



Minutes of the Cornwood Parish Council meeting Tuesday 7th November 2023

In attendance

Chair: Preston De Mendonça

Councillors: Charles Munford, Linda Osman, Steve Tyers, Julia Bertram

Clerk: Lee Grant (Minutes)

Members of the Public: 5

District councillor: Chris Oram

Open forum –

Marika from Tungsten West updated the council with news that there had been a round of redundancies over recent months following a restructuring of the company. They were awaiting additional funding for further works and also the outcome of applications for additional permits for processing. Marika will provide a further update in December if there is one.

The issue of the council's role in the consideration of planning applications was raised by a member of the public and in particular, the current application at Havelock Terrace. The Chair said that the application had not been received by the council so was not on the agenda and pointed out that the Cornwood council were consultees and it was the elected officers at the planning department that made the final decisions.

Agenda items

1. Apologies

Cllr Haynes and Cllr Smith.

2. Proposal of minutes from 3rd October 2023. 2 typos on a name to correct.

Proposer: Cllr Bertram. Seconder: Cllr Tyers.

3. Declarations of Interest – None. It was noted that all councillors would also have completed a Register of Interests pledge upon taking up their position with the council.

4. Report of County Councillor – No report.

5. Report of District Councillor – Councillor Oram spoke to his report which had been previously circulated to Cornwood councillors.

6. Police Report – A Devon and Cornwall police representative spoke to Ryan Canning's report which had been previously circulated to Cornwood councillors.

7. Highways matter and road warden report – damage to Langham bridge had been reported following a collision by a car. This had been reported to Highways and the expectation is that they will make good a repair if it is required. The end date for works to improve the drainage at Tor Road have been delayed until 15th November 2023. A proposed diversion on 7th and 8th February 2023 around Blachford has some potential issues with the routing of traffic.

8. Action point update from the meeting on 3rd October 2023

AP1/Oct23 - Cllr Osman to write a proposal for a Lengthsman in Cornwood to be considered at the November 2023 meeting – on the Agenda today at item 9.

AP2/Oct23 – Cllr Osman to ask Nick Colton about the potential for “Caution Horse” signs on Gorah Hill.

Update: There is no Highways budget for this but we have permission to put up our own sign. The cost is £60. Agreed by the council at the meeting with Cllr Osman to purchase and Cllr Munford to arrange installation.

AP3/Oct23 – Cllr Tyers to contact Metal Craft Southwest to chase the public liability insurance for the installation of the handrail.

Update: Certificate received, 50% paid and Cllr Tyler is awaiting the install date.

AP4/Oct23 - Cllr Tyers will contact the manufacturers of the existing play park seating for a quote.

Update: Carried forward

AP5/Oct23 - Cllr Bertram to review asset register spreadsheet - on the Agenda today at item 10.

AP6/Oct23 - Cllr Osman to contact DCC Highways for any traffic calming decisions made.

Update: Speed monitoring in Cornwood Square showed a general compliance with limits but this was not the case in Lutton. A visual speed awareness sign is around £2K to purchase and has the complications of needing the battery changing weekly and also the battery life is just 2 years (with batteries costing £1500. An alternative is to use an A board to warn motorists that it is a Community Speedwatch area; this would cost around £100. This was agreed by the council at the meeting with Cllrs Osman and Bertram to source the A Board.

AP7/Oct23 - Cllr Tyers will write a proposal for the Cornwood Inn group for possible installation of an EV in their car park.

Update: The issue has moved on in that a £7M fund has been made available for rural locations to bid for charging points. Cllr Tyers has registered an interest for the fund and we await contact and next steps. Our options are the pub car park or the village hall car park.

AP8/Oct23 - Cllr Bertram to liaise with Cllr Haynes concerning the draft of an updated Planning policy - on the Agenda today at item 11.

AP9/Oct23 - The Clerk to investigate the requirement for web-based email addresses.

Update: The 'gold standard' is the GOV.UK suffix whilst the Gmail suffix with the councillor name at the start is acceptable. The main consideration is being able to identify council business and correspondence. The council's chief concern is the potential loss of data and history should we change to GOV.UK. Cllr Osman is attending a web seminar on the issue in the coming weeks which may better inform a direction and in the meantime we will continue with Gmail addresses.

AP10/Oct23 - All to read the zero tolerance policy for input/amendments and adoption at the November meeting.

Update: the policy was approved at the meeting today and Cllr Osman will place on the website. Proposer – Cllr Osman and Seconder Cllr Bertram.

AP11/Oct23 – Clerk to check the review dates on the policies and procedures and present a list to the November meeting

Update: we have identified policies for Complaints, Planning, Financial and Governance Risk assessment, Communication Guidelines, Code of Conduct and Standing Orders. It was agreed that the Clerk will circulate 2 policies per meeting ahead of the forthcoming council meetings for consideration, comment and approval.

AP12/Oct23 - Cllr Bertram to find out about the disposal of the caravan and the waste at Quick Bridge.

Update: The caravan has been removed.

