



Tregony with Cuby Parish Council

Clerk: Mrs Mary Symons

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AGENDA

1 November 2021

To members of Tregony with Cuby Parish Council

You are hereby summoned to attend the monthly meeting of Tregony with Cuby Parish Council

On: **Monday, 8th NOVEMBER 2021**

Commencing: **at 7 p.m.**

At: **The Committee Room, Tregony Village Hall . Tregony**

for the purpose of transacting the following business:

Mary Symons, Clerk to the Council

1. **Apologies for absence**
2. **Declarations of interest:** agenda items, gifts over £50 Dispensations.
3. **Open Period** - Public participation (up to 15 minutes) –For electors of Tregony with Cuby parish to make representation to the Parish Council.
4. **Minutes of the meeting** held on Monday, 11th October 2021
5. **Matters Arising** from the last meeting:
 - 51/21 Welcome to parish signs update
 - 185/21 Drainage issue at bottom of Mill Lane – up date
 - 208/21 Tregony Village Hall – update
 - 221/21 Unmetered lamps – update
 - 223/21 Sports Club development proposal – update on planning application
 - 226/21 Back Lane – update on hedges
6. **Cornwall Councillor's Report** – Cllr Julian German
7. **Parish Council Vacancy** – Council to consider the adoption of a policy on the co-option procedure to be followed in the event of the vacancy not being filled by election. – *see Appendix 1*
8. **Children's Sports and recreational facilities in the parish** – Council to consider the results of the residents' survey and to decide on what action to take – *see Appendix 2*
9. **Dogs on Sports field** - Council to consider the results of the residents' survey and to decide on what action to take – *see Appendix 3*
10. **Recognition Board for Covid Volunteers** – Council to consider a proposal to install in the village hall a board recognising the work done by a number of community volunteers during the Covid pandemic.

Parish Councillors: - Mr B Egerton (Chair), Mr K Ashley, Mrs J Floyd Norris, Mrs E Gray, Mr M Greet, Mr K Harris, Mr G Laity, Mr M Lytham, Mr S Matthews
Vacancy

Note: this agenda and appendices are available to view on the website:
www.tregonywithcubyparishcouncil.gov.uk

11. **Clock Tower** – Council to consider any proposal put forward for remedial work on the clock tower and to approve expenditure if necessary.
12. **Parking in village** – Council to consider any proposals put forward for improving the parking in the village.
13. **Cemeteries and Burials Board** – Council to note the agenda and minutes of the meeting of the committee on 27th September
14. **Financial report:**
 - 14.1 Council to approve expenditure on the following items:
 - Land Registration – solicitor’s cost of £1000.00 +vat
 - Tyller Teg repairs – following damage – new infant seat and gate closing mechanism
 - 14.2 to receive financial report from the clerk on expenditure to date against budget and schedule of payments for the month.
15. **Budget and Precept for 2022/23**
 - Council to consider the forecast of the financial position for the remainder of the current year
 - Council to consider the draft budget proposal for 2022/23
 - Council to set precept for 2022/23 – *see Appendix 4*
16. **Grants**
 - 16.1 Request from Christmas Lights Committee for financial support - council to consider sum to be given.
 - 16.2 Wind Turbine grant monies – Council to consider what use to be made of the sum received this year from Tregony Wind Farm - £3732.00
17. **Planning applications:** to consider planning applications currently within the Cornwall Council planning system in Tregony with Cuby Parish and to resolve whether to support, object to, make comment on such applications, in particular:
 - 17.1 PA21/09028 – Multi-use games area – Roseland School, Tregony
 - 17.2 PA21/09594 – Retention of Sand School – The Meadows, Tregony
 - 17.3 PA21/10537 – Application for work to trees in a conservation area – 6 The Park, Tregony
 - 17.4 PA21/ 10814 – Works to trees namely – Elm trees succumbed to Dutch Elm – require removal – 12 The Park, Tregony
 - 17.5 PA21/10711 – The erection of a new overhead low voltage line – Land North and West of Turnpike, Daddiport, Tregony

