



St MINVER LOWLANDS PARISH COUNCIL

MINUTES OF THE ANNUAL COUNCIL MEETING

AND THE FULL COUNCIL MEETING

HELD IN THE COUNCIL CHAMBER, ROCK METHODIST CHURCH

ON TUESDAY, 7th MAY 2013 @ 7.30 pm

Present	Cllr. Mrs Mould (Chairman)	Cllr. Blewett	Cllr. Mrs Gibson
	Cllr. Miss Gilbert	Cllr. Gisbourne	Cllr. Mrs Morgan
	Cllr. Rathbone	Cllr. Strong	Cllr. Taper
	Cllr. Mrs Webb	County Cllr. Penny	Mrs Thompson (Clerk)

Minute	AGENDA ITEMS	Action
55/2013	<u>Election of Chairman</u> – it was unanimously RESOLVED to elect Cllr. Mrs Mould as Chairman for 2013/14.	
	<p><u>Chairman's Welcome and Public Forum</u> – the Chairman welcomed those present with a particularly warm welcome to Mr Forbes and County Cllr. Penny.</p> <p>Mr Forbes spoke regarding agenda item 63c/2013, to which he objected. He pointed out this is a small chalet development, which has been sympathetically landscaped. He said the proposed deck would tower some 9 foot over the adjacent public footpath. The deck would overlook bedrooms in two adjacent chalets. There was also the possibility that it would hinder pedestrians, using the path. If planning permission is granted for decking on this particular chalet, it will be very prominent and domineering.</p>	
56/2013	<u>Election of Vice Chairman</u> – it was unanimously RESOLVED to elect Cllr. Mrs Webb as Vice Chairman for 2013/14.	
57/2013	<p><u>Acceptance of Office</u> –</p> <ol style="list-style-type: none"> <i>Chairman</i> – Cllr. Mould duly signed her Acceptance of Office form. <i>Vice Chairman</i> – Cllr. Webb duly signed her Acceptance of Office form. <i>All Members</i> – as this is the start of a new term of office, all other Members signed their Acceptance of Office forms at the start of the meeting. 	
58/2013	<p><u>Council Committees/Appointments to Outside Bodies</u> – the following appointments were made. The Clerk to arrange an update for the website.</p> <ol style="list-style-type: none"> <i>Emergency Officer</i> – Cllr. Mould was elected to this post for 2013/14. <i>Footpaths Liaison</i> – Cllr. Mould was elected to this post for 2013/14. <i>Highways Liaison</i> – Cllr. Gibson was elected to this post for 2013/14. <i>Playing Fields Committee</i> – Cllrs. Gibson, Gilbert, Morgan and Webb were elected to this Committee for 2013/14. <i>Community Building Working Party</i> – Cllrs. Mould, Gibson, Gilbert, Gisbourne and Webb were elected to this Working Party for 2013/14. <i>Police Liaison</i> – Cllr. Gilbert was elected to this post for 2013/14. 	Clerk