Older Action points carried forward

Outdoor Play will submit a quote - not yet received - for the area on Crossways Green where the new seats will be installed. **(AP0923/f carried forward)**

The refurbishment of the older play equipment has been scheduled for Spring 2024. **(AP0923/d carried forward)**

9. Lengthsman proposal

Cllr Osman presented her options paper which has 3 scenarios for engagement with the Lengthsman. Scenario 3 was the preferred option which we would review over Autumn and Winter to see if it met our needs. We do not know yet if the Sparkwell man doing the work there is interested in additional work in Cornwood.

AP1/Nov23 – Clerk to approach the Sparkwell Clerk to check on the availability of the Lengthsman and if agreeable to set up a meeting with Cllr Osman to agree terms.

10. Asset register

The asset register lists the items or objects that belong to or are the responsibility of the council. Cllr Bertram had circulated a list of the items and assessed their condition as 'good', 'fair' or 'poor'. It was agreed that Cllr Bertram would bring a list of the areas deemed to be 'poor' to the next meeting.

AP2/Nov23 - Cllr Bertram to bring a list of the asset register areas deemed to be 'poor' to the next meeting.

AP3/Nov23 – Cllr Mendonça to arrange the removal of the 2 concrete benches at Crossway Green.

11. Planning policy

Cllr Bertram presented a proposed planning policy. Discussion took place over how much formal training or knowledge parish councillors should have when being involved, at any level, in the planning process. It was confirmed that training was required at district councillor level and above but not at parish level. It was felt that a basic level of training and awareness could be beneficial.

AP4/Nov23 – All councillors to assess the proposed planning policy and email comments to Cllr Bertram.

AP5/Nov23 – Clerk to check with DALC on any appropriate planning training for parish councillors and if they have a template Planning Policy.

12. Defib machines in Lutton and Cornwood

Each machine needs to be checked monthly, readings reported and also needs a recognised 'Guardian' who is responsible for it. There is some uncertainty about who the Guardians are, if they are doing the checks and also the log ins and passwords to record the readings. The information may be in the previous clerk's files.

We also need to take up the SWAST offer of a training session.

AP6/Nov 23 – Clerk to check the files for defib log ins and passwords.

AP7/Nov 23 – Cllr Tyer to confirm who the defib Guardians are for Lutton and Cornwood

AP8/Nov23 – Clerk to check the availability of Kevin the SWAST defib lead for training in the New Year.

13. Finance working group

There are a number of financial pieces of work that need to be completed by the council in the coming months and leading up to the end of the financial year. There is a working group which can convene to support the clerk with the work and it was agreed that the Clerk should co-ordinate the meeting set up.

AP9/Nov23 – Clerk to set up a meeting for the finance working group to include Cllrs Bertram, Osman, Smith and the Clerk.

14. Royal British Legion donation

It was agreed to make a donation of £50.

15. Yonge charity Trustees

The council has been asked to approve their list of Trustees. This was agreed.

AP10/Nov23 – The Chair to advise Yonge that their Trustees were approved by the council

16. Ring and Ride for the Ivybridge district

The council had received a request for a donation for the service. Since April this year, 18 Cornwood residents have used the car scheme and 6 are regular users of the bus scheme. It was agreed to make a donation of £250.

17. Chairman's time

This year's Xmas event takes place on 2nd December from 6pm and Cllr Munford is leading on the tree, lights and other logistics. It was agreed to make a donation from the proceeds to Ivybridge food bank and we would ask Nicky Dollard from Delamore (who donates the tree) to switch on the lights.

AP11/Nov 23 – Clerk to order Xmas event food as per last year.

18. Planning applications

Yadsworthy Farm – supported by the council

The Old Clergy (2 applications) – no comment by the council

19. Finance

The latest figures as of 7th November were tabled and reproduced below. There is an issue with the council needing to claim backdated VAT and up to £300 needs to be set aside for a book keeper to do this for the council. The Chair requested that this be an item on December agenda.

AP12/Nov23 – Clerk to ensure claimed back VAT appears on the December 2023 agenda.

Payments to be authorised as of 07-11-2023

Payee	Goods/Service	Amount (£)
PlusNet	Broadband	32.28
Rattery Sawmill	Gate for village hall car park	178.20
PKF Littlejohn	Financial auditing services	378.00
Adobe	Subscription	19.97
Michelmores Hughes	Lutton playpark annual rent	200.00
Lee Grant	Laptop & ancillaries	429.45
SHDC	Cornwood playpark inspection	264.60
SHDC	Lutton playpark inspection	264.60
Metalcraft	Handrail for public toilet (deposit)	210.00

Receipts as of 07-11-2023

Payor	Goods/Services	Amount (£)
Lloyds	Interest	8.46
Lloyds	Interest	41.84
South Hams DC	Precept	13,660.00

Bank Balance as of 07-11-2023

Treasurer's Account	2,934.80
Savings Account	7,200.84
Special Savings Account *	45,489.65
Total	55,625.29

* of which is £16,162.94 ring fenced for public toilets.

* of which £493.39 is ring fenced for P3 (footpaths).

* of which £200 is ring fenced for Lutton play park picnic bench.

* of which £422 is held for the Community Tree Nursery.

* of which £1301.25 is ring fenced for DAA night landing site.

20. Next Meeting – Tuesday 5th December 2023 in the Village Hall at 7.30pm.

Action point summary from the council meeting on 7th November 2023

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