Planning Applications determined by Cornwall Council:

 - 17.5 PA21/08186 – The Stables, Pendarves Farm – *Approved*
 - 17.6 PA21/07710 – 13 Roseland Crescent, Tregony - *Approved*
18. **Remembrance Sunday** – Council to confirm proposed attendance at the Remembrance Service on 14th November and to lay a wreath on behalf of the parish.
19. **Correspondence** received by the parish council and which is relevant to the interests of the council: to be noted by members and to consider if any action is necessary as a result of such correspondence.
20. **Items for future consideration by the council:** members to put forward any issues to be considered by future meetings of the council or by any of the working groups.
21. **Confidential session**

Tregony with Cuby Parish Council

Policy and procedure for co-opting a parish councillor

Parish Councils are permitted the power to co-opt a person on to the council to fill a casual vacancy when the requirements to hold an election have not been met (the vacancy has been the subject of a public notice and fewer than 10 registered voters have requested an election by the deadline specified by the returning officer).

Although seeking 'expressions of interest' is not a legal requirement, the National Association of Local Councils (NALC) recommends that Councils always give public notice of vacancies because this makes the process of co-option open and transparent and should attract more potential candidates.

The Parish Council will advertise the vacancy to seek and encourage 'expressions of interest' by a specified date from anyone who is eligible to stand as a parish councillor. The attached forms will be used to confirm a candidate's eligibility and suitability to put him or herself forward for co-option.

At the next Full Council meeting after the closing date for expressions of interest:

- The clerk will confirm that each candidate is qualified to become a Councillor and is not disqualified from being a Councillor as set out in the Local Government Act 1972 s79 and s80.
- Where the number of candidates is less than or equal to the number of vacancies, the candidates shall be appointed to the council if they meet the s.79 eligibility criteria, and they are not disqualified under s.80.
- Where there are more candidates than the number of vacancies, the chairman will invite candidates to attend a private session prior to the normal commencement of a Parish Council Meeting. Each candidate will be allowed a maximum of 5 minutes to address members who will then be able to ask questions of the candidate. After each candidate has spoken and answered questions in their 5 minutes segment they should leave the meeting room.
- When all candidates have spoken and answered questions, the chairman will invite debate by the councillors on their preferred candidate(s).
- Each councillor will then be asked in turn to vote for their preferred candidate(s). Councillors can vote for one candidate if there is one vacancy; for two if there are two vacancies, etc.
- An absolute majority vote is required for each candidate from the members present and entitled to vote. If there are more than two candidates for one vacancy and none of them at the first count receives a majority, the candidate with the least number of votes will be eliminated and the remainder will be put to the vote again until an absolute majority is obtained (LGA 1972 Sch. 12. Para 39).
- The successful candidate is then declared co-opted to the Council and will be invited to join the Parish Council meeting on the same evening.

The Clerk will notify Electoral Services of the new councillor appointment and organise Declaration of Acceptance of Office paperwork. All new councillors, must, within 28 days of appointment, register their interests with Cornwall Council – forms to be supplied by the Clerk.

Tregony with Cuby Parish Council

Application form for being a parish councillor on Tregony with Cuby Parish Council

| | |
|-----------------------------|--|
| Full name | |
| Home address incl. postcode | |
| Telephone | |
| Mobile | |
| Email | |

Legal qualifications for being a local councillor

(To qualify, you must be able to answer Yes to both of the questions below)

| | |
|--|--------|
| Are you a British citizen, a Commonwealth citizen, or a citizen of a European country? | Yes/No |
| Are you 18 years or over? | Yes/No |

(To qualify, you must be able to answer Yes to at least one of the questions below)

| | |
|---|--------|
| Are you on the electoral register for Tregony with Cuby? | Yes/No |
| Have you lived in Tregony with Cuby parish, or within 3 miles of its boundary, for at least the last 12 months? | Yes/No |
| Have you been the owner or tenant of land in Tregony with Cuby parish for at least the last 12 months? | Yes/No |
| Has your only or main place of work been in Tregony with Cuby parish for at least the last 12 months? | Yes/No |

