



Minutes – Finance & Operations Committee

Minutes of the meeting held at 7pm on Monday 1st August 2022 at the Parish Council Offices, Chyanhale, Ponsmere Valley, Perranporth, TR6 0DB

Present: Cllrs Byfield (Chair), Arthur, Bowers, Gaisford, Higgins, Pentecost, White and Yeo

In attendance: Tatiana Cant (Clerk) and Cllr Boston

Public Participation

There were no members of the public present.

020/22/F&O Apologies

No apologies had been received.

021/22/F&O Declarations of Interest and Dispensations Granted

There were no declarations of interest. No dispensations had been granted.

022/22/F&O Minutes of the Last Meeting

Members approved the minutes of the last meeting on 4th July as a true and accurate record.

023/22/F&O Emergency Planning Policy

Cllr Bowers reported that he and the Clerk had attended an informative online meeting which made clear that it was important for parish and town councils to put in place an emergency planning policy. This would set out the requirement for all events arranged by the Parish Council or on Parish Council land to comply with the Purple Guide published by the Health and Safety Executive.

Action: Draft Emergency Planning Policy – Cllr Bowers, Clerk

024/22/F&O Grille on Ponsmere Valley Chimney

Cllr Bowers reported that the grille at the base of the old mining chimney in the Ponsmere Valley car park was in a poor state of repair, rusty and misshapen and was potentially dangerous and attracting litter. It was AGREED to source quotes for replacing the grille and to install an interpretation board in keeping with other Parish Council boards and describing the history of the chimney. Contact also to be made with Cornwall Council's Listed Building Officer to establish the status of the chimney and any processes required in order to undertake maintenance works. If possible an informal survey to be undertaken to assess the likelihood of any structural works needed.

Actions: Source quotes for replacing the chimney grille – Cllr Bowers

Contact Listed Building Officer for advice and request informal survey - Clerk

025/22/F&O Update on Car Parks

Droskyn – The car park was often very full but income was lower than previous years. Members felt that this was due to the low level of enforcement and wished to establish if the log of visits by Cornwall Council officers was still being sent to the office and check to what extent the Service Level Agreement was being honoured. If a shortfall was identified, Cornwall Council would need to be held to account and to offer a remedy. Members also discussed considering alternative means of enforcing the car park.

Action: Circulate data on Droskyn car park enforcement to committee members – Clerk/Finance Officer

The Clerk reported that the EV charging stations were now fully operational and had been added to the Zap-map app, and they were being well used. An earlier fault had been fixed. A recent fault involving a cable which the machine would not release had also been resolved.

Tywarnhale Square – The parking machine had been fully installed but was generating incorrect times on the tickets. The software company was in the process of remedying this.

Rugby Club – Parking arrangements this year were working well

Goonhavern Park – The car park continued to be used by vehicles not related to the recreational park facilities. In order to enforce the 3-hour restriction, there would need to be appropriate signage and a parking machine. This project to be taken forward in 2023.

Other car parks – The Bells car park had been working well most of the time but had caused some delays to traffic on busier days. An update to be sought from Mr Bell on operations this season.

Action: Discuss this season's operation with Mr Bell – Cllr Gaisford

026/22/F&O Update on 8 Boscawen Road

Cllr Arthur reported that the meeting with representatives from Cornwall Council housing was scheduled for later in the month to consider options for the site to include affordable housing. Projects which were already 'shovel ready' were most likely to attract monies from the first tranche of Levelling Up funding and this project was therefore in a good position.

027/22/F&O Response to Consultation on Saints Trail

Members considered a Cormac consultation regarding the development of the Saints Trail with an intended route along Station Road which involved the widening of the pavement to accommodate shared pedestrian and cycle traffic as well as a new zebra crossing and cycle stands. Members expressed serious concern regarding the safety levels of this route and the need for cyclists to dismount several times to cross roads as well as potential harm to pedestrians. Multiple representations had been received from residents and the Parish Council also wished to object strongly. It was suggested that a safer alternative would be to instead widen the carriageway in order to create a dedicated cycle path. Members also questioned whether the team was aware of the other works to Station Road which were about to start. It was agreed to respond to the consultation expressing strong objections and request an early meeting with the team to discuss.

Action: Respond to consultation to express objections and request meeting - Clerk

028/22/F&O Library Notice Board

Members considered quotes for a notice board to be sited outside the library and the recommendation of the library manager. Members AGREED to approve the option priced at £246.

029/22/F&O Web Page for Callestick Cemetery

The Clerk reported that a new section would be required on the web site to publish information regarding Callestick Cemetery and an online interment application form. Members agreed to defer consideration until a formal decision had been made regarding the transfer of the cemetery.

030/22/F&O Update on Station Road Car Park Land

Members noted that the Parish Council and Bells solicitors were liaising to draw up an agreement for the transfer of a section of land at Station Road car park.

031/22/F&O Policies: Adoption and Review

The following policies were reviewed and approved subject to some amendments:

- a. Filming & Events Policies
- b. Volunteer Policy

Members deferred discussion of the drafted cemetery policies. The Clerk noted that further work would be required to research other council fee structures and propose an appropriate scheme.

032/22/F&O Updates from Working Groups

Highways

Several suggested schemes had been put forward to Cornwall Council and only a few of these had been agreed and delivered. Members wished to receive details of the annual resurfacing schedule. They would also like to pursue options for adopting the '20's Plenty' scheme and noted that the results were awaited from 3 local communities running similar trials.

Cemetery

The Clerk reported that she had met the surveyor who carries out the quinquennial inspections of the cemetery on site the previous week and would share the report in due course. The solicitor for the Methodist Property Trustees was in the process of drafting a long-term lease. Details had been requested regarding a cut-off handover date and a response was awaited.

033/22/F&O Items of Correspondence from the Clerk

The Council had become aware of the delivery of drinks barrels to Alcatraz mid-morning. No permission had been requested or granted for this activity which was potentially endangering the public. The matter would be discussed with the new Property Manager and relevant discussions held to ensure safer working arrangements.

034/22/F&O Date of next meeting

Members noted the date of the next scheduled meeting: Monday 5th September

There being no further business the Chairman closed the meeting at 9pm.

Signed

Date: 5th September 2022