

MINUTES of the ORDINARY MEETING OF ST JUST-IN-PENWITH TOWN COUNCIL held in the Library, St Just, on Monday 19 June 2023 at 7.00 pm.

Present

Sue James Mayor
Daisy Gibbs Deputy

Councillors

Kevin Casley, Chris Denley
Martin Cavell, Fynn Tucker
Robert Chadder, Farmer Morris
Brian Clemens, John Swarbrooke

Town Clerk

Cas Leo

TC.24 **Public Address at Council Meetings**

Holly Whitelaw National Lottery Report Climate
Amanda Pennington – Wildanet
Bob Allan - Planning Application PA23/03240
Randall Olds Planning Application PA23/03761

TC.25 **Apologies for Absence**

Jess Morris, Harvey Thomas,

TC.26 **Declarations of Interest**

None.

TC.27 **Dispensations**

None.

TC.28 **Minutes**

RESOLVED: That, the Town Mayor signs as a true and accurate record the Minutes of the Annual Town Council held on 15 May meeting.

TC.29 **Matters Arising**

There were no matters arising.

Chairman's initials_____

TC. 30 **Council Policies**

Draft Policies on: Bullying and Harassment/Capability/ Data Protection/ Leave /Bereavement were presented for discussion having been circulated before the meeting.

RESOLVED: to approve and accept all with one minor amendment.

TC.31 **Planning**

a) **Applications**

38/23 Application: PA23/03539

Proposal: Construction of an extension to rear of the property and associated works.

Location: Creek Barn, Tregeseal, St. Just. **(T. Cl. Objection – Over-development and WHS concerns).**

39/23 Application: PA23/03540

Proposal: Listed Building Consent for construction of an extension to rear of the property and associated works.

Location: Creek Barn, Tregeseal, St. Just. . **(T. Cl. Objection – Over-development and WHS concerns).**

40/23 Application: PA23/03240

Proposal: Construction of agricultural barn and 3 No. polytunnels

Location: Land N.E of Boscean Country House, St. Just. **(T. Cl. Support).**

41/23 Application: PA23/03952

Proposal: Works to trees within a Conservation Area: Removal of palm tree.

Location: 3, South Place, St. Just. **For Information Only.**

42/23 Application: PA23/03169

Proposal: Two storey rear extension and internal alterations.

Location: Swallows Nest, 23, Cape Cornwall Street, St. Just. **(T. Cl. No Objection).**

43/23 Application: PA23/03829

Proposal: Reserved matters application for appearance, landscaping, layout and scale (details following outline consent PA20/00878 dated 19.06.2020 for a dwelling).

Location: Land to North West of East Levant Engine House, Trewellard, Pendeen. **(T. Cl. Objection – Wrong use of materials. Outside settlement boundary).**

- 44/23 Application:** PA23/04135
front extension.
Location: The Barn, Boswedden Farmhouse, St. Just. **(T. Cl. Noted).**
- 45/23 Application:** PA23/02481
Proposal: Erection of a detached stable and tack room/feed store.
Location: Stable and Tack Room, Carn Glaze Farm, St. Just. **(T. Cl. Strong Objection – Building in the countryside. Supporting the comments of the Country Officer).**
- 33/23 Application:** PA23/01966
Proposal: First floor extension.
Location: Avalon, Brea Farm, St. Buryan. **(T. Cl. Objection – Overdevelopment not meeting the Annexe Policy).**
- 46/23 Application:** PA22/10958
Proposal: Retention of repair work including re-slating of the main roof, replacement of certain external windows with double glazed units, removal and re-installing internal stud walls on the first floor, installing a new ceiling and re-slating the front porch.
Location: Jasmine House, Bosworlas, St. Just. **(T. Cl. No Objection).**
- 47/23 Application:** PA23/03341
Proposal: Change of use of a traditional farm building from sorting, packaging and freezing of beef to a micro butchery and chiller room, including internal changes and addition of a single window.
Location: Higher Keigwin, Pendeen. **(T. Cl. No Objection).**
- 48/23 Application:** PA23/03761
Proposal: Conversion of slaughterhouse and barn to dwellings and construction of dwelling.
Location: Land South East of 8, Boswedden Road, St. Just. **(T. Cl. Strong support).**
- 49/23 Application:** PA23/03416
Proposal: Advertisement consent for a sign labelling the Gallery.
Location: Unit A, Penlee House, 8, Market Street, St. Just. . **(T. Cl. No Objection).**
- 50/23 Application:** PA23/03673
Proposal: Proposed dwelling to replace an existing dwelling, formation of vehicle access and associated works.
Location: Land West of 19, Carrallack Terrace, St. Just. **(T. Cl. Objection – Not in keeping with the design of surrounding buildings. A lot of glass which will cause light pollution. Granite hedge will be lost).**
- 51/23 Application:** PA23/03985
Proposal: The renovation and ground floor extension to a detached single occupancy dwelling and replacement of existing garage.

