check imperative with CALC. Clerk Clerk It was AGREED that the updated Policy is to be circulated after amendments and brought back for ADOPTION at the August meeting.

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22-7/14	Highways and Footpaths The meeting RECEIVED information and AGREED action where needed: Cllr Green reported that walkers were being stopped on a local footpath. It was confirmed (via word of mouth to Cllr Green) that access had been granted for local walkers and cyclists to use the Tresarrett to Helland Bridge path via Spittal, Helligan, and Bridge Woods. SM a) Cllr Meads reported that consultation with local residents about the proposed ornamental trees at Pentor was ongoing. The parking in the vicinity was repeatedly being brought up as an issue. The problem was discussed by Members and NOTED. Cllr Meads to continue consultation. Clerk b) The replacement and re-siting of the Village Grit Box was discussed. Cllr Teasdale reported on the reason for the re-siting and the exact location. It was AGREED that the Clerk would order a new Grit Box. Cllr Meads suggested that the Conservation Officer at CC may need consulting but the meeting decided that, as this was only a replacement and the re-siting was more discreet and close to the original site, that this would not be needed. Cllr Teasdale confirmed that it was BPC's responsibility to purchase the Grit Box but CC's duty to fill it with suitable grit. The Clerk to speak to the Conservation Officer at CC to make sure this plan could be enacted in an AONB. The Clerk reported that the LMP contractor had cleared the two areas agreed in the June meeting at Agenda item 22-6/18.
22-7/15	Environment a) The meeting RECEIVED information: The BPC Pledge for Nature progress was reported by Cllr Shephard. Wildflower seeds and bulbs were being sourced for wildflower 'strips'. Cllr Teasdale requested that Lanhydrock Garden Services Ltd be asked to leave the grass uncut to the right of the Bus Shelter except for 1ft of the grass where the verge meets the road.
22-7/16	Blisland Fayre Cllr Lowden reported on the progress regarding plans and the Blisland Fayre Constitution. He reported that a bank account and website were now in place. Members discussed the stalls and activities on offer. It was AGREED that the Clerk would pay the Grant to the Blisland Fayre bank account one the Chair and Vice Chair had NOTED the spend list for the Grant monies. Clerk Chair KD
22-7/17	Duchy Defibrillators a) A new training date had been set for 1st October 2022 10am to 12pm. The Clerk to draft posters, flyers and social media posts to advertise the event thoroughly. Cllr Teasdale to ask the pub about their old A Frame. Cllr Green agreed to submit an advert about the upcoming training date to the Parish magazine. Clerk ST
22-7/18	Institute The meeting RECEIVED information: a) The Clerk reported that two experts had been contacted by Cllr Spencer and Cllr Dickin about work needed on the Institute windows, and site visits had been made. The Clerk was waiting to hear back from the ex-National Trust expert.

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	b) Cllr Lowden reported that the Church had proposed siting a water butt behind the Institute in the Churchyard and had requested that the rainwater run-off from the Institute budling be diverted to fill it. It was AGREED that this made sense for all.
22-7/19	Village Green The meeting RECEIVED information, DISCUSSED and RESOLVED a course of action if appropriate: Clerk a) The Clerk reported that two agriculturalists had been contacted to make expert reports on the Trees on the Village Green. It was AGREED that the Clerk would appoint the best value contractor after consultation with Members via email. b) The work on stones around the Village Green was reported to be complete despite the Clerk not having received an updated estimate or giving the go-ahead for the work. Clerk c) Cllr Teasdale reported that he had sourced good offer for the Fairy light replacements. It was RESOLVED that the Clerk would order 13 sets of lights at a total cost of £389.82 to donate to the village. Proposed: Cllr Montague Seconded: Cllr Lowden All in favour: Yes d) Provision of dog fouling signs around the village Cllr Spencer had left comments with the Clerk that she read out: “I am not supportive of signage, since I feel it would impact the outlook of the green aesthetically. The reason for my position is that I don’t think signage will change behaviours. I pick up my dog’s mess and there is no signage, so do most other people. The people that tend not to are not going to be persuaded to by signage – its common sense to pick up your dog’s mess on effectively a children’s play area. In my opinion, that small proportion of people that don’t pick-up won’t change their behaviour by signage. Cllr Meads added that she agreed with Cllr Spencer’s comments. All Cllrs Cllr Shephard reported on the dangers to children and other regarding Toxocariasis, which can cause blindness, and which can be carried in dog and cat faeces. He had proposed signs in order to remind dog owners of their duty to pick up their dog’s mess. The effectiveness; siting; visual impact; and format of the signage was discussed. Members were divided in their opinions. It was decided that Members would make a site visit and consider options before bringing the issue back to the August meeting for a decision. Cllr Montague offered to bring suggested formats to the August meeting. e) Play equipment update: The Clerk rereferred Cllrs back to the supplier update in her RFO report.

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22-7/20	Website and Social Media The meeting RECEIVED a progress report: a) Website and Social Media Policy was reported to be in progress.
22-7/21	Training and Meetings Attended To RECEIVE information. a) The Clerk had attended CiLCA training 5 th July 2022. The Clerk also reported that she was now registered with the SLCC from August 2022 and had a full year to submit all the documents. Cllrs Shephard and Teasdale had attended the Code of Conduct Training from CALC on 21 st June 2022. Cllr Lowden apologised that he had not been able to attend the training session which had been booked for him. Other Cllrs expressed an interest in future training. Cllr Teasdale reminded the Members that there was a planning training Zoom session coming up on the 27 th July 2022. A link had already been circulated.
22-7/22	DIARY DATES: a) Next Full Parish Council Meeting date would be 11 th August 2022
22-7/23	OPEN MEETING CLOSED at 21:16

Signed Chair: _____ **BPC FCM 08-09-2022**