	<p>g. <i>St Minver Cemetery Committee</i> – Cllrs. Gisbourne, Mould and Morgan were elected to this Committee for 2013/14.</p> <p>h. <i>St Minver Pre-School Liaison</i> – Cllr. Gilbert was elected to this post for 2013/14.</p> <p>i. <i>St Minver Football Club Liaison</i> – Cllr. Gibson was elected to this post for 2013/14.</p> <p>j. <i>Tree Officer</i> – Cllr. Gibson was elected to this post for 2013/14.</p>	
59/2013	<u>Apologies for Absence</u> – none.	
60/2013	<p><u>Members' Declarations</u> –</p> <p>a. <i>Pecuniary/Registerable Declarations of Interests</i> – none. Members were reminded of the need to complete their Register of Financial Interests form. The Clerk to submit the same to Cornwall Council.</p> <p>b. <i>Non-Pecuniary/Disclosable Interests</i> – Cllr. Gilbert in Minute 67d/2013 and Cllr. Mould in 63b /2013.</p> <p>c. <i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds.</p>	Clerk
61/2013	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 2nd April 2013, AGREED as a true record.</p> <p>b. <i>Planning Meeting</i> – 15th April 2013, AGREED as a true record.</p>	
62/2013	<p><u>Outside Bodies/Reports</u> –</p> <p>a. <i>Police</i> – PC Taylor sent his apologies. The Police report to be dealt with at the Parish Meeting.</p> <p>b. <i>County Council</i> – the Chairman welcomed County Cllr. Andy Penny and congratulated him on being successful in the recent CC election.</p> <p>c. <i>St Minver Highlands Parish Council</i> – a copy of their March Minutes were made available to the Meeting. The April Minutes had not been received.</p> <p>d. <i>Padstow Harbour Commission</i> – a copy of their March Minutes were made available to the Meeting. Various items, relating to Rock, including an extension to the opening times of the public toilets on Rock car park was read to the meeting. The Clerk to forward details of a cleaning company who are able to open and close WCs.</p> <p>e. <i>Community Network Meeting</i> – Cllr. Mould reported the last meeting centred on the Neighbourhood Development Plans. St Minver and Wadebridge are leading the way in creating these plans.</p>	Clerk
63/2013	<p><u>Planning Applications</u> –</p> <p>a. <i>PA13/01179, Westward House, Rock</i> – proposed extension to annexe comprising of garage/storage area/2 bedrooms to form new dwelling/garage. The Clerk reported that she had not received the application, but had requested a copy and a time extension to 20th May to deal with it.</p> <p>b. <i>PA13/01902, Stoptide House, Rock</i> – construction of extension to kitchen & provide new dining room. Cllr. Mould declared an interest. NO OBJECTION.</p> <p>c. <i>PA13/03097, 13 Little Treverrow, Rock</i> – proposed deck. OB JECT on the grounds of over development of the site, and that it would create a noise nuisance. There is also the problem of overlooking neighbouring properties. The supporting post of the decking is so close to the adjacent footpath, it could represent an H&S hazard to pedestrian safety, particularly on a winter evening – there being no street lighting in the area. Because of the elevated position of the deck, Members feel it would create an unacceptable visual impact to the detriment of the whole development.</p>	Clerk

	d. <i>PA13/03283, Plot adj. to 53 Little Trelyn, Rock</i> – construction of four bedroom detached house and garage. NO OBJECTION .	
64/2013	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Neighbourhood / Local Development Plan</i> – Minute 47a/2013 refers. Cllr. Mould reported the next public consultation event was scheduled to be held on Saturday, 18th May from 10am-4pm and Monday, 20th May from 10am-4pm in the Perceval Institute. CC's Core Strategy is currently out for consultation.</p> <p>b. <i>PA13/01386, Rosemayne Cottage</i> – Cllr. Mould reported that the case officer, Mr Lyndon Westlake, has had the reports back from the environment and highways departments and they had no problems with the application and he wants to take a delegated decision. Members were unhappy with this and still had considerable concerns about the access on the blind corner and potential flooding issues, caused by the adjacent stream. Cllr. Gisbourne pointed out Members' hands are tied because environment and highways had no concerns with the proposal. It was RESOLVED to request that the application be put to CC's Planning Committee for determination. The Clerk to provide details to Cllr. Penny. It was further AGREED that Cllr. Gisbourne or Cllr. Mould will represent the Parish Council at CC's planning meeting.</p>	Clerk
65/2013	<p><u>Trewint Playing Fields</u> –</p> <p>a. <i>Young Children's Play Area</i> – Minute 49a/2013 refers. Cllr. Gilbert reported the repairs to the 'elastic pyramid' are in hand. There were no problems with the fortnightly H&S inspection reports.</p> <p>b. <i>Older Children's Play Area / Community Building</i> – Minute 49b/2013 refers. Cllr. Mould reported a meeting had been held. The Football Club now had sufficient funds to re-orientate the playing pitch. Cllr. Gisbourne confirmed that planning permission is needed for the fencing because of its height.</p>	
66/2013	<p><u>Environmental Matters</u> –</p> <p>a. <i>Commercial Lease, Polzeath Beach</i> – Minute 50a/2013 refers. County Cllr. John Pollard had sent a standard acknowledgement, regarding CC's tender process. No further information was available.</p> <p>b. <i>Porthilly Lane Footpath</i> – Members considered a complaint that the footpath is being used as a means to launch water craft. It had been established that the damaged gate belongs to SW Water. It was RESOLVED to contact the company and request the gates are re-instated and to write to the landowner to inform him of the situation.</p> <p>c. <i>Estuary Estates, Trebetherick</i> – Cllr. Strong reported the 'speed awareness sign' had been removed, but the pole remains. The Clerk to contact the TRA and then Highways, with a view to having it removed.</p>	Clerk Clerk
67/2013	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – schedule No.2013-14-02 to a value of £3,192.69 were APPROVED for payment.</p> <p>b. <i>End of Year Accounts</i> – the Internal Auditor had completed her check of the 2012/13 accounts and there were no issues. It was RESOLVED to accept the accounts. The Clerk to submit them to the Audit Commission.</p> <p>c. <i>Members' Allowance</i> – Members RESOLVED not to claim an allowance, i.r.o. their roll as a Parish Councillor. Cllr. Taper abstained.</p> <p>d. <i>Funding Request</i> – the following requests were considered:</p> <ul style="list-style-type: none"> • <u>St Minver Pre-School</u> – grant requested to finish their outside flooring area. It was felt that the peppercorn rent could be viewed as our contribution and with the other calls on council funds, Members were unable to assist at this time. 	Clerk Clerk