Location: Atlantic View, Carnyorth Terrace, Carnyorth, St. Just. **(T. Cl. Objection – Overdevelopment, the property size is increasing by half the size again. Wrong use of materials (cladding) instead of granite going against the Neighbourhood Plan).**

52/23 Application: PA23/04787

Proposal: Non-material amendment to Decision PA23/00276 dated 23/03/2023 for alterations to the size and position of some of the windows and doors and changes to some of the external finishes.

Location: Land adjacent Pans Teg, Calartha Road, Pendeen. **(T. Cl. No Objection provided the East side is granite).**

b) Decisions

Application: PA23/01849

Proposal: Construction of front porch to main dwelling house.

Location: Trevenner, 10, Tregeseal Hill, Tregeseal, St. Just. **Approval** (T. Cl. No Objection).

Application: PA23/02738

Proposal: Proposed re-design of porch as approved under PA22/05455, new stone-faced boundary walling, insertion of new roof lights and replacement windows.

Location: Tor Barn, Higher Bojewyan, Pendeen. **Approval** (T. Cl. No Objection)

Application: PA23/02850

Proposal: Proposed conversion of existing garage to form Studio/Hobby Room.

Location: 17, Carn Bosavern, St. Just. **Approval** (T. Cl. No Objection).

c) Appeal

Appeal Ref: APP/D0840/D/23/3316368

Creation of access and two parking spaces on front garden at Chynoweth, Chapel Terrace, Trewellard, Pendeen.

d) Appeal Decision

Appeal Ref: APP/D0840/W/22/3310177

Conversion of a Barn at Numphra Common, St. Just to a single dwelling.

Appeal Dismissed.

d) Enforcements None

e) Protocols

Chairman's initials_____

TC.32 Finance

- a) Accounts for Payment in the sum of £35,525.55. Town Council Will discuss 2 invoices in confidential session.

RESOLVED: To approve payments of £35,525.55

- b) Grant Aid Applications - Childrens Ark £200 and NCI £600

RESOLVED: to approve: Childrens Ark £200 and NCI £600

- c) 4th Quarter Report.

The Fourth Quarter Finance Report covers 1 January 2023 – 31 March 2023.

St Just Town Council opening balance on 1st April was £457,627.58.00 (which included £48.89 petty cash and £457,778.69 in the two bank accounts). The Council's budget for 2022/23 is £356,668.00. The spending as at 31 March 2023 was £367,761.00. A large Capital purchase was made in this quarter in February 2023 it has been expected for some time but not which FY. The bank closing balance was at £356,541.35 with £15.88 petty cash, which is roughly £100k down on the previous year closing balance £457,828.00; which could be shown to be the effect of £100K spent on St Just Car park. The fourth quarter does not give any cause for concern it did contain some devolution associated costs (legal).

The first quarter report will be given in September 2023 after the summer recess. We are now using an accountant at year end to approve the accounts from Receipts and Payments system to Income and Expenditure system so we can get accounts (IA) audited by this meeting (mid-June) then set to External Auditor by 1st July; once all approved at this meeting.

We know all expenditure is rising due to the economic downturn and the increase in energy prices.

