



**Minutes of Meeting of the Parish Council held via remote Zoom meeting on  
Friday 26th June 2020 at 7pm**

Due to the Government's current restrictions on meetings during the COVID19 outbreak, this meeting was held remotely.

**AGENDA**

**Councillors Present:** Cllr S Leech (Chairman), Cllr P Chesworth (Vice-Chairman), Cllr B Bailey, Cllr P Bearham, Cllr A Beckham, Cllr A Crocker, Cllr R Knill, Cllr H Richmond, Cllr S Foster, Cllr M Stephens

**In Attendance:** Mrs C Martin (Clerk) Cllr John Dyer

**1. Apologies for Absence**  
Cllr J Carley, Cllr P Dyer

**2. To receive declarations of interest**  
a. Councillors to declare any disclosable pecuniary interest in any items on the agenda  
None  
b. Councillors to declare any non-registerable interest in any items on the agenda  
Cllr S Foster declared an interest on PA20/04529

**3. Public Question Time – No public present**

**4. Cornwall Councillor report**  
Cllr John Dyer advised the Parish Council that he has been in contact with Andrew Jarvis from Tregothnan highlighting his concerns that the Parish Council still have no lease or draft agreement in place for the land opposite the school. Andrew Jarvis advised him that we would be in receipt of the paperwork by next week. He advised the Council on the current situation with the bridge over the Carnon river near Bissoe. Cllr Dyer requested the assistance of the Parish Council in getting back the Post Office in Chacewater.

**5. 06.01 Minutes of the Meeting held on Friday 12<sup>th</sup> June 2020**  
Agreed  
Proposed – Cllr P Chesworth                      Seconded – Cllr R Knill                      Vote – Unanimous

**6. Clerks report on matters arising from those minutes (for discussion or future agenda only)**  
The Clerk offered the following update:

- Steppingstones. They have requested instead of a lean2 type storage, a custom made bunker type storage underneath the window at far end of the building, which was agreed with the provision that it be included in their lease that the bunker is to be removed upon vacating the building at the discretion of the Parish Council.
- Government advice on re-opening of Play Parks. After discussion and offering the current advice on how to safely open Play Parks, it was decided that they will stay closed at this stage and will be reviewed at each meeting moving forward.

**7. Agenda items**  
**07.01/11.20**  
WI Hall – discuss maintenance, repairs and correspondence to users of the hall

It was agreed that maintenance and repairs are to go ahead. Clerk to write to regular hall users updating them on works being done and to get some idea of who may return to the hall eventually.

It was agreed that the Parish Council will spend up to £100 to provide a safety screen for the Post Office to enable them to return to Chacewater.

Proposed – Cllr A Crocker                      Seconded – Cllr B Bailey                      Vote - Unanimous

**07.02/11.20**

Car Park Steps – Discuss and agree repair of the handrail at steps (Cllr P Bearham)

Clerk and Chairman to get quotes for a metal hand rail

**07.03/11.20**

Public Toilets – to discuss and agree to re-open the public toilets and agree risk assessment circulated by the Clerk

Public toilets to remain closed. To be reviewed again in July

**07.04/11.20**

Community Garden and Car Park – to Approve a Tender Quote

After review, a contractor was approved for the excavation works.

Proposed – Cllr P Bearham                      Seconded – Cllr M Stephens                      Vote – Unanimous

Clerk to write to all applicants to advise the outcome. Clerk to follow up regularly with Cornwall Council in order to get planning agreed ASAP.

**07.05/11.20**

Tregothnan Quarterly meeting – Chairman to update the Parish Council on recent meeting held

Clerk to re-schedule the meeting again and ensure Andrew Jarvis is in attendance.

**07.07/11.20**

Finances – to discuss and agree the findings of the Finance Sub Committee meeting held on Monday 22<sup>nd</sup> June 2020

The Recommendations of the Finance sub committee meeting were approved and agreed as follows

- Clerk to take all necessary steps to activate the dormant Santander account – signatories as follows: Mrs C Martin (Clerk), Cllr S Leech (Chairman), Cllr A Crocker, Cllr B Bailey
- Clerk to update and revise employee contracts. National minimum wage increases to be backdated to 1<sup>st</sup> April 2020.
- Chairman and Vice-Chairman to review the Clerks contract and liaise with sub committee
- Clerk to look into alternative banks who offer a dual payment authorization functionality. In the interim will get clarification from the auditor to the recommended process and action to take.
- Budget Monitoring and Bank Reconciliations to be shared monthly

**07.08/11.20**

Trusteeship document – To discuss and agree the next steps to organising

All members of the Parish Council to read the Trusteeship document and feedback to Cllr Bearham and the Clerk before July's full meeting to enable them to solidify the document and allow the Council to make a forward 5-10-year plan.

**07.09/11.20**

Biffa Dog Waste collections – to note the increase in fees and agree on increased collections

Increase in lift fees noted. Clerk to investigate which bin in Chacewater is being emptied by Biffa.

**07.10/11.20**

Garden waste and trimmings – to discuss and agree a solution for our Village Operative to dispose of grass cuttings and trimmings

Clerk to investigate what other parishes do, also would Biffa would do one off collections on ad-hoc basis. Village Operative to advise the Clerk prior to any large jobs moving forward so removal of waste can be organised in advance.

