



**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, 6<sup>th</sup> MAY 2014 @ 7.30 pm**

Present: Cllr. Mrs Webb (Meeting Chair)      Cllr. Blewett      Cllr. Mrs Gibson  
 Cllr. Miss Gilbert      Cllr. Gisbourne      Cllr. Mrs Morgan  
 Cllr. Strong      Mrs Thompson (Clerk)

| Minute  | AGENDA ITEMS   | Action |
|---------|--|--------|
|         | <p><u>Chairman's Welcome and Public Forum</u> – in the absence of Cllr. Mould, Cllr. Webb took the Chair and welcomed those present.</p> <p>Mr Jonathan Hewitt, Rock Marine had been invited to attend, regarding agenda item 67c/2014, however, he was unable to attend due to a Lifeboat inspection.</p> <p>Mr Chris Breckon spoke regarding Minute 66c/2014. He was opposed to the proposal to build a wind turbine at Trewiston.</p> <p>Mr Jeremy Davies, The Point at Polzeath, was unable to attend, but had pointed out that the position of the turbine would be close to his runway.</p>  |        |
| 48/2014 | <u>Election of Chairman</u> – it was <b>RESOLVED</b> to elect Cllr. Mould as Chairman for 2014/15.   |        |
| 49/2014 | <u>Election of Vice Chairman</u> – it was <b>RESOLVED</b> to elect Cllr. Webb as Vice Chairman for 2014/15   |        |
| 50/2014 | <p><u>Acceptance of Office</u> –</p> <p>a. <i>Chairman</i> – Cllr. Mould to sign her Acceptance of Office at the next Meeting.</p> <p>b. <i>Vice Chairman</i> – Cllr. Webb duly signed her Acceptance of Office.</p>   | Clerk  |
| 51/2014 | <p><u>Council Committees/Appointments to Outside Bodies</u> – the following appointments were made for 2014/15:</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. Gibson.</p> <p>d. <i>Playing Fields Committee</i> – Cllrs. Gibson, Gilbert, Morgan and Webb.</p> <p>e. <i>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. Gisbourne, Mould and Morgan.</p> <p>h. <i>St Minver Pre-School Liaison</i> – Cllr. Gilbert.</p> <p>i. <i>St Minver Football Club Liaison</i> – Cllr. Gibson.</p> <p>j. <i>Tree Officer</i> – Cllr. Gibson.</p> |        |

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| 52/2014 | <u>Apologies for Absence</u> – Cllrs. Mould, Rathbone and Taper (all on leave). Cllr. Penny (prior engagement).  |       |
| 53/2014 | <u>Members' Declarations</u> –<br>a. <i>Pecuniary/Registerable Declarations of Interests</i> – none.<br>b. <i>Non-Pecuniary/Disclosable Interests</i> – Cllrs. Gibson as School Governor and Cllr. Gilbert as Secretary of PTA both declared an interest in 71d/2014.<br>c. <i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds.<br>d. <i>Dispensations</i> – there were no written requests for dispensations.   |       |
| 63/2014 | <u>Minutes of Meetings</u> –<br>a. <i>Full Council Meeting</i> – 7 <sup>th</sup> April 2014, <b>AGREED</b> as a true record.<br>b. <i>Planning Meeting</i> – 22 <sup>nd</sup> April 2014, <b>AGREED</b> as a true record.  |       |
| 64/2014 | <u>Outside Bodies/Reports</u> –<br>a. <i>Police</i> – PC Taylor sent his apologies. He will present the annual crime figures to the Parish Meeting on 19 <sup>th</sup> May 2014.<br>b. <i>County Council</i> – in the absence of Cllr. Andy Penny there was no CC report.<br>c. <i>St Minver Highlands Parish Council</i> – a copy of their April Minutes were made available to the Meeting.<br>d. <i>Padstow Harbour Commission (PHC)</i> – a copy of their March Minutes were made available to the Meeting. Sharpe's Brewery will be using Rock car park for their 20 <sup>th</sup> anniversary celebration from 2 <sup>nd</sup> to 5 <sup>th</sup> October 2014. The PHC had received a request to use the Mannay to move sand to Rock Beach. They had objected to the Ferry Point planning application.  |       |
| 65/2014 | <u>Planning Applications</u> –<br>a. <i>PA14/02760, Out of the Wind Rock</i> – application for works to two trees subject to Tree Preservation Order namely removal of one large limb to one mature Cupressus Macrocarpa (T5) and removal of four branches to one mature Cupressus Macrocarpa tree (T6). <b>NO OBJECTION</b> provided the Tree Officer has no objection and if anything is removed, a replacement should be planted.   | Clerk |
| 66/2014 | <u>Other Planning Matters</u> –<br>a. <i>Neighbourhood Development Plan</i> – Minute 53a/2014 refers. Members considered a letter from Mr Richard Hore (details previously circulated), which was referred to the NDP Steering Group to action. A hardcopy of the letter was provided to Cllr. Webb.<br>b. <i>EN13/02558, Pinewood, Polzeath</i> – Minute 53c/2014 refers. Non-compliance with the planning condition (PA12/05208) to remove the barrier and replace it with a wall expired on 3 <sup>rd</sup> November 2013. Case closed: not expedient.<br>There had been no response from Mr Phil Mason, regarding CC's decision not to enforce the planning condition, despite a promise to do so in w/c 21 <sup>st</sup> April 2014. Two more reminders had been sent. Noted Cllr. Edwina Hannaford, Portfolio Holder for Environment, Heritage and Planning had asked Mr Phil Mason, Head of Planning and Mr Michael Crich, Director to review the correspondence and respond.<br>c. <i>Trewiston Farm</i> – Minute PL25c/2014 refers. Mosscliff Ltd., had responded to Members' request for a public consultation event to consider the proposed wind turbine by saying that at the preliminary consultation stage, although they are keen to hear people's views, they are unable to accommodate public meetings or additional specialised studies. The initial consultation will be localised to the parish and Neighbourhood Development Steering Group. It is |       |

