

Blisland Parish Council



Carolyn Y. May LLB(Hons), M.A, B.Sc
Locum Parish Clerk & RFO
Blisland Parish Council
A209 Victoria Advent House
Station Approach, Victoria
Roche PL26 8LG

01726 210139

clerk@blislandparishcouncil.co.uk
www.blislandparishcouncil.co.uk

DRAFT MINUTES FOR THE PARISH COUNCIL MEETING HELD ON 16th NOVEMBER 2023

- Present:** Cllr. Meads (Chair), Cllr. Dickin (Vice-Chair), Cllr. Green, Cllr. Spencer, Cllr. Shephard, Cllr. Stansfield, Cllr. Lowden, Cllr Teasdale, and Cllr Trevarthern.
- 23-11/1 Apologies:** Cllr J. Cruse (Cornwall Council).
- Also Present:** Locum Clerk: Carolyn May, 1 member of the Public.
- 23-11/2 Declarations of Interest:** Cllr. Lowden declared his interest in relation to the Blisland Fayre Committee.

The meeting commenced at 7 pm. Cllr. Meads (Chair) welcomed all to the meeting, and reminded attendees that the event was being recorded.

AGENDA

- 23-11/3 Public Forum** – There were no matters raised under this Agenda Item.
- 23-11/4/5 Approval of Minutes and Updates**
- 23-11/4(1)** Members considered the Draft Minutes of the Ordinary Parish Meeting of Blisland Parish Council, held on the 19th of October 2023.
- Item 23-10/17 Page 11 – Re: Complaint** – Cllr Lowden emphasised that the complaint referred to in the Minutes had not been raised with the Blisland Fayre Committee at the time. Rather, it had been raised at the last meeting by a serving Member of the Council.
- Cllr Stansfield responded by stating that he had raised the fact that a comment had been made, not to register the matter as a complaint but to address the issue of inclusivity for this years' event. The issue would not have been raised had no request for funding, from the Parish Council, been made for 2023 Christmas meal. However, because public money is being spent, the event must be as inclusive as possible. Cllr Lowden stated that, if the identity of the person who raised the matter, in the first

instance, is not known, then no action can be taken to ensure that the individual is placed on the attendees list this year. The list for nominated attendees is widely advertised.

It was **proposed** by Cllr Dickin, **seconded** by Cllr Teasdale, and **RESOLVED** that, subject to an amendment relating to the matter raised by Cllr Lowden, the Minutes of the Meeting held on the 19th of October 2023 would be accepted as a true and accurate reflection of the said meeting. Unanimous. **Carried.**

23-11/6 Highways and Footpaths

Grit Boxes - Cllr Dickin reported that she had discussed the provision, and citing, of additional grit boxes at Temple and Tregenna, with the Highway Steward. Having considered the proposed location for the grit boxes, the Highways Manager had advised Cllr Dickin that, whilst the location at Temple was acceptable, the proposed site at Tregenna was too close to the highway to be safe. Therefore, an alternative location would have to be identified.

Cllr Green has addressed the matter with residents at Tregenna, and they are looking at alternative sites for the grit box.

However, the Highways Manager has advised Cllr Dickin that the nearest Precautionary Salting Network to the two locations provides that the two proposed bins will have limited effectiveness.¹

Cllr Stansfield stated that the Grit Boxes can only be placed with the agreement of the appropriate County Council Officer. Cllr Dickin suggested that due to the concerns of parishioners at Temple and Tregenna (in respect of heavy frost/ snow), it would be advisable to speak again with the Highways Officer to better understand the response received. The grit is intended for use by parishioners and does not represent an expectation that Cornwall Council will grit the roads, only fill the bins.

Road Markings – Nothing to report.

Water Run-Off/ Drainage at Trewardale

Cllr Stansfield reported that George and Charles Edward-Collins are currently in the process of creating a desired 'schedule of works,' to be submitted to Cornwall Council.

Once the schedule is available, Cllrs Stansfield and Cruse will discuss the same with the Highway Steward/ Manager to determine what, from the list, Cornwall Council will fund from the Highways Budget in the 024/25 financial year. It is unlikely that the County Council will fund the complete list but is imperative that the work that will be carried out is identified.

¹ The Precautionary Salting Network – is a network of roads that are salted in advance of adverse weather to prevent the formation of ice, frost, and/ or the accumulation of snow on carriageway surfaces. Salting is carried out on a pre-planned basis. The timing of the salting is dependent on prevailing weather conditions. Priority for salting is dependent upon the particular road category.

23-11/7 **Cornwall Councillor's Report** – previously disseminated to Members. The report was 'noted.'

23-11/8 **Planning Applications and Pre-Applications**

Planning Reference - PA23/7937

Location: Blisland Institute

Proposal: Building Consent to replace two north facing windows, with 'like for like' timber windows.

Cllr Spencer advised the meeting that a joiner's report had been submitted. It was clear that the timber was rotted and could not be repaired. Also, within the joiner's schedule it was noted that the glass in the windows was beyond economic repair (a view not shared by the architect who has been working with the Parish Council).

