



St MINVER LOWLANDS PARISH COUNCIL
MINUTES OF THE FULL COUNCIL MEETING
HELD IN THE COUNCIL CHAMBER, ROCK METHODIST CHURCH
ON MONDAY, 7th OCTOBER 2013 @ 7.30 pm

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

Minute	AGENDA ITEMS	Action
	<u>Chairman's Welcome and Public Forum</u> – in the absence of the Chairman, the Vice Chairman took the Chair and welcomed those present.	
122/2013	<u>Apologies for Absence</u> – Cllr. Mould (leave).	
123/2013	<u>Members' Declarations</u> – a. <i>Pecuniary/Registerable Declarations of Interests</i> – none. b. <i>Non-Pecuniary/Disclosable Interests</i> – none. c. <i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds. d. <i>Dispensations</i> – there were no requests for dispensations.	
124/2013	<u>Minutes of Meetings</u> – a. <i>Full Council Meeting</i> – 2 nd September 2013, AGREED as a true record. b. <i>Planning Meeting</i> – 16 th September 2013, AGREED as a true record.	
125/2013	<u>Outside Bodies/Reports</u> – a. <i>Police</i> – PCSO Claire Drennan spoke to her written report (copy on file) and gave PC Taylor's apologies. The two thefts listed remain undetected and were from building sites. She was thanked for attending. <i>Insight Patrol</i> – an opportunity for members to spend an evening or daytime with a response officer from Bodmin to get an insight into the incidents we deal with amongst other matters. PS Moorcroft is the contact. Details previously circulated via email. Cllrs. Gibson and Gilbert will attend. b. <i>County Council</i> – Cllr. Andy Penny had nothing to report, other than what is on the agenda. c. <i>St Minver Highlands Parish Council</i> – a copy of their August Minutes were made available to the Meeting. There was a suggestion (in Highlands' Minutes) to re-instate the Polzeath Partnership meetings between CC, Lowlands and Highlands. d. <i>Padstow Harbour Commission (PHC)</i> – a copy of their August Minutes were made available to the Meeting. <i>Rock Car Park</i> – Cllr. Blewett had given his report to the September Planning Meeting.	