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|         | <p>publicised by way of a public notice in the local paper and notification to the Parish Council. They do not have the power to place notices in the way that the local planning authority does nor do they write to local properties directly at this stage – this is done as part of the full consultation during the planning application process. Once the full application has been submitted a much more detailed level of study will be presented and a public open day may be held if appropriate.</p> <p>Mosscliff added this particular case is under review and they will be in touch in due course with revised plans.</p> <p>d. <i>Letting Signs</i> – Minute 61a/2014 refers. Ms Sam Hewitt, Planning Officer reported she had discussed whether commercial signs, advertising properties for holiday lets, require planning permission with managers and in their opinion holiday letting boards would fall under the permitted development rights afforded under Part 3A of the Advertisement Regulations. They understand the premise that this is continual trade and as such a sign may appear more frequently particularly through the height of the season, however, Part 3A covers both residential and commercial letting with no further stipulations on the frequency that such a sign can be posted.</p> <p>The only time restriction is that the sign should be removed within 14 days after completion of the sale or tenancy. Holiday letting is an intermittent and usually seasonal event and signs could therefore be posted on a regular basis throughout the season in between each letting without the need for planning consent (subject to certain size and position restrictions).</p> <p>The guidance above is for temporary signage and permits a sign up to 0.5sqm or if two boards are joined together to form a single advert up to 0.6sqm, not extending outwards from a wall by more than 1m.</p> <p>The Clerk had subsequently asked Ms Hewitt why it appears Planning Officers had changed their minds about this matter. She had pointed out that holiday letting is seasonal but the signs are permanent – there is no question of the signs being posted in between each letting. She also pointed out that in some areas in our parish there are 70 per cent holiday homes the outcome could be signs on 7 out of 10 properties.</p> <p>The Clerk is pursuing this matter with Ms Hewitt.</p> | Clerk          |
| 67/2014 | <p><u>Environmental Matters</u> –</p> <p>a. <i>St Minver Public Conveniences</i> – Minute 54a/2014 refers. A meeting of the Public Conveniences Working Group had been scheduled for 8<sup>th</sup> May 2014. Revised figures for the winter running costs had been received and will be considered further.</p> <p>b. <i>Daymer Bay Granite Steps</i> – Minute PL24/2014 refers. Ms Debbie Ebsary reported a design to include the cost of carrying out the repairs was still awaited from Cormac’s Design Engineer.</p> <p>c. <i>Rock Beach</i> – Minute PL25b/2014 and Public Forum refers. NFA at this stage</p> <p>d. <i>Litter Bin, Rock Road</i> – the bin had been removed by CC, at the request of a resident. Members were incensed at not being consulted and at the rubbish that is accumulating at the location.</p> <p>The bin had been there for years and the Clerk was instructed to request the bin is reinstated at its original location.</p> <p>e. <i>Trebetherick</i> – it was <b>RESOLVED</b> the Clerk should report that boulders had been placed on the yellow lines at the bottom of the Daymer Lane.</p>  | Clerk<br>Clerk |
| 68/2014 | <p><u>Highways Matters</u> –</p> <p>a. <i>Polzeath Double Yellow Lines</i> – Minute 55b/2014 refers. Cllr. Webb reported the lines formerly went as far as where Westward Flats begins. They now stop short. The sign is on the telegraph pole.</p>   | Clerk          |

