

SENNEN PARISH COUNCIL

Chairman: Councillor Colin McClary
Clerk: Ms Sarah Zagni, Te Papa, Sennen, TR19 7AD
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5 October 2021

MINUTES OF THE ORDINARY MEETING OF SENNEN PARISH COUNCIL HELD IN CHURCHTOWN VILLAGE HALL ON 1st October 2021 AT 7.00pm

PRESENT

Councillors Mrs R Puddiphatt (Vice Chair), Professor M Brown, Mrs A Burt, Mrs K Hann, Mrs S Rowe, Mrs K Shannon.

ALSO PRESENT

No members of the public were present.

Actions:

22-88	APOLOGIES FOR ABSENCE Apologies were received from Councillors Mr C McClary (Chair), Mrs N Gorvin, Mrs S Bevan and Cllr Brian Clemens.	
22-89	DECLARATIONS OF INTEREST Cllr. Shannon declared an interest in any discussions regarding the public toilets Cllr. Burt declared an interest planning application PA21/09831	
22-90	DISPENSATION APPLICATIONS - none	
22-91	INFORMATION AND COMMENTS FROM THE PUBLIC No members of the public were present.	
22-92	MINUTES OF THE PREVIOUS MEETING The minutes of the previous meeting held on 3rd September 2021 having been circulated by Cllr. Shannon, it was resolved that they should be signed as a true and correct record.	

22-93	<p>PLANNING</p> <p>Applications Considered:</p> <p>PA21/ 08180 - Mr And Mrs N Smith, Aubrey Villa, Sennen Cove, Penzance. Proposed bungalow with parking in rear garden It was resolved to OBJECT on the basis that the proposals would add to over development of this already crowded area and concerns about pedestrian safety, additional and emergency vehicle access particularly during any construction phase.</p> <p>PA21/08564 - Mr And Mrs Churchill. Carn Olva Cove Road Sennen Cove TR19 7BT. Alterations and refurbishment. It was resolved to SUPPORT the application.</p> <p>PA21/09831 - Mr and Mrs David Oliver. Carn North Studio Sennen Cove Penzance Cornwall TR19 7DG. Non-material amendment (NMA1) for widening of the front kitchen window on the North elevation from 1200mm wide to 1800mm wide to PA19/08744 dated 05/03/2020. It was resolved to SUPPORT the application.</p> <p>Planning Decisions & Appeals:</p> <p>PA21/09831 -Mr & Mrs Janet & Norman Barnicoat Meadowside, Access To Escalls, Escalls Cliff, Sennen, TR19 7BB Demolition of Existing Dwelling & Construction of Replacement Self Build Dwelling & Associated Works – APPROVED</p> <p>PA21/00020 - Mr Sam Smart - Blue Lagoon, Sennen Cove, Penzance Demolition of cabin and construction of annexe - REFUSED</p> <p>Correspondence and Other Matters</p> <p>“Lets Talk Homes” Cornwall Council: A public survey to give views on the challenges faced around the housing market in Cornwall and what the priorities and objectives should be moving forwards. This survey will close at 5pm on Monday 8th November 2021. It was resolved that the NDP Group and SPC formalise a response to the survey if feasible as well as responding as individuals.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • To publicise locally on SPC website and Facebook page. • Cllr. Shannon will coordinate a Sennen Parish Council response by providing all Councillors with the link to complete the questionnaire individually. <p>Correspondence was received from a member of the public regarding crop markings in a field in Sennen.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • Reply to query signposting the HER (Historic Environment Record) and Penwith Landscape Partnership for further information. Original correspondence to be forwarded to the landowner. 	<p>SZ KS</p> <p>SZ</p>
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	<p>Neighbourhood Development Plan</p> <p>Cllr. Brown provided a report on behalf of the NDP steering group.</p> <ul style="list-style-type: none"> • NDP steering group meeting had been delayed. • Penwith Landscape Partnership are progressing with the program of training a group of volunteers (incl the NDP group) to undertake the Landscape Character Assessment which the PLP will then collate and report on for NDP. The aim is to have all the information gathered by Christmas with collation and reporting undertaken in Spring 2022. This approach is a cost effective way of gaining information. • The questionnaire is now to be printed and circulated door to door. • Cllr. Brown talked about Agile Homes. These are prefabs for a modern age that don't need planning in order to address local housing needs. Trials are underway in other local areas which may have interesting outcomes and recommendations. Cllr. Brown will keep the group informed. • Localism Grant update. An application for funding requires a Parish Council motion in favour of submitting an initial form showing commitment to explore the need for affordable housing. This first tranche of funding enables the NDP Steering Group to undertake a public awareness campaign and consultation exercise in order assess need and local desire for affordable housing. The amount of funding would be in the region of £3000 to facilitate the consultation. If a need was identified in Sennen for affordable housing, then a second round of funding could be accessed for further investigations. <p>ACTION:</p> <ul style="list-style-type: none"> • Cllr. Brown to circulate the process for consideration to have a vote at the next meeting. • MB to send motions for approval for the next agenda. 	MB
22-94	<p>COMMUNITY ASSETS</p> <p>It was agreed that a Land Registry account should be established in order to confirm assets that are the responsibility of the Parish Council.</p> <p>Cllr. Brown confirmed Churchtown Hall is owned by the Church however the grassed area adjacent to the building is community land with four named trustees. Therefore, the Parish Council does not own the land around Churchtown Hall. Cllr Puddiphatt reported that Cllr Gorvin had been in contact with the Community Centre regarding their structures and relationship with the Council.</p> <p>ACTION:</p> <ul style="list-style-type: none"> • Clerk to establish a Land Registry account as soon as the bank account is formalised. • Clerk to make contact with the trustees and management committees as appropriate of all community assets to include the Blue Haven Community Building, the Community Centre Sennen School, the Recreation Centre and community buses to ascertain relationship expectations and responsibilities. 	SZ