	<p>e. <i>Community Network Meeting</i> – in Cllr. Mould’s absence there was no report, of the meeting held on 12th September 2013. Deferred to the November meeting. Cllr. Gilbert will enquire as to why the Wadebridge Network Meeting Minutes are not on CC’s website.</p> <p><i>Consultation Document</i> – previously circulated via email. Cllr. Penny said the Network Meetings are not well attended and Members are being invited to consider the future/format of the Community Networks. It was suggested that, perhaps, the officers should attend parish council meetings. This would add to the officers’ expenses. Members felt the meetings are a ‘talking shop’ and matters raised are rarely followed up by CC Officers and are unnecessary.</p>	<p>Cllr. Gilbert</p> <p>Clerk</p>
126/2013	<p><u>Planning Applications</u> –</p> <p>a. <i>PA13/07920, Radoon, Rock</i> – application for works to trees subject to a Tree Preservation Order – shortening several longer limbs of Macrocarpa trees (T2 and T4) by approximately one third or back to suitable growth points. NO OBJECTION provided the Tree Officer has no objection.</p> <p>b. <i>PA13/08047, Trelawney House, Rock Road, Rock</i> – application for works to a tree subject to a tree preservation order. Felling of copper beech. Members can see no valid reason to fell the tree and request that the tree officer visits the site to ascertain the position.</p> <p>c. <i>PA13/08226, Camelot Cottage, Rock</i> – bathroom addition and change of use of garage/studio to annex. NO OBJECTION as long as it is tied to Camelot Cottage.</p> <p>d. <i>PA13/08347, Meadow Garth, Worthy Hill, Trebetherick</i> – demolition of existing and construction of replacement dwelling. NO OBJECTION.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
127/2013	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Neighbourhood Development Plan</i> – Minute 113a/2013 refers. Mr Robert Lawrence will attend the next NDP meeting, to give an analysis of the questionnaire responses. These will be made available to the public on the website and at a public event on 25th November 2013.</p> <p>b. <i>PA12/05208, Pinewood, Polzeath</i> – the condition on the consent requires the removal of the barrier and its replacement within 6 months of the date of the decision which was 3rd May 2013, i.e. 3rd November 2013. To be monitored and deferred to the November Full Council Meeting.</p>	
128/2013	<p><u>Environmental Matters</u> –</p> <p>a. <i>Polzeath Public Conveniences</i> – Minute 111b/2013 refers. A meeting with Mr Jon James, CC had been held on Monday 30th September and costings provided today. It was AGREED to defer this to the Planning Committee meeting, to give Members an opportunity to study the figures. Mr James had said the total cost for running the three WCs was £65K, but the document received today states £55K. The Clerk to seek clarification.</p> <p>b. <i>Daymer Lane Footpath</i> – repairs to the boardwalk had been carried out by an unknown person.</p> <p>c. <i>Footpath No.547/3/1 St Moritz Hotel to Greenaway</i> – the path is steep and narrow and collects flood water, resulting in erosion leaving the path in quite a dangerous condition. Cllr. Strong said that the solution is to make long steps, which would slow the flow of water. The Clerk to report this to CC.</p>	<p>Planning Meeting</p> <p>Clerk</p> <p>Clerk</p>
129/2013	<p><u>Highways Matters</u> –</p> <p>a. <i>Rock Road Traffic Management Improvements</i> – Minute 114a/2013 refers. Former County Cllr. Gisbourne reported that he had been told the cost of the consultation on the Rock Road improvements and the installation of the yellow lines cost £16,600. The Pityme footway cost £7,000. The Clerk to request that this is put formally in writing. Cllr. Gisbourne to provide the contact details.</p>	<p>Clerk</p> <p>Cllr. Gisbourne</p>

	<p>b. <i>Pole, Trebetherick</i> – Minute 114b/2013 refers. Cllr. Strong reported the pole had been removed by Highways.</p>	Information
130/2013	<p><u>Trewint Playing Fields</u> –</p> <p>a. <i>Young Children’s Play Area</i> – Minute 115a/2013 refers. Cllr. Gilbert reported there were no problems. The H&S inspection reports were unavailable. Cllr. Strong said he understood that the inspections should be carried out fortnightly. The Clerk to check the paperwork to ensure this is the case.</p> <p>b. <i>Playing Field / Community Building</i> – Minute 115b/2013 refers. Ms Julie Sellars, CC Income Manager advised that the Football Club currently receives 100% small business rate relief. This may or may not apply in 2014/15 – a decision from the government is awaited. If it doesn’t apply then under new guidelines the Club, as a not for profit sports club, could be awarded a maximum 75% discretionary rate relief.</p>	Clerk
131/2013	<p><u>Administration</u> –</p> <p>a. <i>St Minver Fun Run</i> – Cllr. Gilbert reported the Fun Run raised £1,600 and £175 was given to four Groups: St Minver Pre-school who wanted to purchase a new shed to store their outside toys; the Scouts, Cubs and Beavers who will use the money to patch up the Scout hut; the Brownies and the Rainbows. The balance went to the school.</p>	
132/2013	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – it was RESOLVED to sign up to a long-term agreement with our Insurance Brokers to 30th September 2016, in order to take advantage of a 5% reduction in the cost of the annual premium. Schedule No.2013/14-7, to a value of £5,993.61 was APPROVED for payment.</p> <p>It was AGREED to make a donation of £50 to the St Minver Silver Band for attending the Summer Fete.</p> <p>b. <i>Budget Monitor</i> – copy previously circulated. Members had no issues with the Budget report. The line ‘Dog Control Orders’ was deleted from the budget.</p> <p>c. <i>Risk Assessment</i> – it was RESOLVED to accept the following revised risk assessments:</p> <ul style="list-style-type: none"> • <i>Council Chamber</i> – copy previously circulated. • <i>Trewint Playing Field / Bottle Bank</i> – copy previously circulated. • <i>Financial Risks</i> – copy previously circulated. The risk for financial embezzlement to be reduced from medium to low. <p>Cllr. Taper raised the question of a service level agreement for the website. There was also the need for an offsite back-up of the Clerk’s computer. To be discussed with Mr Robert Lawrence.</p> <p>d. <i>Asset Register</i> – revised copy previously circulated. Cllrs. Strong and Morgan will study the revised Asset Register. For further discussion at the November meeting.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllrs Strong / Morgan</p>
133/2013	<p><u>Documentation</u> –</p> <p>a. <i>Police and Crime Commissioner Small Grant Scheme</i> – available to community and other local organisation that can show that they are undertaking actions that can have a positive impact helping people feel safer and reducing crime and anti social behaviour. Apply to: pccsmallgrantscheme@gmail.com.</p> <p>b. <i>The Clerk Magazine</i> – September 2014.</p> <p>c. <i>Cornwall and West Devon Mining Landscape World Heritage Site</i> – progress reports, January to June 2013, see web pages: http://www.cornwall.gov.uk/default.aspx?page=27274 for details.</p>	