| 69/2014   | <p><u>Trewint Playing Fields</u> –</p> <p>a. <i>Trewint Public Conveniences</i> – Minute 56a/2014 refers. Cllr. Blewett asked for a decision regarding obtaining quotations to replace the internal and external doors to the gents to be deferred to the June Meeting.</p> <p>b. <i>Young Children’s Play Area</i> – Minute 56b/2014 refers. The annual RoSPA safety report had been received and it identifies some repairs are needed. It was <b>RESOLVED</b> to authorise Cllrs. Gibson and Gilbert to action and report back to the next meeting. The Clerk advised that RoSPA would not agree to meet on site with a representative from the Council as Mr Meneer had wished</p> <p>c. <i>Trewint Playing Field Flooding</i> – Minute 56c/2014 refers. Cllr. Gibson reported a site visit had been held at which she and Mr Julian Harris had met with neighbours affected by the flooding. The playing field has a high water table and with all the rain it couldn’t cope. Water accumulated in the playing area and seeped through to the neighbouring property and went into their sewage system. This had happened two years running. The problem is not with the PC’s drains, which are cleared regularly, but the soakaway was unable to cope.</p> <p>The resident had installed a French drain to help alleviate the problem. Mr Harris was of the opinion that a hand-dug extension to the French drain would be the solution. Members were concerned about setting a precedent, were they to carry out this work.</p> <p>The Clerk to write to the residents expressing the opinion that the flooding issue was nothing more than exceptionally heavy rain in an area of high water table.</p> <p>Noted an email from Members’ insurers, regarding the flooding at this site, had been circulated previously.</p> <p>Cllr. Gibson left the meeting at this point.</p> | <p>Cllr. Blewett</p> <p>Cllr. Gibson / Gilbert</p> <p>Clerk</p> |                  |     |       |                              |        |  |        |                           |        |       |        |                         |       |      |        |                             |          |  |          |                       |        |  |        |                                      |       |       |       |   |        |  |        |  |  |  |                  |              |
|---|---|---|------------------|-----|-------|------------------------------|--------|--|--------|---------------------------|--------|-------|--------|-------------------------|-------|------|--------|-----------------------------|----------|--|----------|-----------------------|--------|--|--------|--------------------------------------|-------|-------|-------|---|--------|--|--------|--|--|--|------------------|--------------|
| 70/2014   | <p><u>Administration</u> –</p> <p>a. <i>Financial Regulations / Standing Orders</i> – Minute 57a/2014 refers. Members <b>AGREED</b> to adopt the new Model:</p> <p>i. Financial Regulations;</p> <p>ii. Standing Orders.</p> <p>b. <i>Review of Polling Districts and Polling Places</i> – Members did not think any changes to the venues were necessary, but wanted to see free parking for half-an-hour at Polzeath to encourage voting. The Clerk to advise CC.</p> <p>c. <i>Computer Back-up</i> – the Clerk advised that she keeps the back-up memory stick in her car, with the keys to the Council Chamber.</p>   | <p>Clerk</p>  |                  |     |       |                              |        |  |        |                           |        |       |        |                         |       |      |        |                             |          |  |          |                       |        |  |        |                                      |       |       |       |   |        |  |        |  |  |  |                  |              |
| 71/2014   | <p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – Schedule No.2014/15-2 was <b>APPROVED</b>:</p> <table border="1" data-bbox="327 1579 1308 1870"> <thead> <tr> <th>Item</th> <th>Price</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Salaries, including NI &amp; tax</td> <td>494.40</td> <td></td> <td>494.40</td> </tr> <tr> <td>ICT Connect Ltd - website</td> <td>182.50</td> <td>36.50</td> <td>219.00</td> </tr> <tr> <td>Administrative expenses</td> <td>92.90</td> <td>7.90</td> <td>100.80</td> </tr> <tr> <td>PROW + grass verges cutting</td> <td>1,090.00</td> <td></td> <td>1,090.00</td> </tr> <tr> <td>Trewint Playing Field</td> <td>426.85</td> <td></td> <td>426.85</td> </tr> <tr> <td>Playsafety Ltd - annual RoSPA report</td> <td>83.00</td> <td>16.60</td> <td>99.60</td> </tr> <tr> <td>FLEET – grant to defibrillator in Polzeath/Rock</td> <td>250.00</td> <td></td> <td>250.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td><b>£2,680.65</b></td> </tr> </tbody> </table> <p>The Clerk reported Ms Rhowen Yoki ran the London Marathon in 4 hours 23 minutes and had hopefully managed to raise enough for a defibrillator in Polzeath and another at the top of Rock (there is already one sited at St Enodoc Hotel which can service the bottom of Rock). The promised grant to FLEET of £250 was included in the cheques (Minute 28b/2014 refers).</p>   | Item  | Price            | VAT | Total | Salaries, including NI & tax | 494.40 |  | 494.40 | ICT Connect Ltd - website | 182.50 | 36.50 | 219.00 | Administrative expenses | 92.90 | 7.90 | 100.80 | PROW + grass verges cutting | 1,090.00 |  | 1,090.00 | Trewint Playing Field | 426.85 |  | 426.85 | Playsafety Ltd - annual RoSPA report | 83.00 | 16.60 | 99.60 | FLEET – grant to defibrillator in Polzeath/Rock | 250.00 |  | 250.00 |  |  |  | <b>£2,680.65</b> | <p>Clerk</p> |
