

SENNEN PARISH COUNCIL

Chairman: Councillor Colin McClary
Clerk: Ms Sarah Zagni Te Papa, Sennen, TR19 7AD
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10th November 2021

MINUTES OF THE ORDINARY MEETING OF SENNEN PARISH COUNCIL HELD IN CHURCHTOWN VILLAGE HALL ON FRIDAY 5TH NOVEMBER 2021 AT 7.00pm

PRESENT

Councillors: Mr C McClary (Chair), Mrs R Puddiphatt (Vice Chair), Mrs S Bevan, Mrs A Burt, Mrs N Gorvin, Mrs K Hann, Mrs S Rowe, Mrs K Shannon. and Ms S Zagni, Clerk.

ALSO PRESENT

Two members of the public.

Actions:

22-105	APOLOGIES FOR ABSENCE Apologies were received from Councillor Brown.	
22-106	DECLARATIONS OF INTEREST - Cllr. Shannon declared an interest in any discussions regarding the public toilets.	
22-107	DISPENSATION APPLICATIONS None made.	
22-108	INFORMATION AND COMMENTS FROM THE PUBLIC No comments were given.	
22-109	MINUTES OF THE PREVIOUS MEETING The minutes of the previous meeting held on 1st October 2021 having been circulated by the clerk, it was resolved that they should be signed as a true and correct record.	
22-110	CO-OPTION OF COUNCILLOR Two applications were received for the vacant position of Councillor. Presentations were made and Councillors voted for their preferred candidate.	

	<p>It was resolved that the successful candidate now voted onto Sennen Parish Council is Ms Beth Turner.</p>	
<p>22-111</p>	<p>PLANNING Applications Considered: - none to be considered this month</p> <p>Planning Decisions & Appeals:</p> <ul style="list-style-type: none"> ● PA20/09576 Penrose Farm House Penrose Farm Sennen - APPROVED ● PA21/09831 Carn North Studio Sennen Cove - APPROVED ● PA19/10020 Land South Of Rosevear Trembrase - REFUSED ● PA21/06755 Bos Heulek Trembrase Sennen - APPROVED ● PA21/08564 Carn Olva Cove Road Sennen Cove - APPROVED <ul style="list-style-type: none"> ● Appeal decision - APPEAL DISMISSED for PA20/09520 - Land Rear of Homeland, Marias Lane, Sennen Cove dated 1 November 2020. The development proposed was for outline planning permission with all matters reserved: one, two storey, three bed house, and change of use of additional land to create access. ● Appeal decision - APPEAL ALLOWED for PA21/01365 dated 10 February 2021, - Sennen Rise, Mayon Farm, Sennen. The appeal was against the refusal of planning permission for the construction of two holiday units. <p>Correspondence and other matters Framework Convention for the Protection of National Minorities</p> <p>Researchers have asked how Town and Parish Councils are implementing the framework with regard to the process of affordable local housing and also asking Councils to promote the framework within communities.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> - It was agreed that the Neighbourhood Development Plan (NDP) planning process was the best way the Framework would be considered and Cllr Brown was requested to respond on behalf of Sennen Parish Council (SPC). - Information regarding the Framework Convention for the Protection of National Minorities would be made available on the website. <p>Neighbourhood Development Plan Cllr. Brown provided a written report on behalf of the NDP Steering Group:</p> <p>Cllr Brown has received very limited responses from fellow councillors regarding their views on whether SPC are able to tick the box on the localism grant application form. This would mean SPC are prepared to look at the possibility of helping to furnish some further affordable housing within the parish to help cater for the demonstrable need for at least 39 homes.</p>	<p>MB</p> <p>SZ/ SB</p>