**07.11/11.20**

COVID19 Risk Assessment – Ongoing agenda item to be reviewed as required

Noted

**07.12/11.20**

National lottery Grant funding – Clerk to update on current funding opportunities

Clerk to apply for COVID funding to provide opportunities for resident's post COVID19

Proposed – Cllr P Bearham      Seconded – Cllr R Knill      Vote - Unanimous

**8. Planning Applications received**

**Application** PA20/04529

**Proposal** Construction of a new residential dwelling and detached garage within the garden curtilage

**Location** Tregarth Road From District Boundary At Scorrier To Junction At Westfield Whitehall Scorrier

**Applicant** Peter Hall

Chacewater Parish Council strongly object to this application. This planning application is not compliant with our approved Neighbourhood Development Plan, in that it is development outside of our village settlement boundaries and is development in open Countryside.

**Application** PA20/04148

**Proposal** Change of use of office building to holiday let with single storey rear extension and associated landscaping

**Location** The Gwel Lane From Junction At Fox Hollow To Junction North Of Mount Pleasant Carnhot Chacewater

**Applicant** Mr And Mrs Semonin

Chacewater Parish Council object to this application. The building is not suitable for the Heritage site to which it sits and we fear that eventually this holiday let will become a residential dwelling. The design and access statement makes reference to the principle of sustainable development and it is unclear from this application how the development is sustainable. We also believe that the design and access statement is subjective and factually incorrect.

9. **Other planning matters**

Caravans – various locations

It was noted that there are many self-build caravans around the parish that are brought on site at the start of planning process and then never removed. Clerk to create a register of locations and report them all to enforcement, copying in Cllr John Dyer

10. **Planning Decision Notices received**

**PA20/03412 APPROVED**

**Applicant:** Mr And Mrs S Whitford

**Location:** 10 Trelawney Road Chacewater Truro Cornwall TR4 8JR

**Proposal:** Erection of a new front entrance porch.

**Parish :** Chacewater

Noted

11. **Public Rights of Way**

- Council to consider printing of large-scale map for the PROW contractor  
Cllr P Bearham agreed to print 2 x large copies on canvas
- Letter from Resident regarding PROW – poor condition, Wheal Prosper  
Cllr R Knill has reported to Cornwall Council
- Report it system – for Illegal use of PROW is now live and up and running.

12. **Trees**

Cllr R Knill to send locations of trees to be reported to Tregothnan Estates

15. **Recreation Ground**

**Before discussion on these matters, the Council gives consideration to its interest as Trustees of the Recreation Ground**

16. **Car Park**

**Before discussion on these matters, the Council gives consideration to its interest as Trustees of the Car Park [Old Recreation Ground]**

17. **Millennium Green**

**Before discussion on these matters, the Council gives consideration to its interest as Trustees of the Millennium Green**

The Report from Paul Shevlin was circulated and noted. Clerk to apply for planning permission for requested trees to be cut back.

18. **Outside Bodies Reports**

18.03/01.20 Chacewater Projects  
AGM Monday 29<sup>th</sup> June 2020

19. **Correspondence**

- Email from resident – Theft of plant pots in east bridge  
Correspondence was noted.

**20. 20.01/11.20 Payments to be authorised**

Shark Hosting – Domain name renewal	CA1	18/06/20	£14.30
Planning Portal – Application	CA1	18/06/20	£256.00
Southwest Water – Services April	CA1	18/06/20	£95.33
Southwest Water – Services May	CA1	19/06/20	£53.54
Employee Salaries	CA1	29/06/20	£1042.40
Premier Signs – Car Park and Rec Ground	CA1	29/06/20	£162.04
C Martin – Re-imb ZOOM Subscription	CA1	29/06/20	£14.39
Our Plaice – COVID Hardship Vouchers	CA1	29/06/20	£25.00
P Shevlin – Fuel for Mower – MIL GREEN	MIL	29/06/20	£21.78

Payments Agreed  
Proposed – Cllr P Chesworth                      Seconded – Cllr A Crocker                      Vote – Unanimous

Signed .....Chairman .....Clerk/RFO

**20.02/11.20 Receipts for noting**

HMRC VAT Return	BMM	08/06/20	£1696.49
EDF Credit – WI Hall	BMM	17/06/20	£61.60
Car Park Honesty Boxes	CA2	19/06/20	£19.47

**20.03/11.20 Reserves Q1 (2020/21)**

Office equipment	£ 902.07
Election Fund	£ 802.51
Training Fund	£ 455.00
Lighting Capital	£ 300.00
Development of Car Park	£18,198.86
Play Area	£ 2000.00
Development of Recreation Ground	£ 6,902.20
Pavilion Project	£12,100.00
Events Committee Finance	£ 2,943.99

**Parish Council Account Balances as at 22.06.2020**

Community Acct.	[CA1]	£1567.59
Business Money Manager Acct	[BMM]	£52,941.48
Santander as at 03/07/17		£10,702.73
Community Acct. 2	[CA2 Trust]	£2723.40
Community Acct. M/Green	[MG Trust]	£30,041.90
	<b>Total</b>	<b><u>£97,977.10</u></b>

**20.04/11.20**

Monthly Bank Reconciliations (April and May) –

Agreed

Proposed – Cllr A Crocker                      Seconded – Cllr P Chesworth                      Vote- Unanimous

**21. Matters for future consideration**

- a) Requests for agenda items from councillors  
None
- b) Requests for agenda items from members of the public  
None

**22. Confidential Session – members of the public will be asked to leave the meeting**

Clerks hours (Cllr B Bailey)

The Parish Council thanked the Clerk for the extra work and hours put in over the last 3 months. She was asked her to monitor her working hours moving forward. It was proposed and agreed that the Parish Council pay the Clerk an ad hoc payment of 15 extra hours to be paid in July.

Close of meeting: 21.54

Signed ..... Chairman