Disqualifications

(You must be able to answer No to all of the questions below)

| | |
|---|--------|
| Are you subject to a bankruptcy restrictions order or interim order? | Yes/No |
| Have you within the last 5 years been convicted of any offence in the U.K., Channel Islands or Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of 3 months or more without the option of a fine? | Yes/No |
| Are you disqualified by order of a court from being a member of a local authority? | Yes/No |

Please briefly outline why you are interested in being a parish councillor

Please tell us something about the skills or qualifications or experience that you feel you would bring to the Council

Are there any questions that you would like to ask of the Council?

Signed

Date

Tregony with Cuby Parish Council

Monday 8 November 2021

Survey of residents regarding facilities for children and young people

Following concerns from some residents about the lack of sports and recreational facilities within the parish for children and young people, a survey of residents was carried out. It was advertised by means of a leaflet delivered to every household in the parish and conducted using the online Survey Monkey programme. For residents unable to use the online version, a paper version was also made available.

85 responses in total were received. This represents a 16% response rate based upon 530 households in the parish. The main points from it are:

60% of respondents are engaging in sporting activity outside of the village more than once a week.

People go to a wide area to engage in sport including Probus, Veryan, Grampound Road, Truro, St Austell

96% of respondents would like to see more sporting and recreational facilities within Tregony with Cuby

Regarding what sort of facilities would people like to see, a whole range of sports were mentioned. Most popular of all was skateboarding.

76% said that they would engage in more sport if the facilities were available locally

The age range of 12-16 years was identified as that most in need of facilities

Although skateboarding was the single most popular request, because a Multi Use Games Area (MUGA) could potentially encompass a wider range of facilities, respondents opted for a MUGA as the first priority over skateboard ramps if the parish council were to concentrate on one project initially (60% vs. 30%).

A significant number of respondents would be willing to get involved in meetings to take the project forward and some would be willing to be involved in volunteering to assist with construction if necessary.

A smaller number would be willing to be involved in the ongoing running of the facilities.

Since this survey was conducted, Roseland Academy has submitted a planning application for a MUGA on its site. Its initial proposal is that the facility would be available for pupils at the college only during college time. However, two parish councillors have met informally with the college staff and the college is now considering whether the facility might be made available to local residents outside of college hours. A decision on this possibility will be made by the trustees in the next few months. (Note that the parish council has received an indicative quote for construction of a MUGA on the sports field of about £60k.)

The council needs to consider what action to take. Possible options include the following:

- The council proposes to the college that the council would be willing to make financial contributions towards the college MUGA project, capital and/or running costs, in return for the college making arrangements for community use of the facility outside of college opening hours; the two parties enter into negotiations aiming to reach agreement on the terms of such an arrangement; any such arrangement would be subject to formal agreement in due course by the council and by the trustees.
- If negotiations with the college do not reach a satisfactory conclusion, the council carries out further work on developing a potential MUGA on the sports field including how that might be funded.
- If negotiations with the college are successful and a MUGA is constructed on the college site available for community use, the council considers a project to construct a skateboard facility on the sports field including how that would be funded.

Tregony with Cuby Parish Council
Monday 8 November 2021
Survey of residents regarding dogs on the sports field

Following concerns from some residents and from the sports club about the problems caused by dogs on the sports field, a survey of residents was carried out. It was advertised by means of a leaflet delivered to every household in the parish and conducted using the online Survey Monkey programme. For residents unable to use the online version, a paper version was also made available.

94 responses were received representing 18% of the approximately 530 households in the parish. The main points are:

57% of respondents were dog owners; 43% did not own a dog.

40% of dog owners never used the sports field; 48% used the field once a week or more.

66% of all respondents thought that there should be more restrictions on the way that the field is used by dogs.

In respect of what sort of restrictions, 51% thought that dogs should not go on the football pitch at all, 33% thought that dogs should be banned from the sports field completely. The percentage of non dog owners supporting a complete ban was much higher than the percentage of dog owners who thought that, but even with non dog owners, that percentage was under half (45%).