The Conservation Officer for Cornwall Council has determined that evidence must be produced to prove that the whole frame is rotten (as a sliver at the top end may be retrievable). It is also necessary for the applicant to provide evidence to support the contention that the glass is not repairable.

At present, Cllr Spencer is attempting to arrange a joint meeting between the Architect, the Joiner, and the Glazer, to obtain an updated report to submit to the Conservation Officer.

Planning Reference – PA23/01009 – Pre-App

Location: Land east of West Penstroda, Waterloo, Blisland

Proposal: Conversion of a barn, built in 2020, to form a dwelling in the upper floor.

The Parish Council does not comment on pre-apps. Therefore, the matter will be discussed should a Planning Application be submitted.

Planning Decisions – Noted

Other Planning Matters – Five Day Protocol

Planning Application PA23/01179

Location - Land Northeast of Higher Hawks Tor Farm, Blisland –

Proposal - Restoration of Higher Hawks Tor Farm for an occasional camping barn for private use only. Planning Officers' response.

The Parish Council had previously supported the application. However, having considered the report of the Planning Officer, and the recommendations contained therein, which (inter alia) alluded to:

- The policing of the proposed activities.
- The ANOB status of the area – para. 176 MPP of the Policy.
- The moderate public benefit of the proposals do not outweigh the potential harm to the designated areas.
- It would have the appearance of a dwelling within this high, prominent, important landscape.
- The site sits within a designated Dark Skies area.
- The internal illuminations of the building would interrupt the landscape and character of the area – appearing incongruous within the setting.

It was **proposed** by Cllr Meads, **seconded** by Cllr Dickin, and RESOLVED that the Parish Council would support the recommendation of the Planning Officer. Six in favour and three abstentions. **Carried.**

23-11/9

Finance

Members considered the Schedule of Payments provided.

It was **proposed** by Cllr. Lowden, **seconded** by Cllr. Trevarthen and RESOLVED that the payment schedule would be approved. Unanimous. **Carried.**

RFO Report

The Clerk reported that matters with the bank are still on-going. Cllrs Spencer and Green now have the necessary documentation, to permit the making of payments. Cllr. Dickin is still awaiting the delivery of her bank card. A cheque book has now been issued to the Parish Council. Cllr Meads has possession of the same.

The Clerk stated that she had hoped to address the setting of the 2024/25 budget and precept at the extant meeting. However, the inability (until the date of the meeting) to access the bank statements, had resulted in a need to delay the discussion.

Cllr. Shepherd reminded Members that the budget setting exercise had, previously, been considered too time consuming to be undertaken during an Ordinary Meeting of the Parish Council.

The Clerk suggested that it would be advantageous to hold a separate, Extraordinary Meeting, to undertake the necessary work and that this should (ideally) take place prior to the next Ordinary Parish Council meeting.

It was **agreed** that an Extraordinary Meeting would be held to address the budget and precept setting requirement. Date to be agreed.

23-11/11

Clerk's Report & Correspondence

The Clerk alluded to the substantial amount of correspondence, from and between Members. Some of the said correspondence had been adversarial in nature. The Clerk requested that Members take care in relation to the tenor of their correspondence and show mutual respect and consideration to each other.

Remembrance Wreath – an email had been received by the Clerk, in relation to the wreath that had been placed on the War Memorial at Blisland.

Cllr. Meads added that the wreath purchased was a 'natural wreath' with live poppies. This had been procured at the request of Members. However, having watched the Armistice Service at the Cenotaph, it was noted that all the wreaths laid were made with imitation poppies and plastic bases.

The Clerk added that, by purchasing wreaths from the Royal British Legion, that body was able to raise funds to undertake its' work.

EDF - Notification had been received, advising the Parish Council that the 'fixed tariff' contract was coming to an end. It was **agreed** that a further fixed tariff agreement should be sought.

Cleaner – The Clerk advised the Members that the Cleaner's invoice had not been received, therefore the cost has not been added to the schedule for payment. It was **agreed** that this matter would be followed up. It was further noted that no monies had been received from the 'donations' box at the public lavatory.

23-11/12

Environment

a. **Trees for Pentor** – this matter is on hold at present, awaiting the outcome of the review of the Highways Policy. Until this is received, the matter is to be removed from the agenda.

b. **Hedge Planting** – on-going matter.

23-11/13

Duchy Defibrillators

Cllr Stansfield is now in possession of the defibrillator, and it is now awaiting installation. The cost of connecting the Temple telephone box to the grid, and the installation of the defibrillator is £1,350. This cost is being met by a grant from the Cornwall Communities Foundation to the Temple Association. It is hoped that the installation will be completed within the next 4 to 6 weeks.

Cllr Dickin requested that the Parish Council approve the purchase of a set of polycarbonate defibrillator signs for the telephone box, at the cost of £85.00 plus VAT.

It was **proposed** by Cllr. Meads, **seconded** by Cllr. Green and **RESOLVED** that the Parish Council would approve the purchase of polycarbonate defibrillator signs, at a cost of £85.00, plus VAT. Unanimous. **Carried.**

23-11/14

Institute – Cllr Stansfield is currently investigating the availability of grant funding, towards the cost of the windows.

