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**MINUTES OF THE MEETING OF SENNEN PARISH COUNCIL HELD IN CHURCHTOWN VILLAGE HALL  
ON FRIDAY 2<sup>ND</sup> JULY 2021 AT 7.00pm**

**PRESENT**

Councillors Mrs R Puddiphatt (Vice Chair), Mr D Angove, Mrs S Bevan, Professor M Brown, Mrs A Burt, Mrs N Gorvin, Mrs K Hann, Mrs S Rowe, Mrs K Shannon.

**ALSO PRESENT**

Councillor B Clemens (Cornwall County), Mrs A Male (Clerk) and four members of the public.

**22-39 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor C McClary who was unable to attend due to illness.

**22-40 DECLARATIONS OF INTEREST**

- Councillor Burt declared an interest in Planning Application Nos PA21/05599 & PA21/05606
- Councillor Shannon declared an interest in Planning Application No PA21/05599
- Councillor Shannon declared an interest in any discussions regarding the public toilets.

**22-41 DISPENSATION APPLICATIONS**

No applications had been received

**22-42 INFORMATION AND COMMENTS FROM THE PUBLIC**

- A member of the public spoke to inform the meeting of his intention to submit a planning application for the development of a sustainable glamping pod site at Skewjack on land in St Levan Parish with one hedge-line which was thought to fall within Sennen Parish. The development would have a sustainable ethos and the member of the public was inviting views from all parties via an online survey ([www.skewjackglamping.com](http://www.skewjackglamping.com)).

**22-43 MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting held on 4<sup>th</sup> June 2021 having been circulated by the Clerk and with corrections included at Minutes 22-26, 22-27, 22-30 (Planning Application PA21/0020), 22-32, 22-34 and 22-35 included, **it was resolved that they should be signed as a true and correct record.**

**22-44 PLANNING**

Cllr Burt reported that recent training had recommended councils either object and give reasons for objection or support and give reasons.

Cllr Clemens advised that these options were preferable to responding 'no objection' as this response was seen as indifference and gave no direction to the Divisional Member.

- **Planning Applications**
  - PA21/05030 – Mr David Robinson – Demolition of existing bungalow and garage and replacement with dormer bungalow and side extension at Innisfree, Sunny Corner Lane, Sennen. **It was decided to support.**
  - PA21/05599 – Mr and Mrs Barker – Rear lean-to porch at Polmarth, Mayon Green, Sennen. *Cllrs Burt & Shannon left the room for this item.* **It was decided to support.**
  - PA21/05606 – Mrs Christine Andrews – Rear lean-to porch at Polteggan, A30 at Mayon Green, Mayon Green, Sennen. *Cllr Burt left the room for this item.* **It was decided to support**
  - PA21/05630 – Mr & Mrs Janet & Norman Barnicoat – Demolition of Existing Dwelling and Construction of Replacement Self Build & Associated Works at Meadowside, Access to Escalls Cliff, Escalls Cliff, Sennen. **It was decided to support with the recommendation that**

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**measures are taken to ameliorate the visual impact of the air source pump and more granite (locally sourced) is used so the building enhances the distinct character of Escalls.**

● **Decisions and Appeals**

- PA21/02329 - Adrian Semmens - Conversion of Rocket Store to form a self-contained residential unit at Former Rocket Store, Mayon Green, Sennen. Approved with conditions.
- PA21/02640 – Mr T O’Neill - Conversion of barn to form dwelling and associated works without compliance with Condition 3 in respect of decision PA19/04885 dated 17.04.20 at Barn North West of Dwelling "Cape Cornwall", Sennen. Approved with conditions.
- PA21/02658 - - Ms Roach and Redfern - Replacement of rear Juliet balcony guarding with a balcony at The Old Rocket and Pump House, Old Coastguard Row, Sennen Cove. Approved with conditions.
- PA21/03573 - Mr John Marshall - Proposed demolition of bungalow and construction of 1x replacement dwelling and 5x new dwellings, together with the formation of a new access road with non-compliance with Condition 2 in relation to Decision Notice PA20/05625 at Luggs Bungalow, Sunny Corner Lane, Sennen. Approved with conditions.