A number of respondents (13) said that they would be willing to be part of a group to monitor its use by other dog owners and to try to help to keep the field clear of dog mess. However, some of these did not complete their details and so we don't know who they are, and others did not specify what they would be willing to do. A small number were more specific saying things like:

"I will pick up after those who are too lazy to look after their dogs properly and offer bags to others to keep using the facilities."

"I am always looking out for other people's dog mess on the field. If I see it, I pick it up."

"Help to 'sweep-search' the field as required."

The council needs to consider what action to take. Possible options include any one or combination of the following:

- A complete ban on dogs using the sports field
- Dogs allowed to use the field but owners must ensure that the dogs do not go on or close to the football pitch
- A continuation of the ban on use of the field between dusk and dawn
- Owners must ensure that their dogs are under their control at all times on the field, i.e. must not be allowed to go out of their sight and must be within a reasonable distance of the owner
- More prominent signage about the rules applying to use of the field by dogs and signage about Cornwall Council bye-laws on fouling of public spaces
- More dog waste bins in prominent positions
- Liaison with a number of volunteers who will report back to the parish council any instances of owners not adhering to the rules

| Tregony with Cuby budgets as at October 2021 | | 2021/22 (£) | | Actual | Forecast | 2022/23 |
|--|--|-----------------|---------|---------------|----------------|-----------------|
| | | Final budget | | YTD Oct | year end | Draft |
| Receipts | | | | | | |
| | Precept | 25,000 | | 25,000 | 25,000 | 25,000 |
| | CC agency footpaths | 330 | | 369 | 369 | 380 |
| | Council tax support grant | 599 | | 599 | 599 | 0 |
| | Car park rent | 100 | | 0 | 100 | 100 |
| | Sports club ground rent & football club loan repayment | 100 | | 50 | 150 | 100 |
| | Wind turbine grant | 3,333 | | 3,732 | 3,732 | 3,825 |
| | Bank account interest | 0 | | 3 | 3 | 0 |
| | Cemetery fees | 0 | Note 9 | 700 | 700 | 500 |
| | War Grave Commission income | 0 | | 0 | 0 | 0 |
| | Rent from cemetery field | 50 | | 0 | 50 | 50 |
| | Other receipts | 0 | | 0 | 0 | 0 |
| | Total receipts | 29,512 | | 30,453 | 30,703 | 29,955 |
| Payments | | | | | | |
| Staffing | Clerk's salary incl. burial board responsibility | 8,510 | Note 1 | 4,159 | 8,510 | 8,765 |
| Admin | Insurances | 664 | | 725 | 725 | 750 |
| | Office sundries | 1,100 | | 517 | 1,000 | 1,200 |
| | Audit fees, internal and external | 550 | | 425 | 425 | 500 |
| | Hall hire | 250 | | 0 | 150 | 250 |
| | Website | 2,000 | Note 2 | 2,168 | 2,398 | 500 |
| | Scribe accounts package | | Note 12 | 0 | 300 | 300 |
| | Land registration legal fees | | Note 18 | 0 | 1,000 | 1,000 |
| Subscriptions | CALC & SLCC | 600 | | 435 | 600 | 600 |
| Maintenance | Footpaths as per agency agreement | 1,500 | | 500 | 500 | 1,500 |
| | Grass cutting, street maint'ce, general maint'ce | 6,998 | | 3,985 | 6,998 | 7,200 |
| | Street cleaning | 1,000 | Note 11 | 0 | 500 | 1,000 |
| | Memorial garden maintenance & payment to volunteers | 100 | | 374 | 500 | 500 |
| | Additional rural maintenance | 1,000 | Note 3 | 853 | 1,200 | 1,200 |
| | Tyller Teg ROSPA and other expenses | 200 | Note 16 | 127 | 1,400 | 500 |
| | Public lighting electricity and maintenance | 400 | | 2,606 | 2,856 | 600 |
| | Clock tower maintenance | 400 | | 340 | 500 | 500 |
| | Clock tower electricity | 150 | | 136 | 200 | 200 |
| | VAS equipment maintenance | 400 | Note 4 | 0 | 0 | 500 |
| | Sports field | 500 | Note 5 | 0 | 1,000 | 500 |
| Miscellaneous | Parish councillor expenses | 1,000 | Note 6 | 0 | 0 | 200 |
| | Miscellaneous | 400 | | 0 | 0 | 400 |
| Parish council election | Election May 2021 | 1,500 | Note 7 | 0 | 1,500 | 0 |
| Cemetery | Cemetery grass cutting | 1,400 | Note 8 | 990 | 1,400 | 1,400 |
| | Cemetery maintenance | 600 | Note 8 | 0 | 200 | 600 |
| | Cemetery IT system | | Note 12 | 545 | 545 | 360 |
| Grants given | Tregony wind farm grants or projects | 3,333 | Note 14 | 0 | | 3,825 |
| | Other excl. wind turbine grants | 500 | | 0 | 500 | 500 |
| Capital items | Sports field ramp | 8,000 | Note 10 | 8,244 | 8,244 | 0 |
| | New bench | 0 | | 370 | 370 | 0 |
| | Parish council signage | 0 | | 0 | 3,000 | 0 |
| | Cemetery capital projects budget | 0 | | 0 | 0 | 5,000 |
| | Other potential capital projects | 0 | | 0 | 0 | 10,000 |
| | Total payments | 43,055 | | 27,499 | 46,521 | 50,350 |
| VAT movements | VAT reimbursement from HMRC | 0 | Note 13 | 8,264 | 8,264 | 2,000 |
| | VAT paid on invoices | 0 | Note 13 | 1,467 | 2,000 | 2,000 |
| | Movements into/(out of) reserves | (13,543) | Note 15 | 9,751 | (9,554) | (20,395) |
| | Forecast bank balance at year end | 70,978 | Note 17 | | 74,967 | 54,572 |