	<p>Cllr Brown stated ticking the box will permit SPC to submit a second funding bid to assist in the process, should SPC wish to explore this it is strongly advised that the PC need to progress with this now in order to submit the first funding bid.</p> <p>Cllr Brown and Cllr Shannon have already attended a number of workshops on affordable housing, and there are some distinct options to consider that will not commit the PC to funding, but to facilitation.</p> <p>Meanwhile, it has always been the CC advice, via James Hardy, that PCs are expected to make some funding contribution to the NDP process. So far, money has been saved by securing the Housing Needs Assessment and the Landscape Character Assessment free of charge and Cllr Brown undertaking much of the other work. Cllr Brown wishes to print and circulate the questionnaire she has produced now and would like to request that the PC agree at this meeting.</p> <p>One quote has been sourced for 600 copies and it may be possible to include this in the localism grant, retrospectively, in which case the money will be refunded to the PC, but is guaranteed at this stage.</p> <p>The Committee discussed whether there was sufficient comprehension of the whole process due to lack of NP meetings and correspondence, and therefore were relectant to approve a motion with regard to spending public monies within a defined timescale. Concern was also expressed regarding increasing expectations within the community with regard to affordable housing.</p> <p>It was agreed that the questionnaire be printed and paid for by Sennen Parish Council on the understanding that the print costs would be reimbursed by the steering group in due course.</p> <p>It was resolved to take advice from James Hardy of Cornwall Council at the earliest opportunity regarding how to move forward with this and clarify the funding processes and implications for the PC.</p> <p>ACTION:</p> <ul style="list-style-type: none"> - Cllr Brown to source two further quotes for the questionnaire printing <p>It was agreed that Cllr Shannon and Cllr Rowe would also join the NPD group.</p>	<p>MB / CMc</p> <p>MB</p>
<p>22-112</p>	<p>COMMUNITY ASSETS Finance and Governance Working Group Update</p> <p>Bank statements have not been received for August and September however once the mandate has been approved the accounts will be then visible online and bank reconciliations can be comprehensively made.</p>	

	Due to the delays with change over of signatories the asset review will now take place this month.	
22-113	<p>PARISH AMENITIES</p> <p>Litter and Waste Working Group Update The working group met to finalise plans and budget requirements for the coming year.</p> <p>Replacement bins for the Parish as discussed at the last meeting have been requested from Cornwall Council.</p> <p>Public Toilets A meeting with the current leaseholder has taken place to ascertain a history and their current position. The leaseholder has been updated on SPC aims. James Hardy at CC is meeting with the Property Team to ascertain a current position and then SPC will meet with James to move things forward. Therefore the current delay regarding progression is that SPC is awaiting information from other parties before we can proceed. SPC are having conversations with organisations regarding the options for potential refurbishment plans.</p> <p>Water Quality of Streams in Vellandreath The Environment Agency replied to the SPC letter stating that it does not monitor the quality of the stream water but does monitor the water quality in the Cove. The Committee is very mindful of the amount of run-off in Sennen and that there is untreated storm sewage discharge entering the waters.</p> <p>It was agreed to write, on behalf of the Parish Council, to our Member of Parliament to express concerns over water quality at Vellandreath.</p> <p>Christmas Tree update The Clerk updated the group that the tree had been ordered on the same premise as last year with arrival being at the start of December allowing good time for the school and community to benefit from the tree.</p> <p>ACTION: Cllr Rowe will ask for assistance with the erection of the tree from community members.</p> <p>Sennen Christmas Light Idea update Cllr Shannon has received a positive response from the community with regard to the idea of displaying Christmas lights through the parish and other ideas have also been presented for future years. Cllr Shannon is having discussions with St Buryan regarding ideas and fundraising for next year. Work will continue with the idea whilst being mindful of environmental concerns with regard to energy usage.</p>	<p>NG SZ</p> <p>SR</p>

	<p>ACTION: It was agreed that Cllr Shannon establish a local committee outside the PC to continue this work.</p>	<p>KS</p>
<p>22-114</p>	<p>FOOTPATHS, OPEN SPACES AND HIGHWAYS There have been differing issues with footpaths this month all of which have been reported via the “Report It’ function on Cornwall Councils website or to Cormac.</p> <p>It was clarified that stile maintenance is the landowners responsibility. Knotweed can no longer be cut and if it's on a public right of way then Cornwall Council are responsible for treatment. SPC received correspondence from a member of the community that the bridge on path 118/12/1 was dangerous, Cllr Gorvin reported this to the Countryside Access Team and asked that they investigate this as a matter of urgency. They have responded to confirm that it will be inspected.</p> <p>The group sought clarification around responsibility for maintaining paths across private land and ascertained that the Parish Council are responsible for keeping an access path of approximately 1m wide unless a field is planted with crops in which case the landowner is responsible for keeping an access route.</p> <p>The group has been asked for clarification regarding the responsibility for maintaining the fence alongside path 118/16/1 (Marias Lane). The Countryside Team at Cormac has confirmed that the maintenance of the fence is absolutely not a Parish Council issue and have informed the landowner.</p> <p>An enquiry was received regarding the fields that path 118/15/1 (No Place, Marias Lane - The Old Chapel) goes through. The query was whether the diversion order had ever been regularised as an order was requested in 2017. It has been confirmed that this order was refused but the diversion has been made anyway. The path is open and accessible but it is a Gold Path and one that the PC needs to be aware of, as should the Landowner decide that the diversion is no longer suitable then the path would be inaccessible.</p> <p>The daffodil planting has been a great success with around 6000 bulbs being planted across the parish in the past few weeks. The Parish Council would like to thank Greenyard Flowers, Varfell and a local farmer for their kind donation of the bulbs.</p> <p>The group is in talks with Penwith Landscape Partnership who are really excited about partnering with SPC to help with planting up Cornish hedges, tree planting, conducting a Landscape Character Assessment and increasing the biodiversity.</p> <p>Funds of £150 have been received from the original VAS fundraiser and they have been given to the Parish Council to go towards another VAS for the village.</p> <p>The grass cutting contract budget going forward to 2022/3 has been finalised.</p>	