● **Correspondence and other matters**

- Planning Protocol re PA21/00020 – Mr Sam Smart - Demolition of cabin and construction of annexe at Blue Lagoon, Road from Upton Lodge to Sennen Cove Lifeboat Station, Sennen Cove. The notice of the Planning Protocol was read to the meeting by the Clerk. **It was decided to agree with the recommendation of the Planning Officer.**

● **Neighbourhood Development Plan**

Cllr Brown reported that responses from councillors had been received and analysed and findings would be circulated. The final questionnaire would require formal approval by the Parish and County Council.

*Action: All councillors: The Steering Group were looking for input on design, layout and distribution and councillors were invited to give feedback to Cllr Brown.*

*Action: Cllr Brown A final questionnaire draft to be provided to the next meeting for approval by the Parish Council.*

**22-45 PUBLIC TOILETS**

*Cllr Shannon left the room for this item.* Cllr Puddiphatt reported on a site meeting at Sennen toilets between Councillors Gorvin, McClary, Puddiphatt, Cornwall Councillor Brian Clemens, Rob Andrew – Cornwall Councils Head of Environment Assets and Service Delivery, James Hardy – CC Community Link Officer and Phil Shannon – Car Park leaseholder.

Cornwall Council was waiting for the Parish Council to resolve to take on ownership and management of the Sennen beach toilets via the granting of a 99-year lease on ‘standard’ terms and conditions. Following receipt of this confirmation Cornwall Council will progress works to negotiate a surrender of the toilet block from the superior lease interest in order to grant the Parish lease and forward an initial Heads of Terms. Rob Andrew also confirmed that the previously agreed schedule of works to address faults and identified issues would be shared and based on agreed costings, Cornwall Council will provide a grant to Sennen Parish Council for the remedial works to be locally commissioned and delivered.

The site meeting confirmed the following outstanding maintenance and utility issues:

- Water supply – the supply pipe had been changed by previous council and needed to be connected to the meter
- Electric supply – the electric supply needs to be diverted from the Surf shop to the correct meter
- Drain blockage – there is a regular issue regarding sand blocking the drains, the council will need to include costs in the asset management and risk assessment
- Urinal – was still to be installed

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The Clerk confirmed that there were no outstanding financial liabilities the Council needed to be aware of. Although there was a remaining issue with the water meter, the Council had been paying estimated bills. In light of this advice, **it was agreed the Parish Council would take on the ownership and management of the Sennen beach toilets via the granting of a 99-year lease on 'standard' terms and conditions to the Parish Council.**

*Action: Cllr Puddiphatt: to communicate the resolution to James Hardy*

#### **22-46 Litter & Waste Policy**

The policy, drafted by the working group of Cllrs Burt, Gorvin, Hann, Puddiphatt & Shannon had been circulated by them prior to the meeting. **It was resolved to accept the proposed litter policy for consultation**

*Action: Cllr Bevan: to publish the policy for consultation on the Parish Council Website with signposting on Facebook.*

*Action: Cllr Shannon: to collate any responses and report to the next ordinary meeting.*

Letters had been received from Sennen schoolchildren and had been circulated by Cllr Shannon prior to the meeting. These were welcomed. **It was agreed to write a response thanking the children and assuring them that the Parish Council shares their concerns and to invite their views on its Litter and Waste Policy.**

*Action: Cllr Burt: to write on behalf on the council to the children via Mrs Smith (headteacher & class teacher)*

#### **22-47 PLAYGROUND**

No matters had arisen. The Clerk had not contacted James Hardy regarding use of S137 for the playground and advised that the council has the legal power to buy play equipment. It was felt that this needed further investigation. It was asked if there was a council procedure for awarding S137 grants to ensure fair and transparent use of monies. The clerk confirmed there was not but there was an application form which would be circulated to all councillors for information. It was felt that this matter requires further consideration as part of policy and governance review.

*Action: The Clerk: to circulate S137 form to all councillors*

The issue of light pollution caused by new security lighting at the school was raised.

