



St MINVER LOWLANDS PARISH COUNCIL
MINUTES OF THE FULL COUNCIL MEETING
HELD IN THE COUNCIL CHAMBER, ROCK METHODIST CHURCH
ON MONDAY, 2nd DECEMBER 2013 @ 7.30 pm

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

Minute	AGENDA ITEMS	Action
	<p><u>Chairman's Welcome and Public Forum</u> – the Chairman welcomed those present with a particularly warm welcome to members of the public.</p> <p>Mr Ian Armstrong addressed Members regarding a plot of potential development land, off Rock Road. A site meeting had been held earlier in the week. He circulated a revised plan, which included the requested flats, plus five open-market dwellings and a cycle track. Discussions had yet to be held with CC's affordable housing officers. Cllr. Mould said she still had a problem with the access and the resulting traffic conflict. Cllr. Webb said each flat would need two parking spaces. Mr Armstrong said a topographical study would be undertaken and it is hoped to be able to submit an outline planning application in the Spring. He was thanked for attending.</p>	
158/2013	<p><u>Apologies for Absence</u> – Cllrs. Gilbert and Morgan (both with private commitments); Cllr. Rathbone (leave).</p>	
159/2013	<p><u>Members' Declarations</u> –</p> <p>a. <i>Pecuniary/Registerable Declarations of Interests</i> – none.</p> <p>b. <i>Non-Pecuniary/Disclosable Interests</i> – none.</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. Cllr. Mould stated she and a guest had been invited to the St Moritz Hotel to a dinner to launch the arrival of their new chef on 28th November 2013. Cllr. Gibson attended the same event as a guest.</p> <p>d. <i>Dispensations</i> – there were no requests for dispensations.</p>	
160/2013	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 4th November 2013, AGREED as a true record.</p> <p>b. <i>Planning Meeting</i> – 18th November 2013, AGREED as a true record.</p> <p>c. <i>Public Conveniences</i> – 7th November 2013. Joint meeting with Highlands, Notes only.</p>	
161/2013	<p><u>Outside Bodies/Reports</u> –</p> <p>a. <i>Police</i> – PCSO Drennan sent her apologies and a written report (copy on file).</p> <p>b. <i>County Council</i> – Cllr. Andy Penny spoke regarding CC's budget for 2014/15. He was thanked for attending the NDP event on Monday.</p>	