<p>22-95</p>	<p>PARISH AMENITIES / LITTER & WASTE</p> <p>Cllr. Puddiphatt had been in contact with Cornwall Council regarding their litter bin schedule and implementation of the Parish Litter and Waste Action Plan. Cornwall Council could not give a schedule but advised that litter bins should not overflow, and contractors have responsibility to respond within 2 hours of an overflowing report (within working hours, outside of working hours the response requirement is 8 hours). There is a 'report it' function on Cornwall Council's website where the public can identify bins that are overflowing or need repair. Litter bins located outside the Lifeboat Station and by the slip in the Cove can be replaced with an updated style to the same or increased capacity.</p> <p>It was resolved to agree to replacement bins.</p> <p>Cornwall Council are not able to assist in the request from a local business regarding the construction of a wooden structure around their waste bins due to the bins being located on the highway.</p> <p>It was reported that the school was concerned that recent problems with their bins overflowing may be connected to the recommencement of the Farmers market. It was agreed that Cllr Gorvin be asked to enquire about litter collection provision with the Community Centre.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • Promotion of the 'report it' function by Sennen Parish Council online • Respond formally to Cornwall Council to request new bins of the same or increased capacity. • Respond to the local business to report CC's response and to continue to try to help with measure to ameliorate problems with the misuse of their bins <p>Beach Car Park Toilets Update</p> <p>Due to leaks and blocked urinals the Gents toilets are currently closed. There is also a leak under the sink in the Ladies toilets.</p> <p>It was resolved to agree to closing the Gents and Ladies toilets until October half term. Contractors have been instructed to undertake groundworks by October half-term in order to address leaks. The unisex toilets and accessibility toilet will remain open with improved signage regarding the unisex facilities.</p> <p>Cllr Puddiphatt had spoken with James Hardy at Cornwall Council regarding the Head of Terms and lease update. The delay is because Cornwall Council solicitors are negotiating with the current leaseholder for them to surrender the existing sub-lease agreement for the toilets in order for the Parish Council to formally take on the toilets. Therefore, finalising the Heads of Terms has been delayed. Refurbishment is not possible until this is resolved. However, in the meantime options for the refurbishment of the toilets are being worked up and contact has been made with various companies to establish the most cost effective improvement works whilst also gaining ideas on potential charging solutions to reduce the financial burden to the Parish.</p>	<p>RP</p> <p>NG</p> <p>SZ RP</p>
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	<p>Correspondence from Cornwall Council Environmental Officer stated the case was closed regarding the complaint about a smell of sewage that had been reported by a member of the public. They had found no issues and not heard from the complainant again.</p> <p>ACTION</p> <p>Cllr. Puddiphatt will update the Toilet Management Plan regarding the lease after receiving the updates from James Hardy and this will be circulated.</p> <p>It was resolved to agree, adopt the and publish the Toilet Management Plan.</p> <p>Christmas Tree Update -</p> <p>It was agreed that if the purchase and installation of the Sennen Christmas Tree was within the allocated budget of £250 then the purchase can go ahead. The clerk was finalising costs for purchase and installation.</p> <p>It was resolved that Cllr Shannon consult with Parishioners in order to ascertain whether there is an appetite for local support for fundraising for village Christmas lights in 2022 that can run intermittently through the length of the village and in Sennen Cove. If so, Cllr. Shannon will look to form a fundraising group with interested local parishioners.</p> <p>Sennen School Security Lights update</p> <p>The Headteacher has stated that the lights had to be a sufficient brightness for CCTV cameras to be effective. The Schools main priority was the security of the area however sensors would be considered if the Parish Council contributed to costs. It was discussed that a sensor option may bring issues with being triggered by wildlife and become more intrusive than a constant light source. Cllr Brown would talk to the Dark Skies group to ascertain whether any alternative solutions and/or funding may be available.