*Action: Cllrs Hann & Puddiphatt: to take this matter to the next meeting of the School Governors on 5<sup>th</sup> July and report back to the next meeting.*

#### **22-48 STANDING ORDERS**

The Standing Order text, drafted by the working group of Cllrs Burt, Gorvin, Hann, Puddiphatt & Shannon had been circulated by them prior to the meeting. Clarification was requested on several points and upon advice from the Clerk:

6 j ix – (power to exercise general competence). **It was agreed** to omit this item with a note to reconsider at the next annual review of Standing Orders.

16 xvii & 24 a – **It was agreed** to use the text recommended for councils without a common seal

21 b – **It was agreed** to use the text in the draft which requires the council to publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015

With these alterations, **it was agreed to: accept the text of the new version of standing orders and publicise them for a month to give the public time to read the draft and raise any questions or comments in line with CALC advice.**

*Action: Cllr Shannon: to make alterations as required*

*Action: Cllr Bevan: to publish the policy for consultation on the Parish Council Website with signposting on Facebook.*

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*Action: Cllr Shannon: to collate any responses and report to the next ordinary meeting.*

#### **22-49 ENFORCEMENT OFFICER**

Clarification was sought from the Clerk regarding the history of this item. There had been a proposal from the previous council to join with St Just, Sancreed, St Levan & St Buryan to employ an enforcement officer on a joint basis to police dog mess within the area. Cllr Clemens confirmed that St Just already had its own officer, and that person was now a councillor. The Clerk reported that St Just & St Levan had declined participation, she hadn't managed to get confirmation from the other parishes but advised that their participation was unlikely. **It was agreed to shelf the proposal at this stage and be guided by the Council's Litter & Waste Policy.**

*Action: The Clerk: to change the standing agenda item from Enforcement Officer to Litter & Waste*

Cllr Clemens reported that he may be able to secure dog mess signs for use in the parish if he could be advised of locations of particular concern. He was supplied with the Litter and Waste Draft Policy which lists these areas in the Parish.

*Action: Cllr Clemens: to secure dog mess signs for erection within the Parish*

#### **22-50 FOOTPATHS & HIGHWAYS**

Cllr Angove reported on the state of several footpaths.

- Work to resolve issues with the surface of Stonechair Lane remained outstanding.
- Footpath 26 (by school) could not be strimmed due to the presence of Japanese Knotweed in the vicinity.
- A section of path at the end of Sunny Corner Lane towards the Carn was overgrown. This was not a path usually maintained by the Parish.
- Footpath 33 (Sunny Corner Lane to Escalls) was overgrown at the Sunny Corner end

The estimated cost of work to resolve these issues was not known.

*Action: Cllr Angove to get a cost estimate for work to Footpaths 26 & 33 and to find out who is responsible for the path at the end of Sunny Corner Lane.*

Cllr McClary had asked for consideration to be given to clearance of verges (weeds and soil build-up) along the A30 and Cove Hill pavements. He provided a contractor's cost estimation of £1,370 including VAT.

It was asked if there was a system in place for scheduling and undertaking maintenance work and whether information was available on the paths and verges for which the parish was responsible. It was also asked if there was a budget item within the annual budget for this work and if so what was the spend to date and how did it compare with the forecast spend. To date none of the new Councillors had received any financial information. Quarterly accounts had been requested at the May meeting and several requests had been made since. In light of this situation it was agreed that the council had no choice but would not be able to approve any further spending until councillors had been provided with the relevant existing records, policy and financial information.

*Action: The Clerk: to provide all councillors with all financial information to include at least this year's current budget and quarterly accounts with any maps, schedules and other existing policy or procedure regarding parish maintenance.*

The Twenty is Plenty Briefing Report had been circulated prior to the meeting by Cllr Puddiphatt and was noted. It was felt that this was an important campaign which could be supported and was an opportunity for public consultation and engagement. Cllr Clemens reported that the campaign was beginning to gain traction with support from a number of towns and parishes.

