



St MINVER LOWLANDS PARISH COUNCIL
MINUTES OF THE COUNCIL MEETING
HELD IN THE COUNCIL CHAMBER, ROCK METHODIST CHURCH
ON TUESDAY, 8th MAY 2012 @ 7.30pm

Present: Cllr. Gilbert (Meeting Chairman) Cllr. Blewett Cllr. Mrs Gibson
 Cllr. Gisbourne (PC/CC) Cllr. Mrs Morgan Cllr. Strong
 Cllr. Taper Mrs Thompson (Clerk)

Minute	AGENDA ITEMS	Action
54/2012	<p><u>Meeting Chairman</u> – in the absence of both the Chairman and Vice Chairman, it was RESOLVED to elect Cllr. Miss Gilbert to the Chair.</p> <p>Cllr. Gisbourne will join the Meeting later. He is attending Highlands' Council Meeting first.</p>	
	<p><u>Chairman's Welcome and Public Forum</u> – Cllr. Gilbert welcomed those present, with a particularly warm welcome to Mr Sam Williams of St Minver Football Club.</p> <p>Mr Williams addressed Members, regarding the Football Club's proposals for advertising boards, which are to go on the front of the changing rooms. It is anticipated that the boards will be installed around the beginning of June. He assured Members they would be kept clean.</p>	
55/2012	<p><u>Election of Chairman</u> – it was unanimously RESOLVED to elect Cllr. Mrs Mould as Chairman for 2012/13.</p>	
56/2012	<p><u>Election of Vice Chairman</u> – it was unanimously RESOLVED to elect Cllr. Mrs Webb as Vice Chairman for 2012/13.</p>	
57/2012	<p><u>Acceptance of Office</u> –</p> <p>a. <i>Chairman</i> – Cllr. Mould to sign her Acceptance of Office form at the June Council Meeting.</p> <p>b. <i>Vice Chairman</i> – Cllr. Webb to sign her Acceptance of Office form at the June Council Meeting.</p>	<p>Cllr. Mould</p> <p>Cllr. Webb</p>
58/2012	<p><u>Council Committees/Appointments to Outside Bodies</u> – it was RESOLVED to make the following appointments:</p> <p>a. <i>Emergency Officer</i> – Cllr. Mould.</p> <p>b. <i>Footpaths Liaison</i> – Cllr. Mould.</p> <p>c. <i>Highways Liaison</i> – Cllr. Mould.</p> <p>d. <i>Playing Fields Committee</i> – Cllrs. Gibson, Gilbert, Morgan and Webb.</p> <p>e. <i>Older Children's Play Area / Community Building Working Party</i> – Cllrs. Mould, Gibson, Gilbert, Gisbourne and Webb.</p> <p>f. <i>Police Liaison</i> – Cllr. Gilbert.</p> <p>g. <i>St Minver Cemetery Committee</i> – Cllrs. Gibson, Mould and Morgan.</p> <p>h. <i>St Minver Pre-School Liaison</i> – Cllr. Gibson.</p>	

