

MEETING No.1345
Minutes of the annual meeting of Feock Parish Council held on
Monday 13th May 2024 at 6.33pm
at the Parish Council Office, Market Street, Devoran TR3 6QA

Members present: Cllr Richard Brickell, Chair, Feock Ward
Cllr Mike Steel, Vice Chair, Devoran Ward
Cllr Keith Hambly-Staite, Feock Ward
Cllr Cathy Kemp, Carnon Downs Ward
Cllr Anne Allen, Devoran Ward
Cllr Phil Allen, Carnon Downs Ward
Cllr Jan Allen, Carnon Downs Ward
Cllr Rick Bowers, Feock Ward
Cllr Beverly Johnson, Feock Ward

In attendance: Cornwall Cllr Martyn Alvey
Debbie Searle, Assistant Parish Clerk

Public present: Brain Yates
Corine Dyke
Gaelle Penhallow
Jane Darlington

1. Election of Chairman and signing of Acceptance of Office form

RESOLUTION: Cllr Hambly-Staite proposed that Cllr Brickell continue to a second term as Chairman of the Parish Council, this was seconded by Cllr A Allen and carried unanimously.

Cllr Brickell signed the Acceptance of Office of Chairman form.

2. Introduction by the Chairman

The Chairman welcomed those present.

3. Election of Vice Chairman

RESOLUTION: Cllr A Allen proposed that Cllr Steel continue to a second term as Vice-Chairman, seconded by Cllr Kemp and unanimously carried by the meeting.

4. To receive apologies for absence

Apologies received and accepted from Cllr Mark Griffiths.

5. Declarations of interest

There were no declarations of interests.

6. To receive the minutes of the Meeting of the Council held on 8th April 2024

RESOLUTION: Cllr P Allen proposed that the minutes of the parish council meeting held on 8th April as previously circulated, be signed by the chairman as a true and accurate record of the meeting, seconded by Cllr Bowers and carried unanimously.

7. Public Participation & Questions from the public submitted beforehand

No questions were asked.

8. Co-option to vacancies in Carnon Downs Ward and Feock Ward

Item deferred to the end of the meeting.

9. Appointment of members to existing committees and to confirm the lead on any Council Projects

RESOLUTION: Cllr P Allen proposed the membership of the following committees as:

Access & Amenities Committee

Cllr K Hambly-Staite, Chair

Cllr J Allen, Vice Chair

Cllr R Brickell

Cllr P Allen

Cllr A Allen

Cllr M Griffiths

Cllr R Bowers

Cllr B Johnson

1 vacancy

Finance & General Purposes Committee

Cllr M Steel, Chair

Cllr R Brickell

Cllr K Hambly-Staite

Cllr A Allen

1 vacancy

Planning Committee

All Parish Councillors

This was seconded by Cllr Steel and carried unanimously.

RESOLUTION: Cllr P Allen proposed the lead for the Wellbeing Project as Cllr Hambly-Staite, seconded by Cllr Steel and carried unanimously. Cllr Hambly-Staite proposed Cllr P Allen also work with him on the project and this was also seconded by Cllr Steel and carried unanimously.

10. Appointment of any new committees or working parties

RESOLUTION: Cllr Steel proposed the membership of the new Staffing Committee as:

Staffing Committee

Cllr M Steel

Cllr R Brickell

Cllr J Allen

Cllr A Allen

Cllr K Hambly-Staite

This was seconded by Cllr A Allen and carried unanimously.

11. Review of terms of reference for Committees

RESOLUTION: Cllr Kemp proposed agreement of the existing terms of reference for the Planning Committee and the Access & Amenities Committee and the draft Staffing Committee terms of reference as circulated. This was seconded by Cllr Johnson and carried unanimously.

Due to the creation of a Staffing Committee the terms of reference for the Finance & General Purposes committee would be reviewed and amended by the committee and brought back to a future meeting of the full Parish Council for agreement.