</p> <p>Water Quality in the stream at Vellendreath</p> <p>As agreed, a letter had been sent to the Environment Agency outlining concerns about the water quality at Vellendreath and asking for information regarding the Environment Agency's procedure for measuring and monitoring flow rates and water quality and for issuing permits to discharge onto these streams, particularly in light of recent planning permissions with associated discharge permit applications on Sunny Corner Lane. The EA had confirmed receipt of the letter on 01.10.2021.</p> <p>Cornwall Rural Communities Charity Update</p> <p>Cllr. Burt reported on various funding pots available for some promising community schemes. These have differing application deadline dates. Consultation locally is needed regarding luncheon clubs and a possible community drivers scheme to ascertain support and local need.</p> <p>ACTIONS:</p> <p>The clerk will include information regarding the Cornwall Rural Communities Charity when writing to local assets groups and gauge interest for a parish meeting which would bring together all the community groups and activities in the Parish with presentations from CRCC. This could be scheduled in December or early New Year. Cllr. Burt to assist the clerk and to publicise the Carn to Cove initiative online in order to give local groups access to more information and become involved.</p>	<p>RP</p> <p>KS</p> <p>MB</p> <p>SZ AB</p>
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<p>22-96</p>	<p>FOOTPATHS & HIGHWAYS</p> <p>It was updated that Stone Chair Lane has now been cut and positive feedback has been received from a member of the public.</p> <p>The drainage problems and the path surface on Stone Chair Lane are yet to be addressed however it is understood Cormac may have this within their schedule of works.</p> <p>The grass cutting for the year is now complete. The contractors stated it will be easier and better to strip and cut cycle paths (rather than spray) next year. New contracts will be drawn up for next year's grass cutting once Cornwall Council's LMP cutting list for next year is published in November.</p> <p>ACTIONS:</p> <p>The Footpath working group will</p> <ul style="list-style-type: none"> • Devise upcoming schedules with the contractors. • Analyse spend and advise the Finance and Governance Committee with budgetary need projections with regards to grass cutting <p>Cllr. Shannon informed Councillors that she had been asked by the farmer that works the land for an update as to when the fence along the first field on Maria's Lane would be fixed by Cornwall Council. It is the farmer's understanding that the fence should be livestock-proof and that it is the responsibility of Cornwall Council to maintain it. It was thought that the permissive access, path and fence had been part of an agreement with Sustrans rather than CC. It was resolved that Cllr. Gorvin will investigate the matter further and clarify who is responsible for the maintenance and the clerk will provide the farmer with an update.</p> <p>The Parish has received an offer of a donation of a bulk load of daffodil bulbs; ideas such as a community planting day were suggested. It was resolved to agree to accept the donation and arrange distribution and planting.</p> <p>ACTION:</p> <p>Clerk to formally accept the donation with thanks.</p> <p>Wild Grazing at Mayon and Escalls</p> <p>Cllr. Puddiphatt had replied to the constituent who had raised concerns regarding the wild grazing after she had heard back from the National Trust. The National Trust carries out risk assessments for all sites where there is public access and ponies and puts in controls to reduce any risk. Key aspects of these risk assessments are using ponies rather than cattle, grazing during the winter when numbers of people will be less, keeping the stock there for minimal amounts of time and providing signage with numbers to contact. The NT will give the parish Council notice before the ponies will return which the Clerk will publish online. Ponies are due back at Escalls and Mayon this winter between October and February.</p>	<p>NG</p> <p>NG</p> <p>SZ</p> <p>SZ</p>
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Date