Cllr Dickin advised that she had recently attended an event, relating to the Levelling Up Programme. This scheme provides grant funding for sums between £5,000 and £200,000, provided the project meets one of the following criteria:

Community and Pride of Place.

Connectivity.

Health & Well-Being.

Cllr Dickin added that, if an Expression of Interest were to be ‘worked up,’ then perhaps it could be submitted to the CAP. However, this would require a great deal of work. Any grant would also require match-funding. Perhaps the windows could form part of a larger project to improve the Institute, for greater community use.

This matter is to be listed for discussion on the December 2023 Agenda.

Cllr Stansfield alluded to the need to set up a ‘Let’s Talk Cornwall’ Account.

Drainage Outside the Institute – Cllr Shephard raised the issue of the drain outside the Institute. Cllr Shephard stated that the drain cover was inappropriate and becomes blocked every time it rains. He had been clearing the cover every couple of days, as parishioners have been complaining.

Cllr Spencer stated that it is not a drain rather it is a ‘soakaway.’

Cllr Meads requested that the site be photographed when it rains next, also, it will be necessary to determine who owns the land.

Cllr Shephard is to report on this matter at the next Parish Council meeting. Cllr Meads to search documents to determine if there are Deeds for the Institute.

23-11/15

Village Green

Work on Benches – Cllr Trevarthen reported that the benches will be removed next week for refurbishment.

Parking Around the Village Green - Cllr Shephard reported that parking on the Village Green is causing problems, particularly when a funeral is being held at the Church. At a recent funeral, the hearse was unable to pass cars, and was required to reverse. This situation is both disrespectful and unacceptable.

Cllr Shephard stated that he had brought this matter to the Parish Council to promote discussion surrounding possible solutions to the situation.

The Clerk highlighted the way parking issues were addressed outside St Petroc’s Church in Bodmin when a funeral is to be held. Funeral Directors place black and white cones along the length of the road, prior to the service. Thus, the area is free to park the hearse and funeral cars.

It was **agreed** that Cllr Shephard would investigate the price of such cones, and the number that would be required at Blisland. It was also suggested that, if purchased, these may be stored at the Church.

Provision of Additional Play Equipment – Cllr Shephard raised the question of additional play equipment for the Village Green. He felt that there was a need for more play equipment. A poll was placed on the Blisland Community Facebook page, to gauge public opinion. There were 68 responses, with 95% of respondents stating that they would like more play equipment. It was **agreed** that Cllr Shephard would disseminate the comments (without names) to Councillors.

Cllr Meads stated that, prior to any further discussion taking place, the prices of equipment would be required, along with illustrations of types of equipment. It must also be borne in mind that the Village Green lies within a conservation area, and it would be necessary to discuss any proposal with the Conservation Officer.

Removal of Wreath from War Memorial – It was agreed that the wreath would be removed once it begins to decay.

23-11/16 Grant Policy – Disseminated prior to the meeting.

Members discussed:

- the record of approval of the policy, and the addition of a hyperlink to the same, from the Meeting Minutes (adopted date).
- Schedule of updates; determined that this is not a process to be adopted.
- Donations / Grants.
- S137 hyperlink.
- Hyperlink to Grant/ Donations Application form.
- Supporting Documentation – if required, information/ additional information will be asked for. 'Appropriate Documentation' to be removed.
- Right of appeal – not standard practice. There is no separate committee, which stands apart from the Council Body, which would deal with this. The Parish Council must have sole control over its finances.

Cllr Shephard asked why matters could not be agreed in principle, by email, then ratified at the next meeting. The Clerk advised that the matters listed for discussion on an agenda must be discussed in public (unless confidential). There are also issues of predetermination involved.

In relation to the discussion relating to 'Grants and/ or Donations. It was suggested by Cllr Lowden that the title should read, 'Grants, or Donations, or Both.' It was **agreed** that the original wording would stand.

It was **proposed** by Cllr. Meads, **seconded** by Cllr. Stansfield and **RESOLVED** that the Parish Council would approve the policy, subject to the agreed amendments. Unanimous. **Carried.**

23-11/17 Pensioners Christmas Meal (Addition to Budget) – this matter to be addressed at the Extraordinary Budget Meeting.

23-11/18 Training & Meetings Attended – none.

Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it was **proposed** by Cllr Trevarthen, **seconded** by Cllr Lowden, and RESOLVED that the public meeting would be closed and that the Parish Council would enter into confidential discussions. Unanimous. **Carried.**

CONFIDENTIAL DISCUSSIONS

The Members engaged in discussions relating to the appointment of a new Parish Clerk.

It was **proposed** by Cllr Dickin, **seconded** by Cllr Meads that the recruitment process would commence, utilising the usual channels. The opportunity is to be advertised using Facebook, CALC and local press. Closing date 29th September, interviews in October. Unanimous. **Carried.**

The meeting closed at 20:40 hrs.