12. Review and adoption of appropriate standing orders and financial regulations, Investment Strategy and Financial Risk Assessment

This item was deferred due to the standing orders needing to be updated due to the creation of a staffing committee. The Financial regulations, Investment Strategy and Financial Risk Assessment would be reviewed by the Finance & General Purposes Committee before being taken back to full Council for adoption.

13. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities

RESOLUTION: Cllr P Allen proposed the continuation of the existing agency agreements with Cornwall Council (Local Maintenance Partnership for the cutting of the public rights of way and the Grass Cutting agreement for the cutting of verges), this was seconded by Cllr A Allen and carried unanimously.

14. Review of representation on or work with external bodies and arrangements for reporting back

RESOLUTION: Cllr Kemp proposed, seconded by Cllr Bowers and carried unanimously that the following Councillors continue to represent the Parish Council with the external bodies:

- Carnon Downs Village Hall – Cllr Brickell
- Devoran Village Hall – Cllr Anne Allen
- Point Quay Association – Cllr Phil Allen
- Restronguet Creek Society – Cllr Phil Allen
- Feock Playing Field Committee – Feock Ward Cllrs collectively
- Devoran Recreation Area – Dvoran Ward Cllrs collectively
- Neighbourhood Watch – no specific representative, Clerk receives email updates
- Cornwall Council Community Network Park – Cllr Rick Bowers
- Devoran School – Cllr Cathy Kemp
- Devon & Cornwall Police (via the Police & Parish Councils Liaison Group) – Cllr Jan Allen
- Carnon Downs Community Association – Parish Clerk

RESOLUTION: Cllr J Allen proposed that Cllr Bowers be elected to represent the Parish Council on the Trolver Croft Residents Association. This was seconded by Cllr A Allen and carried unanimously.

15. Review of inventory of land and assets including buildings and office equipment

RESOLUTION: Cllr Hambly-Staite proposed agreement of the Asset Register as circulated with the one addition of the Tram field. This was seconded by Cllr P Allen and carried unanimously.

16. Confirmation of arrangements for insurance cover in respect of all insured and agree insurance policy provider for 2024/25

The renewal quotation received was considered and it was noted and discussed that the quotation was higher than the premium budgeted for the year.

RESOLUTION: Cllr Steel proposed the renewal quotation be accepted. This was seconded by Cllr Hambly-Staite and carried unanimously.

17. Review of Council's and/or staff subscriptions to other bodies

RESOLUTION: Cllr Hambly-Staite proposed the continued subscriptions to the Cornwall Association of Local Councils and the Open Spaces Society. This was seconded by Cllr P Allen and carried unanimously.

18. Review of the Council's complaints procedure

RESOLUTION: Cllr P Allen proposed the Council approve the Council's complaints procedure, as circulated. This was second by Cllr J Allen and carried unanimously.

19. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998

RESOLUTION: Cllr P Allen proposed the Council approve the Council's FOI procedure, as circulated. This was second by Cllr Kemp Allen and carried unanimously.

20. Review of the Council's policy for dealing with the press/media

RESOLUTION: Cllr P Allen proposed the Council approve the Council's FOI procedure, as circulated. This was second by Cllr Kemp Allen and carried unanimously.

21. Determining the time and place of ordinary meetings of the full council up to and including the next Annual Meeting of the Parish Council in 2025

A list of proposed dates for full Parish Council meetings had been circulated with the agenda.

RESOLUTION: Cllr Johnson proposed the Council approve the proposed meeting dates for the coming year 2024/25. This was seconded by Cllr Kemp and carried unanimously.