	<p>c. <i>St Minver Highlands Parish Council</i> – a copy of their November Minutes were made available to the Meeting.</p> <p>Cllr. Taper said that there is at least one local council in Cornwall who had taken over both the public toilets and a car park from CC.</p> <p>d. <i>Padstow Harbour Commission (PHC)</i> – a copy of their October Minutes were made available to the Meeting.</p>	
162/2013	<p><u>Planning Applications</u> –</p> <p>a. <i>PA13/10181, 15 St Moritz Villas, Trebetherick</i> – construction of two storey side extension (resubmission of previous application PA13/07357) withdrawn 25th October 2013. Ms Sarah Stevens, CC Planning Officer reported the applicants withdrew the earlier plans as they didn't want a refusal. She advised them to reduce the extension in size and CC could support it. They have now reduced it and resubmitted the application. NO OBJECTION.</p> <p>b. <i>PA13/10252, Land East of Stoptide Cottage, Rock</i> – erection of a two-bedroom property with associated works. OBJECT on the grounds the plot is outside the development boundary and Porthilly Lane is very narrow with no pavements, the land is agricultural, the site is highly visible and it is one of the few empty green spaces left in Rock.</p> <p>Cllr. Gibson left the meeting at this stage.</p> <p>c. <i>PA13/10670, Waders, 38 Higher Tristram, Polzeath</i> – submission of details to discharge conditions 3 and 5 in respect of decision notice PA13/04015. This is a discharge of condition for which there is no notification procedure.</p>	<p>Clerk</p> <p>Clerk</p>
163/2013	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Neighbourhood Development Plan</i> – Minute 145a/2013 refers. Cllr. Mould reported a well attended Public Consultation Event had been held on Monday, 25th November. She expressed disappointment that Highlands weren't very well represented.</p> <p>b. <i>Dingles Way Development</i> – possible enforcement issue. There was some confusion about which property this item relates to. Mrs Rawe, St Minver CLT said there is a condition that the properties are always kept below open market value. Deferred to the January 2014 meeting.</p>	Clerk
164/2013	<p><u>Environmental Matters</u> –</p> <p>a. <i>Footpath No.547/3/1 St Moritz Hotel to Greenaway</i> – Minute 146a/2013 refers. Information as to the owners of the adjacent land had been provided to CC's Countryside Access Team. The Clerk reported that no update had been received from CC. The Clerk to send details to Cllr. Penny.</p> <p>b. <i>St Minver Public Conveniences</i> – Mrs Hyland was present and provided some financial information from CC. These are still estimates and the cost of cess pit emptying at Daymer Bay remains unclear. Mrs Hyland to enquire of Mr Jon James how much it costs to keep Polzeath WCs open all year around. She will try to organise a meeting, for next Monday, 9th December at 7pm.</p> <p>c. <i>Cornwall Community Flood Forum</i> – Members were invited to complete two questionnaires. Details previously emailed.</p> <p>d. <i>Coastal Footpath</i> – a landslip near the path on Brea Hill (on the Daymer Bay side) had been reported to CC's Countryside Team. They had made a site visit and reported that during the inspection the Officer did not see anything that made him think there was a problem with the path or to users of the beach, who may sit below the cliffs.</p> <p>e. <i>The Sands Development, Polzeath</i> – a complaint had been received that vehicles were parking on the grass verge, damaging the grass and emerging flower bulbs. Mr Steve Bayley, Highways had visited the site and reported the Site Manager had secured alternative parking near the site. Topsoil will be brought in to fill in the worst of the damage and the situation will be monitored for the remainder of the contract.</p>	<p>Clerk</p> <p>Mrs Hyland</p>

165/2013	<p><u>Highways Matters</u> –</p> <p>a. <i>Road Closure</i> – Porthilly Lane, Rock, 2nd to 6th December 2013 (24 hours). Closed for drainage Works.</p> <p>b. <i>Proposed Road Closure</i> – Mr Tony Jasper, Highways advised that Western Power Distribution had applied to close the road at Dunders Hill, Polzeath, to allow a pole and overhead cables to be relocated underground, for a two-week period, which would include the half-term. Members were unhappy with the timing and the Clerk to advise Mr Jasper of this.</p> <p>c. <i>Highway Weed Spraying</i> – CC is no longer in a financial position to weed-spray the highway, except where it is considered they adversely affect highway safety. Parish Councils are invited to take over this function at their own expense; provided they can meet the criteria set by CC. Members declined to accept this offer.</p>	Clerk Clerk
166/2013	<p><u>Trewint Playing Fields</u> –</p> <p>a. <i>Young Children's Play Area</i> – Minute 148a/2013 refers. Cllr. Mould said there is £5,000 in the play equipment bank account. Cllrs. Gibson and Gilbert to be asked to look into possibilities for an additional piece of equipment.</p> <p>b. <i>Public Conveniences</i> – Cllr. Mould said with the closure of other toilets in the parish, these are being used more often. It was AGREED that Cllr. Blewett will meet with Mr Meneer on site to discuss options for refurbishment. The Clerk to provide Cllr. Blewett with Mr Meneer's contact details.</p>	Cllrs. Gibson / Gilbert Clerk / Cllr Blewett
167/2013	<p><u>Administration</u> –</p> <p>a. <i>Computer Back-up</i> – the Clerk confirmed that two USB sticks had been purchased and that in addition to automatic back-ups at the Clerk's home, Lowlands' files would be backed up every time there was a meeting.</p>	
168/2013	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – Schedule No.2013/14-8 to a value of £2,076.33 were APPROVED for payment.</p> <p>b. <i>2014/15 Budget</i> – Members deferred consideration of their financial requirements for the next financial year (draft budget previously circulated) to the January meeting. The Clerk to advise CC.</p> <p>The Clerk informed Members that Lowlands' share of the Cemetery Committee's precept remains the same as in 2013/14, i.e. £6,900; and that CC had advised the Council Tax Support Grant due to this PC in 2014/15 will be £1,823.62. She reminded Members that they had resolved (Minute 67d/2013) that in future budgets there would be one figure allocated to grants.</p> <p>c. <i>Insurance Policy</i> – Minute 150d/2013 refers. Cllr. Strong reported the following action had been taken:</p> <p>i. <u>Play Equipment H&S Inspections</u> – the insurance brokers had confirmed that fortnightly inspections were adequate and had issued a revised policy to reflect this.</p> <p>ii. <u>Play Equipment Signage</u> – acting on advice from the brokers, the Clerk had contacted RoSPA seeking guidance on suitable wording. Cllrs. Gibson and Gilbert had been asked to deal with this.</p> <p>iii. <u>Bouncy Castles</u> – a note had been made to ensure that when this is hired for the summer fete we should not only have details of the Bouncy Castle owner's policy, but also proof of his public liability cover, otherwise we would be liable for injuries etc.</p>	Clerk
169/2013	<p><u>Documentation</u> –</p> <p>a. <i>Statement of Licensing Act Policy</i> – Members were invited to comment on this Policy Review. Details previously circulated via email. See link: http://www.cornwall.gov.uk/default.aspx?page=35655. Closing date 3rd Jan.</p>	