	<p>20's Plenty For Cornwall -</p> <p>The Parish Council had signed up to the speed awareness campaign which aims to normalise 20mph. Resources are available to purchase with one being a banner which could be placed by the school.</p> <p>ACTION</p> <p>Cllr. Hann to liaise with Sennen School to see if they are interested in displaying the banner which the Parish Council could purchase.</p>	<p>KH</p>
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22-97	<p>REPORT FROM DIVISIONAL MEMBER</p> <p>The following written report was received and noted:</p> <p>I have spoken with James Hardy with regards to the toilets and the Council's ambition to take over the car park as mentioned in the minutes of the previous meeting, the current leaseholder has in the region of 60yrs to run on a 90yr lease. As such Cornwall Council are unable to terminate the lease in favour of the Parish Council, the toilet negotiations are ongoing.</p> <p>With regards the parking restrictions in the Cove I have previously spoken to the Chairman and a member of the public; this is a Small Highways matter being dealt with under the Network Panel Small Highways Scheme it is scheduled to be carried out in the spring next year. I have asked that both this scheme and the scheme at Porthcurno be brought forward but this is not possible.</p> <p>With regards the discharge of dirty water into the stream at Vellandreath if you could keep me informed that would be appreciated.</p> <p>With regards the footpaths you should have an LMP agreement with Cornwall Council setting out exactly the terms and conditions of the agreement regarding the cutting schedule, also the contractor will need to have their insurances checked and also their certificates to use the strimmers checked.If you need guidance James Hardy will be able to point you in the right direction.</p> <p>20's Plenty. More and more Parish and Town Councils are showing interest in this which will add weight to the campaign.</p> <p>The Network Panel will be on the 18th November as James has been quite ill, the last meeting had to be cancelled at short notice.</p> <p>There have been complaints by some residents regarding the new bus service. I have made a formal complaint to the portfolio holder who has officers looking in the complaints.</p> <p>I have also spoken to the Leader of the Council on the issues around second homes that are causing a lot of concern. I had hoped to receive a formal response in time for this report, but this has not come through in time. I will briefly outline what she said to me when we were both at the same meeting. The Council is obviously concerned and has asked for legislation to be changed so that Cornwall Council can take control of this issue and keep any monies raised and also the issue of previously owned council homes being used as Air B&B lettings which is not permitted as they have a covenant on them. If a formal response comes in, I will forward it.</p>	
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22-98	<p>FINANCE AND GOVERNANCE</p> <p>Work is being undertaken on budget projections and bank reconciliation which will be completed by November's meeting. It was resolved to agree to hold a Finance & Governance working group meeting to agree on a budget prior to the November Finance & Governance Committee meeting, which will take place before full council meeting on 5th November. Outstanding liabilities are now resolved, and contractors will receive payment once the bank signatory process has been authorised by the bank. It was established that the outstanding payment to the Churchtown Hall authorised in the ordinary meeting of September had been paid in December 2020. Budget sheets have been amended to show this and no further cheque will be issued.</p> <p>Cllr. Hann has taken steps in order to undertake a VAT reclaim spanning the last three years which could produce a sizable rebate to the Parish Council.</p> <p>A S137 policy is required by the Parish Council so community applications can be made for financial support and awards made in an accountable way. There are 960 people in the parish with S137 monies allocated at up to £8.32 per head which equates to approximately £8,000. However, there was an agreement to be mindful of spending public monies and therefore only budget for money that could feasibly be distributed within the community and give demonstrable benefit to the community. Procedures for allocating and spending CIL money also needed to be formulated.