	<ul style="list-style-type: none"> • <u>Police Mobile 'Phone</u> – contribution of £25 requested to PC Taylor's mobile 'phone costs. Members felt unable to make a contribution. • <u>25th St Minver Fun Run</u> – it was RESOLVED to make a grant of £250 towards this year's event, to be split between local organisations. The Clerk to request that a proposal, setting out where the money is to be spent, should be provided in future years. <p>It was further RESOLVED that in future budgets there would be one figure allocated to grants.</p> <p>Cllr. Gibson left the meeting at this point.</p> <p>e. <i>PROW Grant</i> – it was RESOLVED to accept the grant offer from CC, for £1,672 to cut the vegetation on the parish footpaths.</p>	Clerk Clerk Clerk Clerk
68/2013	<p><u>Documentation</u> –</p> <p>a. <i>Town & Parish Newsletter</i> – edition 14 previously emailed.</p> <p>b. <i>Clerks & Councils Direct</i> – May 2013 newsletter. Taken by Cllr. Mould.</p>	
69/2013	<p><u>Diary Dates</u> –</p> <p>a. <i>Full Council Meeting</i> – 3rd June 2013.</p> <p>b. <i>Planning Meeting</i> – 20th May 2013.</p> <p>c. <i>Parish Meeting</i> – Monday 20th May 2013 (prior to the Planning Meeting).</p> <p>d. <i>Clerk's Leave</i> – 21st to 28th May 2013.</p> <p>e. <i>Beach Clean Up</i> – the beach to be cleaned is in Highlands' area. The Clerk to advise the organisers.</p> <p>f. <i>CALC Training and Events</i> –</p> <ul style="list-style-type: none"> • <u>Councillor Skills Day</u> – sessions will include roles and responsibilities, understanding council procedures, the Code of Conduct and law affecting first tier councils. An induction event for new Members. Cost £50+VAT per delegate with 15% discount for 3 or more delegates per council. <ul style="list-style-type: none"> • 20th July 2013, 10am – 4pm, Epiphany House, Truro. • 14th September 2013, 10am – 4pm, Room 2/3 Parkhouse Centre, Bude. • <u>Chairmanship Training</u> – session is an introduction to basic chairman ship skills, chairing difficult meetings, the use of the casting vote and the role of the Chairman outside of council meetings. Cost £20+VAT per delegate with 10% discount for 3 or more delegates per council. <ul style="list-style-type: none"> • 15th July 2013, 7-9pm, Redruth Town Council Offices. • 17th July 2013, 7-9pm, Shire House Suite, Bodmin Town Council 	Clerk
70/2013	<p><u>Information Only/Future Agenda Items</u> –</p> <p>a. Nil.</p>	

Signature: (Cllr. Mrs Carol Mould)
Chairman

Date: 3rd June 2013