	<p>b. <i>The Clerk</i> – SLCC magazine, November 2013, taken by Cllr. Mould.</p> <p>c. <i>Standing Orders and Financial Regulations</i> – Minute 79b/2013 refers. Deferred from the June 2013 meeting, until NALC had released the expected revised model. This is now to hand. It was RESOLVED the Clerk would compare the old and new versions and report to a future meeting.</p> <p>Noted Standing Order 20.8 states the <i>Financial Regulations</i> should be reviewed every 4 years. Last revised Jan 2009.</p>	Clerk
170/2013	<p><u>Diary Dates</u> –</p> <p>a. <i>Full Council Meeting</i> – it was RESOLVED to move the meeting to Monday, 20th January 2014.</p> <p>b. <i>December Planning Meeting</i> – no Planning Meeting is scheduled for December, except that the Chairman and Clerk may convene one if necessary.</p> <p><i>January Planning Meeting</i> – Monday, 6th January 2014. The Clerk gave her apologies.</p> <p>c. <i>Clerk's Leave</i> – 23rd to 31st December 2013.</p>	
171/2013	<p><u>Information Only/Future Agenda Items</u> –</p> <p>a. <i>Christmas Gifts</i> – Cllr. Mould will provide gifts and cards as in previous years.</p> <p>b. <i>St Minver Council Website</i> – Cllr. Webb reported problems with the email addresses for the Clerks of Highlands and Lowlands; and with the PARA Carol Concert notice.</p> <p>c. <i>Trewint Electrical Equipment</i> – Cllr. Gisbourne referred to the electrical report and said that the electric wire to the floodlights needs to be fixed securely. Everything else passed. The Clerk to contact the Football Club Manager as it is believed that these are no longer needed and to advise him of proposed work to the WCs.</p> <p>d. <i>Community Infrastructure Level (CIL)</i> – Cllr. Taper queried what was happening. Cllr. Penny said there is a possibility that this might not even go ahead.</p>	Clerk Clerk
172/2013	<u>Meeting Closed</u> – 20.55pm.	

Signature: (Cllr. Mrs Carol Mould)
Chairman

Date: 6th January 2014