- Note 1 Includes PAYE and pension contributions
- Note 2 Monthly fee £25 per month + gov.uk email account, plus 2021/22 set-up costs, domain registration & Tregony PC costs
- Note 3 Ad hoc maintenance from time to time
- Note 4 VAS equipment: in case of issues with batteries, software etc.
- Note 5 Sports field: nothing identified to date, but could include dogs signage and planning application
- Note 6 New parish council: potential training courses for councillors
- Note 7 Contested election 6 May 2021, still not been invoiced by CC
- Note 8 Cemetery expenditure under control of cemeteries and burials committee but included in parish council budget
- Note 9 Budget includes no burial fee income in 2021/22, but, in practice, there probably will be income
- Note 10 Ramp at Tyller Teg, 30% paid by Tregony PC, balance paid by Tregony with Cuby
- Note 11 Street cleaning included in maintenance contract, but sometimes additional cleaning necessary

- Note 12 Scribe accounts package paid for in March by Tregony PC, setup plus £25 per month fee. Renew in March 2022.
In addition, we have taken out Scribe cemetery package, assuming renewed next year
- Note 13 re VAT All budget figures exclude VAT. At end of each year, parish council reclaims from HMRC the VAT paid
Thus VAT should not affect the budgeting process,
but it affects the cash flow as parish council pays it first, then receives it back in following year
In 2021/22, received large refund for previous 2 years including large amount on clock tower refurbishment project
Assumed in future years, VAT paid out should equal VAT refund received
- Note 14 Not yet decided what to do with this year's grants
- Note 15 This figure equals receipts minus payments plus reimbursements of VAT minus payments of VAT
- Note 16 Tyller Teg expenditure this year, remedial repairs, new matting under swings, new swing seat, gate closing mechanism
- Note 17 Opening balance 1 April 2021 £84,521; balance as of today £94,272
Closing balance will be opening balance plus or minus movements in and out of reserves over the year
- Note 18 Land registration fees Murrells quoted £1,000. Next year might be lease of sports club to sort out.