- Petty Cash is used for very minor items from cleaning products to engraving Mayor's chain.
- National Lottery Budget (Climate Change) Grant was £9891 and can only be used for Bid listed items and is on-going. A report is expected to be given at this meeting.

Chairman's initials _____

Banking Reconciliation:

To 31st March 2023 the bank reconciliation is good and all figures are correct and have been signed off by the two Councillors given this task on the new Scribe forms.

Projects:

We had income stream (TVF) which was finalised in Quarter 4. The Council has budgeted for different projects over the years and have reserve funds for potential work like Pendeen Playpark and the Plain an Gwarry which will be focused upon now we have completed the Devolution Programmes. Indeed, work is due start at the Plain an Gwarry (September 23) and Pendeen Playpark is part of a partnership CIL grant bid. It will cost effective for the Council to wait for the outcome of this CIL bid before committing the Councils funds, although minor work could be undertaken now.

d) Internal Audit (IA) Report

Councillors were sent the IA report last week and the clerk mentioned that the council had passed the Audit and met all the requirements.

NOTED By the Council.

e) Statement of Internal Control

The council were advised that it would be good practice to have a statement of Internal control that would be reviewed by the IA committee in February each year rather than just recording it in the minutes. The clerk had presented a draft Statement of Internal control for discussion and approval. There are no conflict of interest with BDO LLP (external auditors).

RESOLVED: To approve the statement of Internal control and to review it annually.

f) Thank you email from Outreach Magazine for their grant of £1200.

TC.33 Annual Governance Statement 2022/23

The Town Council are required to complete the Annual Governance Statement to enable the statement to be returned to the External Auditor.

RESOLVED: That the Annual Governance Statement of the Town Council 2022/23 was approved and will be sent to the External Auditor by 30 June 2023.

(Action by Clerk)

TC.34. Accounting Statements 2022/23

Chairman's initials_____

The Town Council are complete the Accounting Statements 2022/23.

RESOLVED: That the Town Council Accounting Statements for 2022/23 are approved and sent to the External Auditor by 30 June 22.

(Action by: Clerk)

TC. 35 Permission to use the Plain an Gwarry

Mr Tate submit request to use it on 24 June 23. The council discussed the application.

RESOLVED: The Town Council gave permission for the use of the Plain an Gwarry.

TC.36 Information Items and Matters to Report

The mayor had an enjoyable visit to meet the cub scouts who suggested when the mayor's chain is full with names plates, they use the other side for new names. She also mentioned that Redruth have a youth Council.

Report from Cornwall Councillor which was circulated before the meeting

I will start my report with an update on the shared prosperity fund and the community capacity fund.

So far, all seven applications that have been received that I supported have passed the triage stage and progressed to the next stage with one already approved, this is in part due to the excellent presentation by Dave Rodda and the team which has helped applicants understand the process and helped them avoid the pitfalls meaning the team can clear the applications much quicker and also save the council considerable time and money but also help many more organizations.

At the start of this Council year, I was appointed to the Neighbourhoods overview and scrutiny committee (NOSC) this was in part reward for the work I along with the support of the committee did to ensure the retention of the control centre at Tolvaddon.

With regards the Fire and Rescue Service along with saving the call centre there was also a complete review of the service and the recommendations of the scrutiny committee and the chief Fire Officer are now being rolled out, while the uplift in allowances is welcome to a degree there are still some contentious issues that will need to be addressed if we are to maintain Firefighter levels and I will be asking that we meet with the relevant officers after the three month period has passed for an update as to the outcome of the new working practices and the response from the Fire fighters themselves once I have consulted with them and the Union reps that I worked with last time.

Chairman's initials_____

I would also like to put on record my thanks to CLLR Jim Mc Kenna for all his help and support with the previous round of negotiations. Hopefully I will see some of you at the upcoming meeting of the CAP and hope you all take advantage of the opportunities this will bring for your communities. With regards the community hubs they continue to go from strength to strength and really help those in isolation. The surgery I run with both Andy Martin the TRI SERVICE OFFICER and PCSO Andrew Tonkin when available continue to help not only the people that attend but also it helps us with much intelligence being gathered and shared.