22. Clerks update on matters arising from previous minutes

The Assistant Clerk confirmed that the Council's contractor had been notified of the date of the Pre-School's Sports Day in Devoran park to ensure the grass is cut beforehand. Also, that the Council's contractor had been asked to replace the leaking Penelewey noticeboard with the one recently removed from the Feock Church carpark which he will mend as necessary. She further reported that there was one Cherry tree left to be adopted before the plaque could be ordered and it was further noted that a site meeting in relation to footpath no.46 at Harcourt still needed to be arranged. It was agreed that Cllr Bowers and Cllrs A Allen would suggest a date for a meeting to be arranged.

23. Matters for report

Cllr Bowers reported that he, along with Cllr Brickell, Cllr Hambly-Staite and Cllr P Allen, had attended the Roseland and Truro Community Area Partnership meeting on 16th April. The priority theme of the meeting was health and wellbeing. He advised that the focus of the next meeting on 9th July will be housing and fuel poverty, and the meeting on 8th October will be focused on transport. Cllr Hambly-Staite stated that the meeting had highlighted the need for promotional material. Cllr Bowers continued that one of the stands had been for the Community Health and Wellbeing workers who were looking at deprived areas and making connections with the local community, advising people about money and housing, veteran support and health support. Also, Volunteer Cornwall, Goonown Growers and Healthy Cornwall had stands there and they offer courses available in mental health, first aid, wellbeing and suicide prevention. The Highways team had given a report and their future focus will be on active travel. He advised that Cllr P Allen had mentioned the benefits of the Parish's 30-minute walks project. Cllr Bowers informed members that part of the network panels purpose was to decide on where funding should be distributed. Cllr Alvey confirmed that this was a role of the panel and provided the meeting with details of the process.

Cllr P Allen reported that he sits on the Mining Trails forum, dealing with public rights of way and they have been working with Cornish Lithium to provide a new set of signage for the trails. This will include signs at Grenna Lane and he has introduced them to the QR code system that we have in Feock. He further reported that the Cornwall Access Forum are dealing with the Mid Cornwall Metro plan which links with over 80% of our offroad trails. He has been promoting that rail equipment can have the ability to take cycles and wheelchairs. He further advised

that the Town Deal are struggling with walking and cycling around Truro, and a particular aspect is to give a greater vision to providing a cycle loop. They are working with the Langarth development to ensure good cycle routes from Chiverton down into Truro.

Cllr Hambly-Staite had attended a meeting between Parish Councils and Cormac, he felt the attendance by other Parish Council's was low and he suggested it be referred to Sarah Mason for discussion. He advised that 2 years ago the Chair had secured 40 tonnes of chippings from this event which he had used to support our footpaths, and was pleased to report that at the meeting Cllr Brickell had again secured a further 40 tonnes which will enable our footpaths to be enhanced at no cost to the Parish and wished to thank the Chair for this achievement. Cllr Brickell wished to note the advantages of working with Cornwall Council in this regard.

24. Current reports

Cllr Alvey reported, regarding public rights of way and concern over the illegal use of the Mineral Trails that Cornwall Council have reinstated the 'report it' link on their website to enable people to report this activity. This will help pull together an intelligence picture of what is happening and when. He advised that he had chaired a working group on environmental enforcement. This brings together the area director for the Environment Agency, the Police lead for wildlife crime and the Council's environmental enforcement team to find a way for better enforcement. He stated that the Trelissick application had been refused and they had already requested a meeting to find a way forward, he had advised them that any meeting should be with all parties involved. With regard to the mooring of barges he informed members that the barge at Point was going to Crown Court on 12th June and that enforcement action is ongoing. The moored barge on the Mylor bank was in Cllr Williams division and he was checking to see if there was any breaching of regulations, he advised that it was a different situation to that in Point as this barge was secure by anchor and sits on owned fundus. He also reported that he had spoken with the Planning Officer for the Quenchwell Road application, and they were looking at the situation in regard to Cornwall Local Plan policies. He further reported that he had been contacted by Carnon Downs residents regarding speeding traffic and he had advised them that he is happy to ask Cornwall Highways to do some monitoring to ascertain if the 20mph is being adhered to. He would be happy to take a steer on which locations would be most suitable, but it was preferable to wait until the A30/Chiverton is opened. Cllr Kemp questioned if the proposals for Quenchwell Road would also have an effect. Cllr Alvey advised that there would be a public consultation on those proposals and Cllr Brickell reported that he had also been asked about plans for a footpath on Quenchwell Road.