	<ul style="list-style-type: none"> i. <i>St Minver Football Club Liaison</i> – Cllr. Mould. j. <i>Tree Officer</i> – Cllr. Gibson. 	
59/2012	<u>Apologies for Absence</u> – Cllrs. Mould, Rathbone and Webb (all on leave). Cllr. Morgan was not present.	
60/2012	<u>Members' Declarations:</u> <ul style="list-style-type: none"> a. <i>Declarations of Interest, in Accordance with the Agenda</i> – Cllr. Gilbert in 67c/2012 b. <i>Declarations of Gifts over £25</i> – none 	Clerk to record
61/2012	<u>Minutes of Meetings:</u> <ul style="list-style-type: none"> a. <i>Full Council Meeting</i> – 2nd April 2012, AGREED as a true record. b. <i>Planning Meeting</i> – 16th April 2012, AGREED as a true record. 	
62/2012	<u>Outside Bodies/Reports</u> – <ul style="list-style-type: none"> a. <i>Police</i> – PC Taylor was not present. b. <i>Community Speed Watch</i> – Minute 43b/2012 refers. Ms Elaine Hartley, Devon & Cornwall Police had failed to attend the meeting arranged for Thursday, 19th April 2012. It was RESOLVED to review the material sent by Ms Hartley and discuss this further at the June Meeting. The Clerk to resend the documents. c. <i>County Council</i> – Cllr. Gisbourne was not present at this point. d. <i>St Minver Highlands Parish Council</i> – copies of the March and April Minutes were made available to the Meeting. e. <i>Padstow Harbour Commission</i> – a copy of the March Minutes were made available to the Meeting. The Harbour Master is on paternity leave and Cllr. Blewett has, therefore, not been able to speak to him, regarding a possible extension to the Rock car park. f. <i>Community Network Meeting</i> – meeting scheduled for 28th June 2012. Cllr. Morgan arrived at this point. 	Clerk
63/2012	<u>Planning Applications</u> – <ul style="list-style-type: none"> a. <i>PA12/01531, Sharps Brewery, Pityme Ind. Est.</i> – proposed construction of extension to provide temperature controlled warehouse, new boiler house and staff amenities. New security gatehouse, staff parking and additional fermentation vessels. It was RESOLVED to defer a decision until the acoustic and odour reports are available. b. <i>PA12/02715, Falcons, Rock Road, Rock</i> – change of use of existing garage into residential home office. NO OBJECTION. c. <i>PA12/03920, Petra, Dunders Hill, Polzeath</i> – proposed mezzanine and alterations. NO OBJECTION. 	
64/2012	<u>Other Planning Matters</u> – <ul style="list-style-type: none"> a. <i>Neighbourhood / Local Development Plan</i> – Minute 45a/2012 refers. Notes of the Meeting held on 23rd April were previously circulated. Next Meeting scheduled for 14th May 2012. 	
65/2012	<u>Environmental Matters</u> <ul style="list-style-type: none"> a. <i>Public Conveniences</i> – Minute 47c/2012 refers. Dealt with at the April Planning Meeting. b. <i>Rock Toilets</i> – Minute 47d/2012 refers. A copy of an email from Mr Richard Halliday, Duchy of Cornwall Officer was previously circulated to Members. 	

	<p>c. <i>New Waste Collection Regime</i> – Minute 47g/2012 refers. No response had been received from Cory, to Members’ request that the collection day of Tuesday be changed and that the whole of Trebetherick have their waste collected on the same day. Cllr. Gisbourne to be asked to look into whether this is possible.</p> <p>d. <i>Overgrown Hedges</i> – Minute PL23/2012 refers.</p> <ul style="list-style-type: none"> • <u>Gull Rock</u> – Mr Robert Hancock, Cormac has written to the owners. In view of this, the Clerk has not contacted the agents. • <u>Pendragon</u> – a letter has been sent to the owners, requesting the hedge is cut back to reveal the yellow lines and prevent the hedge from ‘catching’ high-sided vehicles. <p>e. <i>Grass Verge Cutting</i> – Minute PL26c/2012 refers. Mr David Barnes advises the grass verges were cut exactly the same as usual. However, due to the early growth and no cut being carried out in March, the grass was twice the usual length and meant that it didn’t mulch in as well. He says that after the next cut it will mulch in much better. If not Members may need to consider having the dead grass raked and removed.</p> <p>f. <i>Public Rights of Way</i> – it was RESOLVED to accept an offer of £1,672 to maintain the footpaths for 2012. The Clerk to action.</p> <p>g. <i>St Minver Cemetery Committee</i> – the new Chairman is Mrs Angie Morgan and Vice Chairman Mr Brian Lane. A copy of their 2012/13 accounts will be forwarded, when available.</p> <p>It was AGREED to offer the Cemetery Committee access to place their Minutes, etc. on the Council’s website. Cllr. Morgan will raise this with the Cemetery Committee. The Clerk to check the logistics with Mr Lawrence.</p>	<p>Cllr. Gisbourne</p> <p>Clerk</p> <p>Cllr Morgan / Clerk</p>
66/2012	<p><u>Trewint Playing Fields</u> –</p> <p>a. <i>Young Children’s Play Area</i> – Minute 48a/2012 refers. Cllr. Gilbert said there is a minor problem, which she will speak to the suppliers about. She reported the fortnightly H&S inspection reports were in order.</p> <p>Noted Mr Mineer has infilled the pit outside the play area.</p> <p>b. <i>Older Children’s Play Area / Community Building</i> – Minute 48b/2012 refers. Cllr. Gilbert reported the Scouts and Brownies are to be asked to reaffirm their support. A business plan will then be compiled.</p>	Cllr. Gilbert
67/2012	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – schedule No.2012-13-02, to a value of £2,949.73 were APPROVED for payment. It was, however, not possible to sign the cheques as there was only bank signatory present.</p> <p>b. <i>Asset Register</i> – Minute 49c/2012 refers. The figures given under ‘Items Insured’ have been checked against the insurance policy and are correct.</p> <p>c. <i>End of Year Accounts</i> – Cllr. Strong queried the layout of the Receipts and Payments account. The Clerk will change this for 2013. The Internal Auditor had not raised any issues of concern. The Chairman must sign the Annual Return to the Audit Commission. As she was not present, it was AGREED to defer accepting the accounts until the May Planning Meeting.</p> <p>d. <i>Camel Estuary Youth Sailing Charity</i> – it was AGREED to make a donation of £150. The Clerk to raise a cheque.</p> <p>e. <i>St Minver School PTA</i> – Cllr. Gilbert declared an interest and left the room; Cllr. Morgan, too, declared an interest. It was AGREED to make a donation of £250 for the ‘Fun Run’. The Clerk to raise a cheque.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
68/2012	<p><u>Administration</u> –</p> <p>a. <i>QEII Jubilee Celebration</i> – Minute 50a/2012 refers. Cllr. Gilbert reported that materials (bunting, flags, etc) had been ordered.</p>	