	<p>Cllr Puddiphatt thanked the group for all their work and achievements over the past month.</p> <p>ACTIONS: <i>The clerk will:</i></p> <ul style="list-style-type: none"> - Draw up new contracts for the grass cutting contractors - Arrange for LMP monies to be chased. - Inform the current tenant regarding the outcomes of the investigation of the fence maintenance issues in Marias Lane. <p>20's Plenty Campaign</p> <p>There is growing support across Cornwall for the 20's Plenty Campaign with Parish Councils being encouraged to write to Cornwall Council requesting 20mph speed limits making it the 'norm'. Advice from 20's Plenty campaign has been there is nothing that should prevent a main road being reduced to 20mph.</p> <p>The group discussed the area around the school and the dangers of children crossing the busy road without a warden, especially with the increased danger of quieter electric cars. Concerns regarding a lack of warden and road safety would be discussed with the school.</p> <p>It was resolved to support a motion in favour of a 20mph speed limit in Sennen.</p> <p>ACTIONS: <i>The Clerk will:</i></p> <ul style="list-style-type: none"> - Inform Cornwall Council of the Parish Council's motion. - Order a 20's Plenty banner for Sennen School 	<p>SZ</p> <p>SZ KH</p> <p>SZ</p>
<p>22-115</p>	<p>REPORT FROM DIVISIONAL MEMBER</p> <ul style="list-style-type: none"> - Much of Cllr Clemens time has been spent sourcing a property for a constituent who was about to be made homeless. A private landlord was sourced that wanted to rent only to a local person, an attitude which Cllr Clemens applauded. - At the last Police Liaison meeting it was announced that a new Inspector for the group with vast experience would be starting next month. - Much work has gone on behind the scenes at the Network Panel to secure living pods at Long Rock which provide homes assisting homeless people moving back into society. It is hoped the pods will be retained yet will be moved to another area within Long Rock. - The Highways scheme has been extended for another year and the funding formula will be different with a 5% increase in the budget (allocated per local member). This equates to an increase from £50,000 to £68,796. Cllr Clemens invited expressions of interest for small highways schemes so that the process can start ASAP. Applications are to come from the Parish Council and to go to James Hardy. Examples would be dropped curbs, crossings etc. 	

	<ul style="list-style-type: none"> - The 20's Plenty Campaign is currently under consideration with CC within the Transport review, more information will be available via CC newsletter. Cllr Clemens will send the clerk all information from CC with regard to the campaign. - Cllr Clemens and James Hardy will be meeting with Highways regarding adopting all year round yellow lines in the Cove as part of the previously approved Small Highways Scheme. An experimental traffic order aims to run from December to adjust the proposed scheme if required before it's full implementation next Spring. - Network Panel meetings are under review at the moment with the principal consideration being returning to face to face meetings rather than Zoom meetings. Currently the NP is unable to meet in person until January when the review is finished. West Penwith has been chosen to trail an initiative inviting public and speakers into NP meetings via Teams (streaming) and this way the meetings will have increased access to speakers. <p>Small Highways scheme template to get criteria for schemes – CC</p> <p>Actions:</p> <ul style="list-style-type: none"> - It was proposed that the group collate a list of potential schemes for consideration at the next meeting. A template criteria would be obtained from CC. - It was requested that Cllr Clemens brings to Cornwall Council's attention, SPC's concerns regarding the delay with progress regarding the public toilets. 	<p>ALL / SZ</p> <p>BC</p>
<p>22-116</p>	<p>FINANCE & GOVERNANCE</p> <p>Cllr Hann confirmed no working group meeting took place this month, it has been postponed until November until more clarity has been obtained regarding figures.</p> <p>Cllr Hann produced an up to date spreadsheet of finances as they currently stand. Bank statements have not been received for August and September however once the mandate has been approved the accounts will be then visible online and bank reconciliations can be comprehensively made. Cllr Hann went through monies spent so far this financial year and is now looking at firming up figures for next year's budget.</p> <p>Currently the forecasts established from the action plans budgets allocations costs however any other projects need to be identified now that offer positive improvements for the community. Budgets for the next 2-3 years need to be prepared so longer term projects should be considered within plans with correlating costs submitted, therefore budgets can be firming up for future spend.</p>	