Cllr J Allen reported that she had been alerted to a scam on WhatsApp and advised that there is a new app called Police UK which can be used to report issues. She advised members that Alison Hernandez, the recently re-elected Police and Crime Commissioner for Devon and Cornwall, was giving a talk at 6.30pm on 20th June at the Alverton Manor.

25. Financial Summary and Accounts for Payment

The Assistant Clerk had circulated to Councillors the accounts for payment list for approval, together with a copy of the budget against actual costs to date report.

Cllr Hambly-Staite questioned what a 'secondary pension contribution' was and the Assistant Clerk advised that this was an additional payment that all Employer members of the Pension scheme had to pay. Our payment rate of £1100 had remained the same for the last 4 years.

Cllr A Allen questioned if contractors (grounds workers) provide itemised hours and costings for their charges. The Assistant Clerk showed Cllr Allen the most recent contractor invoice and it was further clarified that they did provide details of which footpaths had been worked on.

Cllr Bowers asked what PWLB was. The Assistant Clerk explained that this stood for Public Works Loan Board and this was the loan that the Parish Council had which had been taken out to enable the purchase of the Market Hall building. Cllr Steel confirmed that the PWLB was reviewed annually by the Finance & General Purposes Committee, and the committee were satisfied that the interest rate was low and there would not be any advantage in repaying the loan early due to early payment penalty charges.

Cllr Bowers further questioned the payment to Inner Circle Consulting and it was confirmed that this was fully covered by funding (Community Capacity Fund).

RESOLUTION: Cllr Mike Steel proposed that the Council approve the list of accounts for payment as circulated. This was seconded by Cllr A Allen and carried unanimously.

26. BDO LLP Audit Conflict of Interest

The Assistant Clerk explained that as part of the External Audit process the Council needed to confirm that no Councillors had a conflict of interest with BDO LLP who had been allocated to us as external auditors.

All Councillors confirmed that they did not have a conflict of interest and no involvement with BDO LLP

RESOLUTION: Cllr J Allen proposed it was confirmed to BDO LLP that no councillors had a conflict of interest. This was seconded by Cllr Johnson and carried unanimously.

27. Approval of Annual Governance Statement 2023/24

The Assistant Clerk had circulated a copy of the Annual Governance Statement for 2023/24 to the Council prior to the meeting.

RESOLUTION: Cllr Kemp proposed the Council approve the annual governance statement 2023/24, seconded by Cllr Steel and carried unanimously.

28. Approval of Accounting Statement 2023/24

The Assistant Clerk had circulated a copy of the Annual Accounting Statement for 2023/24 to the Council which she confirmed had been approved by the Council's Internal Auditor.

Cllr Hambly-Staite queried the reduction in staff costs over the previous year. The Assistant Clerk confirmed that this was due to the HAIRE Project the previous year.

RESOLUTION: Cllr Kemp proposed the Council approve the Annual Accounting Statement 2023/24, seconded by Cllr Steel and carried unanimously

29. Local Ward Reports

Feock Ward

Cllr Hambly-Staite expressed concern that after their recent road patching works, we now have several notifications of utility company (Open Reach and SWW) works who possibly be digging up the same roads again. He was aware that questions had been asked to Cornwall Highways as this was potentially a scandalous waste of money. Cllr A Allen also commented that the works created a great inconvenience to residents. The Assistant Clerk advised that she was aware that the Parish Clerk had emailed Highways regarding this.