*Action: Cllr Bevan: to invite public feedback on the Twenty is Plenty Campaign and its relevance for Sennen via Parish Website & Facebook.*

*Action: Cllr Shannon: to collate any responses and report to the next ordinary meeting.*

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As requested, the Clerk had sent a letter of thanks to John Murray for his voluntary work to install the VAS sign opposite Sea View Terrace. A letter had been received from a member of the public highlighting concerns about traffic speeds eastbound on the A30 in the Churchtown and Trevescan area, this was read to the meeting by the Clerk. It was felt that traffic speeds in this area are of concern. Cllr Brown reported that Land's End Ltd remained positive about part-funding a second VAS sign to control westbound speeds in this area. After discussion, **it was agreed to submit a request to Cornwall Council for two more poles to be installed, one for eastbound control and the other for westbound and situated on the A30 between the Church and Land's End.**

*Action: Cllr Shannon: to submit the request to CC via the Community Network Panel (CNP) Officer James Hardy with a map showing the indicated areas.*

*Action: The Clerk: to inform the author of the letter of our response and action*

Given the full nature of the agenda and time constraints, **it was agreed to consider the footpath audit at the next ordinary meeting of the council**

Some remedial work had been carried out to the A30/Cove Hill roundabout. Cllr Shannon was thanked for raising the issue at the CNP. It was felt that despite the work, the roundabout remained an area of particular safety concern. Cllr Clemens reported that CC Highways budget was mainly already committed but he was asked to keep pushing for work to solve surface issues on the roundabout. Councillors were reminded to use the Report It form on the CC website to keep the issue raised with CC.

*Action: Cllr Clemens: to lobby for work to solve safety issues at the roundabout*

*Action: All councillors: to use the Report it page, particularly when a safety issue is apparent*

*Action: Cllr Bevan: to include information and link regarding Report It pages on the Parish Website.*

## **22-51 WEBSITE & SOCIAL MEDIA**

It was noted that Cllr Bevan had not been furnished with Website login details as requested at the last meeting. The Clerk reported login details had been forwarded to Cllr Bevan in the hours prior to the meeting. **It was agreed to form a Working Group to improve the website and establish a Facebook presence for the Council. The Working Group was agreed to be Cllrs Shannon, Bevan and Gorvin.**

*Action: Cllr Bevan: to set a date and time for the working party to meet and inform all councillors so they may contribute if wished.*

Cllr Puddiphatt had set up two new emails for use by the Clerk and Chair. These could then be retained with any change in Clerk or Chair personnel.

- sennenpc@gmail.com
- chair.sennenpc@gmail.com

The Clerk was instructed to ensure that the current btinternet account is migrated to the sennenpc@gmail.com account before the end of the btinternet contract to ensure retention of Parish emails.

*Action: Cllr Puddiphatt: to provide login details for the new emails to the Clerk and Chair*

*Action: The Clerk: to back up and migrate all current emails to the new Gmail account*

**It was agreed to set up a new email account to receive consultations:**

**feedback.sennenpc@gmail.com.** This would be auto-linked to Cllrs Shannon & Bevan emails accounts to ensure feedback is picked up.

*Action: Cllr Shannon: to set up the feedback email with auto-forwarding facility*

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## **22-52 REPORTS FROM EXTERNAL MEETINGS & CORRESPONDENCE**

Cllr Gorvin had circulated a report from the Police Liaison Committee prior to the meeting. This was noted. The Clerk reported that there is no training available via St Just Parish Council. Councillor Gorvin had requested dates and availability for Financial Training for Councillors with CALC. The cost was £30 per delegate. As the Council was unable to authorise further payments until further informed by the Clerk, Cllr Hann offered to pay to attend the training with reimbursement at a later date. **It was agreed to accept Cllr Hann's offer.**

*Action: Cllr Hann: To attend the training and report back to the next suitable meeting*

*Action: The Clerk: To note the fee as a future cost to council*

All councillors were reminded of the date (19<sup>th</sup> July) set for the Zoom Q&A session with Sarah Mason of CALC.

## **22-53 Report from Divisional Member**

Councillor Clemens provided the meeting with a written report which was noted. He highlighted his particular concern regarding the housing crisis in the area. Councillors were asked to give feedback on any local housing need issues to Tim Dwelly, Cornwall Council. It was felt that this was also something to communicate to the public. Cllr Clemens was thanked for his time and he left the meeting.

*Action: Cllr Bevan: to place information regarding reporting housing needs issues via Parish Website/Parish Facebook*

## **22-54 FINANCE**

The Clerk had been unable to change the bank signatories but, as requested by Cllr Hann, had made outstanding payments which had been agreed by the council with the use of former council cheque signatories Mr Alan Thomas and Cllr Angove.