</p> <p>ACTIONS: Finance & Governance Committee will:</p> <ul style="list-style-type: none"> • Research S137 policies from other parish councils and examples of projects funded. Establish an application process including criteria and timescales for agreement. • Finance & Governance working group to consider the budget prior to the Committee meeting on 5th November 2021. <p>Much work has gone into the creation of the Public Engagement Policy but more time and consideration is required and it was agreed to defer adoption to the next meeting.</p> <p>Casual Vacancy Update</p> <p>Documents regarding the Casual Vacancy were approved and adopted including the co-option policy, notice, application, eligibility form, and the role specification. Timescales were decided as</p> <ul style="list-style-type: none"> • Notice to go live 4th October • Return of forms by 22nd October (informed by 24th) • Applications considered at 5th November Parish meeting. If there were 4 more applicants a special meeting would be required - 1st November 7pm. <p>It was resolved to adopt the Co-Option policy and move ahead to advertise.</p> <p>ACTION:</p> <p>A Councillor induction pack will be collated by Cllr. Shannon within the framework of NALC and CALC guidelines for the newly co-opted Councillor. This will include a list of links to useful documents, The Good Councillors Guide and Code of Conduct Guidelines.</p>	<p>FGC</p> <p>RP</p> <p>SZ</p> <p>KS</p>
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	<p>Payments totalling £7719.02 from the Parish Council current account were agreed The cheque for Churchtown Hall had already been paid and is no longer a liability.</p> <p>ACTIONS</p> <ul style="list-style-type: none"> • To arrange on-line banking facilities by adding the clerk to the account • Add further signatories onto the bank account 	SZ
22-99	<p>STAFF MANAGEMENT</p> <p>An update was received regarding the Clerk’s progress and work undertaken thus far. The steep learning curve into Council policies and practices is continuing with support being given by the Staff Management Committee. Over the past four weeks the Clerk has been tackling day to day correspondence and other key tasks such as finalising bank signatories, researching co-option policies and procedures, updating HMRC records and budgetary tasks.</p> <p>Moving forward the Clerk will meet with all the working groups to be updated, gain further understanding of standing orders, research parish information and clerking procedures. A new list of work priorities will be established by the SMC.</p> <p>The Clerk completed 40 hours work for the Council in the month of September this included 8 hours of overtime, so councillors need to be aware of making the most of her valuable time. It was noted that the new clerk needs office equipment (laptop, printer, lockable filing cabinet) and stationery supplies.</p> <p>It was resolved to agree the expenditure budget proposed for the purchase of clerk equipment.</p>	
22-100	<p>WEBSITE AND SOCIAL MEDIA</p> <p>The Website & Social Media working group will meet and discuss how best to coordinate with the Clerk to ensure best use of time updating and developing social media and the website, and then meet with the Clerk to agree procedure. It was resolved that informative posts by Cornwall Council on social media be shared on the Parish Council Facebook page as a standard action and Cllr. Shannon agreed to facilitate this in the short term.</p>	
22-101	<p>REPORTS FROM EXTERNAL MEETINGS CORRESPONDENCE</p> <p>The Community Network Panel meeting is now to be held on 18th November 2021. The Police Liaison group had not met over the past month, so no update was given.</p>	

Date

22-102	<p>CORRESPONDENCE</p> <p>Sennen School has requested assistance for replacing some playground equipment. The Head of the school has asked for support with resurfacing which would cost approximately £4000.</p> <p>It was agreed that as the Parish Council is still reconciling budgets no assistance can be given currently. However, the Parish Council will ask the School to formalise their request with quotes with the view that support may be given at a later date.</p>	KH
22-103	<p>ITEMS FOR INCLUSION ON NEXT MONTH'S AGENDA</p> <p>Remembrance Sunday arrangements</p>	
22-104	<p>DATE OF NEXT MEETING</p> <p>It was confirmed the next Ordinary Meeting would be Friday 5th November.</p> <p>Date of interest - Remembrance Sunday 14th November 2021.</p> <p>There being no further business, the Chairman thanked all Councillors present for their time and closed the meeting at 9.50pm.</p>	

(Signed by) Chair / Vice Chair
[Date] 2021