	<p>The budget will require signing off by December 3rd 2021.</p> <p>Progress has been made on updating bank details and first cheques have been issued for outstanding payments. A VAT return has been submitted this month which will give a significant reimbursement to the PC.</p> <ul style="list-style-type: none"> ● It was agreed to adopt the draft Public Participation Policy. ● It was agreed to adopt the draft Grants Policy; this policy needs to be advertised so the community can apply for small grants (once the PC online banking is operational the policy may need to be reviewed with regard to payments). ● It was agreed to adopt the draft Councillor Induction Pack. ● It was agreed to adopt the draft Calendar of Events. <p>Cllr Puddiphatt thanked everyone for all their hard work this month with particular thanks to Cllr Hann for assembling the VAT claim and for updating the financial records.</p> <p>There was a discussion regarding Fridays being the day of meetings being changed to a day where people may have fewer commitments. This can only be addressed at the AGM.</p> <p>Payments totalling £2,744.52 from the Parish Council current account were agreed.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> - All groups submit final amounts for any projects by Tuesday 16 November. - To hold a Finance and Governance meeting will be held this month. - Cllr Shannon to liaise with Cllr Clemens regarding potential days that he could attend SPC meetings if the day was to be changed. 	<p>ALL KH KS</p>
<p>22-117</p>	<p>STAFF MANAGEMENT</p> <p>A review meeting took place this week with the Clerk who is enjoying the role and feels supported by Councillors. Cllr Shannon and Cllr Hann will continue support until December with a possible extension, this will be reassessed for inclusion in January's agenda. November will be a very busy month for the Clerk with the primary task being collating the budget for submission.</p> <p>Thanks to Councillors support the Clerk overtime was kept at a minimum.</p>	

<p>22-118</p>	<p>WEBSITE & SOCIAL MEDIA</p> <p>It was agreed that the Clerk should be ultimately responsible for all posting on social media. The working group can (and should in order to reduce clerk workload) draft content for the clerk but only the clerk should post. The clerk will be the main admin for the website going forward, responsible for updates and posting statutory notices.</p> <p>In the short term Cllr Shannon will continue with social media updates and Cllr Bevan with website updates.</p> <p>A draft Website and Social Media Policy has been written and will be placed on the website under the draft policy section for public consultation and comment before adoption. A draft CIL and Grants page with application form has been produced to ultimately encourage the community to apply for grant monies. A 'planning page' is also being considered to help understand planning applications, the role of the Parish Council and with a link to Cornwall Council's planning portal.</p> <p>A litter and waste map is being considered for production which also shows bins, toilets, phones and footpaths. Cllr Burt is receiving quotes for map design and production costs.</p>	
<p>22-119</p>	<p>REPORTS FROM EXTERNAL MEETINGS & CORRESPONDENCE</p> <ul style="list-style-type: none"> - Police Liaison Group – see Cllr Clemens report for update. - Memorial request SPC has been approached by a member of the public regarding a request for a memorial bench or something of that nature within Sennen. At present the PC has no policy for such requests and the asset review is yet to be undertaken to ascertain which benches belong to the PC and their current condition. Until a policy is adopted and the asset review finalised it was resolved to agree to direct memorial requests to the Lands End Company or RNLI. - Live Streaming of Meetings A request from a pashionier was received regarding the potential of live streaming council meetings. It was agreed there are no physical barriers discouraging people to actually attend the meetings (e.g car parking, venue size etc) and there could potentially be monetary and resource implications to live streaming. 	

5th November 2021

	<p>It was proposed and agreed not to live stream currently however the meeting can be filmed by members of the public as per the conditions set out in the Sennen Parish Council Standing Orders.</p>	
22-220	<p>Diary Dates Cllr McClary to attend the wreath laying on 11th November 2021, all welcome. Councillors are also invited to attend the Memorial Service on 14th November 2021, 11am.</p>	
22-221	<p>ITEMS FOR INCLUSION ON NEXT MONTH’S AGENDA</p> <ul style="list-style-type: none"> - To discuss small highways scheme applications - The possibility of another VAS at the Land’s End side of the Parish. - The potential of a Senior Citizen and Junior Citizen award. - To agree Budgets - LMP. <p>- For January's agenda - the Interim clerk review</p> <p>Councillors are reminded to send any other items for consideration when requested by the Clerk.</p>	
22-222	<p>DATE OF NEXT MEETING</p> <p>It was confirmed the next Ordinary Meeting would be Friday 3rd December 2021.</p> <p>There being no further business, the Chairman thanked all Councillors present for their time and closed the meeting at 8.35pm.</p>	

- Chairman

3rd December 2021