	<p>d. <i>AONB Chairman</i> – applications for the post of Chairman are invited by 9th October 2013. More information on: http://www.cornwallaonb.org.uk/aonb-partnership-chairperson-sought</p> <p>e. <i>Superfast Broadband</i> – Cornwall Development Co. has funding available for businesses that are making changes to the company, which are based on the use of superfast broadband. Grants from £1,000 up to £50,000. See: www.superfastcornwall.org/fund, or ring 01209-311104.</p>	
134/2013	<p><u>Diary Dates</u> –</p> <p>a. <i>Cornwall Community Flood Forum Conference</i> – Thursday, 10th October 2013, St Austell One Stop Shop, 9.30am – 3.30pm. Details previously emailed.</p> <p>b. <i>Community Emergency Plan</i> – to outline the benefits of producing an local emergency plan. Various venues and dates. Details previously emailed.</p> <p>c. <i>Society of Local Council Clerks</i> – AGM, Friday, 18th October 2013, 2pm, The Paris Suite, Hinckley Island Hotel, Leicestershire.</p> <p>d. <i>Police and Crime Commissioner, Public Surgery</i> – Tuesday, 22nd October 2013, 1330-1700, Bodmin Town Council Offices. To book a 20-minute slot with Mr Tony Hogg, Police Commissioner: telephone 01392 225555 or Email: opcc@devonandcornwall.pnn.police.uk. Details previously emailed.</p> <p>e. <i>Community Energy Workshop</i> – 30th October 2013, 9.15 – 16.30, Environment & Sustainability Institute, Penryn Campus, Penryn. Details previously emailed.</p>	
135/2013	<p><u>Information Only/Future Agenda Items</u> –</p> <p>a. <i>Dingles Way</i> – future agenda.</p>	
136/2013	<p><u>Closed Session</u> – in view of the confidential nature of the business about to be transacted, namely quotations for work and the Clerk's salary, it was RESOLVED that it is advisable in the public interest that the press and public be temporarily excluded and they were instructed to withdraw.</p>	
137/2013	<p><u>Quotations</u> – Members considered quotations for:</p> <p>a. Removal of buddleias on the verge by the petrol station. A decision to be deferred to the November meeting. In the interim a site visit is to be made.</p> <p>b. Electrical Repairs and PAT Testing of St Minver Playing Field Football pavilion and toilet block, at a cost of £320+VAT was ACCEPTED.</p>	Clerk
138/2013	<p><u>Clerk's Salary</u> – the Clerk left the Meeting at this point. Members RESOLVED unanimously to increase the Clerk's salary to National Joint Council's Scale Point 22, backdated to 1st September 2013, when a salary review was first requested by the Clerk.</p>	
139/2013	<p><u>Meeting Closed</u> – 9.13 pm.</p>	

Signature: (Cllr. Mrs Mould)
Meeting Chairman

Date: 4th November 2013