*Action: The Clerk: to change the bank signatories as a priority.*

As the requested information had still not been received from the Clerk, the Council was unable to consider the Receipts and Payments Account, the Annual Governance Statement 2020/21, the Accounting Statements 2020/2021 or to set a date for the Exercise of Public Rights. **It was resolved to hold an Extraordinary meeting in the week beginning 19<sup>th</sup> July and to invite the internal auditor to the meeting.** The Clerk was tasked to provide all relevant and required information by the council by the 16<sup>th</sup> July without fail.

The Clerk requested a week of annual leave from 5-9<sup>th</sup> July. After discussion, **it was agreed to accept the request.** The Clerk was asked to request compassionate leave or extra help if she needed.

*Action: The Clerk: to provide to all councillors by the 16<sup>th</sup> July all information as previously requested: Financial Regulations previously adopted by the Council; and for the previous 3 years: Budgets, Accounting Statements, Annual Governance Statements & internal & external audits.*

*Action: Cllr Brown: to find out availability at the Churchtown Village Hall*

*Action Cllr Puddiphatt: to find out Internal Auditor's availability & liaise with other councillors to set a date for and publicise the Extraordinary Meeting.*

A report supporting the formation of working groups to review and overhaul working systems and policies of the Council had been circulated by Cllr Puddiphatt prior to the meeting. The report was noted.

**It was resolved to: form a Finance & Governance Working Party which will research the current financial & governance systems and propose policies and terms of reference for consideration.** To begin with as a matter of priority the Council's Financial Regulations. **The Working Party was agreed to be Cllrs Burt, Hann, Rowe, Shannon.**

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*Action: **The Working Party:** to receive information from the Clerk and report to the next meeting of the Council on whether it has 'fit for purpose' financial and governance systems and give recommendations for action.*

**It was resolved to form a Staffing Management Working Party which will research current systems and policies and gather information for consideration. The Working Party was agreed to be Cllrs Hann, Gorvin, Puddiphatt, Rowe.**

*Action: **The Working Party:** to receive information from the Clerk and report to the next meeting of the Council on whether it complies with employment law and follows best practice when employing staff and whether current staffing is adequate for performing the Council's Statutory and additional duties. To give recommendations for action.*

The Clerk presented accounts payment for approval, and payments were agreed for payment from the Parish Council account, totalling £1,974.92:

R Jackson

M Lowe

HMRC

SWW

A Male (Weebly)

A Male (Salary)

It was felt that although the Council did not have the financial information in hand to ensure due diligence, these payments had previously been authorised and **it was agreed to make the payments.** As the bank signatory present, Cllr Angove checked invoices and signed the cheques. It was felt that the system for payment authorisation should be included in the Finance & Governance Working party review.

#### **22-55 WORKING GROUPS**

**It was agreed that each working Group would organise their dates and times of meetings and communicate these to all Councillors.**

*Action: **Working Groups:** to meet and report to next suitable meeting*

#### **22-56 COUNCILLORS REPORTS**

None

#### **22-57 ITEMS FOR INCLUSION ON NEXT MONTH'S AGENDA**

- Footpath Audit
- Finance & Governance Working Party Recommendations
- Staff Management Working Party Recommendations

Councillors were asked to submit any new items for the agenda to the Clerk in accordance with the draft Standing Orders.

#### **22-58 DATE OF NEXT MEETING**

Extraordinary Meeting: week commencing 19<sup>th</sup> July, date to be confirmed.

Ordinary Meeting: Friday 3<sup>rd</sup> September unless any planning applications have been received in which case, Friday 6<sup>th</sup> August.

Cllr Puddiphatt thanked all present for their time and closed the meeting at 9.50pm

Important dates:

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6th August meeting (if required)	
Draft minutes of 2/7/21 to be circulated by:	16 July
Agenda items to be submitted to clerk by:	27 July
Notice of meeting to be given with agenda & supporting reports circulated by:	29 July

3rd September meeting	
Draft minutes of 6/8/21 to be circulated by:	20 August
Agenda items to be submitted to clerk by:	24 August
Notice of meeting to be given with agenda & supporting reports circulated by:	26 August

Chairman  
3 September 2021