	<p>b. <i>Council Printer</i> – the Clerk explained that she did a lot of printing at home on her personal printer; with the result that the ‘use by date’ on the ink cartridges for the Council’s printer had expired before they had been used up. It was RESOLVED that the Council’s printer would be housed in the Chairman’s home and that she would print agenda papers, etc. Cllr. Gisbourne arrived at this point.</p> <p>c. <i>List of Communications Received</i> – Minute PL36/2011 refers. The Clerk apologised, she was unable to report, regarding the number/type of communications received from CC. She will report to the November Meeting.</p> <p>d. <i>Empowering Parish Councils</i> – Members considered an email (previously circulated), from Mr Steve Shaw, LocalWorks, seeking their support in lobbying government to make the necessary regulations to enable the Sustainable Communities Act Amendment Act of 2010. Members declined to take any further action.</p> <p>e. <i>Review of Polling Districts and Polling Places</i> – Members confirmed they are happy with the current arrangements. The Clerk to advise CC.</p> <p>f. <i>Code of Conduct</i> – Ms Sue Gilbert, CC Legal Secretary has sent a copy of the draft Code of Conduct, on which Members had no comments. Details previously circulated via email.</p> <p>g. <i>Historical Records</i> – a number of documents, previously stored in the Council Chamber cupboard, are to be deposited with Cornwall Records Office. The Clerk reported she was waiting for Mrs Hyland to review the documents relating to Highlands.</p>	<p>Cllr. Mould / Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
69/2012	<p><u>Documentation</u> –</p> <p>a. <i>Affordable Housing in Cornwall</i> – summary report, compiled by CRCC for CC, on request. Cllr. Gibson requested a copy.</p> <p>b. <i>Authority Matters</i> – Police Authority e-newsletter. Previously circulated.</p> <p>c. <i>Localism Newsletter</i> – April 2012. Previously circulated to Members.</p>	Clerk
70/2012	<p><u>Diary Dates</u> –</p> <p>a. <i>Full Council Meeting</i> – Wednesday, 6th June 2012. Cllrs. Gibson, Morgan and Strong gave their apologies.</p> <p>b. <i>Parish Meeting</i> – 22nd May 2012 at 7pm. Cllr. Strong gave his apologies.</p> <p>c. <i>Planning Meeting</i> – 22nd May 2012, following the Parish Meeting. Cllr. Strong left the Meeting at this point.</p> <p>d. <i>Planning Training</i> – Members are reminded of the following:</p> <ul style="list-style-type: none"> • <u>Localism Bill & Neighbourhood Planning</u> – 17th May 2012, 7-9pm, in the Trelawney Room, County Hall, Truro. Cllr. Taper booked to attend. • <u>Affordable Housing</u> – 22nd May 2012, 7-9pm, Dragon Centre, Lostwithiel Road, Bodmin. Cllr. Gilbert booked to attend. <p>e. <i>Cornwall Renewable Energy Show</i> – Thursday, 26th and Friday, 27th July 2012, 9am – 5pm, Gaia Centre, Delabole. Free entry.</p>	
71/2012	<p><u>Information Only/Future Agenda Items</u> –</p> <p>a. <i>River Trip</i> – Cllr. Blewett offered to take Members on a trip to view the parish from the river. He will liaise with the Clerk, regarding a date/time.</p>	

Signature: (Cllr. Mrs Carol Mould)
Chairman

Date: 6th June 2012