Devoran Ward

Cllr A Allen asked about the opening of the Tram field. Cllr Hambly-Staite confirmed that there would be an opening event in the Summer. Cllr A Allen also questioned the status of insurance cover and the Assistant Clerk advised that she had emailed the Insurance company to advise them of the additional piece of land under the Council's management, but had not yet had an acknowledgement and confirmation of cover Cllr Allen further informed members that the Point & Penpol Regatta was due to take place on the 22nd June and asked that the grass at Point Green be cut prior to this. The Assistant Clerk advised that the contractor had been given the date and would ensure the green was cut. She also advised that Penpol Chapel had asked if they could use the Feock community minibus once a month. It had been agreed that Richard Johnson would drive the minibus from Penpol into Truro, once a month, on a Saturday morning to give people who no longer have transport the opportunity to go into town. In response to Cllr J Allen's initial question over the Tram field, Cllr Hambly-Staite advised that the wording for a sign at the field had now been agreed but they were still awaiting funding for the benches. Cllr Brickell asked members who regularly pass the field to keep an eye open for illegal dumping as tree roots had previously been left there.

Carnon Downs Ward

Cllr J Allen stated that she was pleased the re-surfacing had taken place between the two roundabouts but that there were signs still in situ stating no road markings when the markings had been there for weeks. Cllr Brickell stated that a road closed sign had been on the roundabout, but the road was not closed. Cllr Alvey stated that Highways have to book the road closures in advance but did not always need the full time of the closure booked. Cllr Brickell also mentioned that the streetlight at Agar Meadows was still on even after it having been reported to Cornwall Council several times.

30. Planning Committee Report

Cllr Bowers advised that he had attended the Central Sub Area Planning Meeting on the 20th May to speak on behalf of the Council regarding the Trelissick planning application (PA22/10184). The Council's main concern being the pedestrian crossing and its effect on the King Harry Ferry and the lack of a safe cycle route. He reported that the application had been refused 9 to 1 and noted that it had been reported in the press but there had been no mention of the issue over the cycle route.

31. Access & Amenities Committee Report

No report was given.

32. Highways Issues

Cllr Hambly-Staite reported that several of the 20mph signs and direction signs are becoming obscured by vegetation. There is one sign in the Parish where Ivy is growing completely over the sign and discussion followed. Cllr P Allen advised that it was possible to report these issues to Cornwall Council directly using their online form and asked that members do this themselves. Cllr Alvey stated that there is a team that carry out signage cleaning.

RESOLUTION: Cllr Hambly-Staite proposed that the Council write to the appropriate department to request that the highways and speed signs are kept clean and visible. This was seconded by Cllr Bowers and carried, with one objection (JA) and with the agreement that members would also use Cornwall Council's online reporting system to report individual signs.

33. Request from Penpol & Point WI to use the Point Orchard for their annual garden party on Monday 12th August 2024

RESOLUTION: Cllr Kemp proposed that Penpol & Point WI be permitted to use Point Orchard for their annual garden party on 12th August 2024. This was seconded by Cllr Steel and carried unanimously.

8. Co-option to vacancies in Carnon Downs Ward and Feock Ward

Corrine Dyke and Brian Yates spoke to give information on why they wished to join the Parish Council and what they felt they could bring.

RESOLUTION: Cllr J Allen proposed that Brian Yates fill the Carnon Downs Ward vacancy on the Parish Council and sign the acceptance of office declaration. This was seconded by Cllr Kemp and carried unanimously.

RESOLUTION: Cllr Bowers proposed that Corine Dyke fill the Feock Ward vacancy on the Parish Council and sign the acceptance of office declaration. This was seconded by Cllr Johnson and carried unanimously.

Cllr Brickell thanked the Assistant Clerk, Debbie Searle, for her assistance whilst the Parish Clerk was on leave and Cllr Kemp wished to also thank the Health & Wellbeing Advisor, Cathy Whitmore, stating that she had also stepped up and both had been working well as a team.

There being no further business the meeting closed at 8.15pm