He had been contacted on the matter of Mobile Post Offices Branches across the country operate, and would be getting more detailed information for the next meeting.

TC.37 Correspondence

No Go by Hill

Road markings were requested at benches by No Go by Hill. The Cornwall Councillor was asked to investigate the viability of this. Kevin Casley would investigate from the St Just in Bloom whether putting planters may offer a solution. It was also noted that vehicles are parking very near to the road junction. The Cornwall Councillor and Kevin Casley will report back to the next meeting.

Treatment Centre at West Cornwall Hospital

West Cornwall Health Watch has become increasingly concerned about the run-down of services at West Cornwall Hospital and particularly the failure to reinstate overnight opening of the Urgent Treatment Centre. They believe that a 24/7 Urgent Treatment Centre at West Cornwall Hospital is vital to the people of West Cornwall and the many thousands of visitors to the area every year, and also to relieve pressure of an already overstretched Emergency Department at Royal Cornwall Hospital in Truro. In response to this situation, they are asking Town and Parish Councils to join the campaign to reinstate the night service at the UTC.

RESOLVED: St Just Town Council believes a 24/7 Urgent Treatment Centre at West Cornwall Hospital is vital to the people of West Cornwall and the many thousands of visitors to the area each year, and also to relieve pressure on an already overstretched Emergency Department at Royal Cornwall Hospital in Truro. We call on the Cornwall and Isles of Scilly Integrated Care Board and Royal Cornwall Hospitals NHS Trust to reinstate the night service at the Urgent Treatment Centre at West Cornwall Hospital as a matter of urgency.

TC. 38 National Lottery Report/Climate Action Plan

Chairman's initials _____

Holly Whitelaw gave a presentation to the council on her recent report funded by the National Lottery it had been circulated to all councillors before the meeting.

The Climate Emergency Action Plan was presented to all councillors having been circulated before the meeting. The plan was accepted with one amendment that it is reviewed annually in May.

RESOLVED: The Town Council noted the National Lottery report and adopted the Climate Emergency Action Plan; to be reviewed annually.

TC.39 **Exclusion of the Press and Public**

If necessary, to consider passing the following resolution:

RESOLVED: That under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, it is proposed that, because of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the business specified in the following item(s).

There were no members of the public or press remaining at this time.

TC.40 **Staffing Update**

The Staffing Committee plan to short list on Monday 26 June at 6pm with a view to interview on Monday 3 July we have an excellent response for the role of Clerk/RFO.

TC.41 **Car park Update**

Only 2 contractors have submitted quotes for white lines and it was felt another was needed to consider whether we could establish true value for money. One of the two also needs to supply examples of their work with other customers: to demonstrate their work.

It was suggested that quotes be obtained for a height barrier at the entrance to the car park to restrict high vehicles.

The grass verges around the car park belonging to the council have grown long and a quote from the Town Council grass cutter contractor (CGS) will be needed: and if agreed to added to the existing contract dependent on the cost.

Quotes on enforcement are still being sought, a suggestion was to also try "Just Park"

Action: Deputy Clerk.

Chairman's initials_____

TC.42 Toilet Update

Problems with cleaning standards and toilets not being opened for use, and when open not being opened early enough were all discussed the issues recorded and reported to Cormac. The long-awaited SLA will be requested to be sent within the next 10 days and if not received further action, then taken to deal with this agreement.

TC.43 Pendeen Playpark

The Annual Inspection Report was shared by email and costings to upgrade/repair based on report received. A CIL bid was sent to Cornwall Council. Benches at park are currently being refurbished.

RESOLVED. The Town Council will bring this item back to the July meeting after the result of the CIL expression of interest result.

TC.44 Strategic Plan Facilitation quotes

The council discussed the various quotes circulated before the meeting and accepted the one they thought suited the council. Given many councillors know of Manda Brookman work at first hand she was the favoured quote.

RESOLVED. The Town Council will appoint: Manda Brookman.

The meeting closed at 9.22 pm

Chairman's signature _____ Date _____

Chairman's initials _____