| Item  | Price   | VAT   | Total            |     |       |                              |        |  |        |                           |        |       |        |                         |       |      |        |                             |          |  |          |                       |        |  |        |                                      |       |       |       |   |        |  |        |  |  |  |                  |              |
| Salaries, including NI & tax                    | 494.40  |   | 494.40           |     |       |                              |        |  |        |                           |        |       |        |                         |       |      |        |                             |          |  |          |                       |        |  |        |                                      |       |       |       |   |        |  |        |  |  |  |                  |              |
| ICT Connect Ltd - website                       | 182.50  | 36.50   | 219.00           |     |       |                              |        |  |        |                           |        |       |        |                         |       |      |        |                             |          |  |          |                       |        |  |        |                                      |       |       |       |   |        |  |        |  |  |  |                  |              |
| Administrative expenses                         | 92.90   | 7.90  | 100.80           |     |       |                              |        |  |        |                           |        |       |        |                         |       |      |        |                             |          |  |          |                       |        |  |        |                                      |       |       |       |   |        |  |        |  |  |  |                  |              |
| PROW + grass verges cutting                     | 1,090.00  |   | 1,090.00         |     |       |                              |        |  |        |                           |        |       |        |                         |       |      |        |                             |          |  |          |                       |        |  |        |                                      |       |       |       |   |        |  |        |  |  |  |                  |              |
| Trewint Playing Field                           | 426.85  |   | 426.85           |     |       |                              |        |  |        |                           |        |       |        |                         |       |      |        |                             |          |  |          |                       |        |  |        |                                      |       |       |       |   |        |  |        |  |  |  |                  |              |
| Playsafety Ltd - annual RoSPA report            | 83.00   | 16.60   | 99.60            |     |       |                              |        |  |        |                           |        |       |        |                         |       |      |        |                             |          |  |          |                       |        |  |        |                                      |       |       |       |   |        |  |        |  |  |  |                  |              |
| FLEET – grant to defibrillator in Polzeath/Rock | 250.00  |   | 250.00           |     |       |                              |        |  |        |                           |        |       |        |                         |       |      |        |                             |          |  |          |                       |        |  |        |                                      |       |       |       |   |        |  |        |  |  |  |                  |              |
|   |   |   | <b>£2,680.65</b> |     |       |                              |        |  |        |                           |        |       |        |                         |       |      |        |                             |          |  |          |                       |        |  |        |                                      |       |       |       |   |        |  |        |  |  |  |                  |              |

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|         | <p>Members would like to have a training / familiarisation session on the use of the defibrillator. The Clerk to see if this is possible.</p> <p>b. <i>End of Year Accounts</i> – it was <b>RESOLVED</b> to receive and accept the 2013/14 accounts. The Clerk to submit the Annual Return to the External Auditors.</p> <p>c. <i>Earmarked Reserves</i> – it was <b>RESOLVED</b> to transfer £500 to the Play Equipment Fund (Minute 160b/2008 refers).</p> <p>d. <i>Fun Run 2014</i> – Minute 67d/2013 refers. Cllr. Gilbert asked Members to make a donation towards the 26th Annual Fun Run and then left the meeting.</p> <p>The proceeds will be split between the School, Scouts, Cubs and Beavers and the Brownies, Rainbows and St Minver Preschool. Cllr. Webb felt it shouldn't be an 'automatic' grant. It was <b>RESOLVED</b> to make a £250 donation.</p> <p>e. <i>CRUSE Bereavement Care</i> – Members declined to make a donation towards their 2014 Appeal, in line with their policy to only give to 'local' organisation.</p> | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |
| 72/2014 | <p><u>Documentation</u> –</p> <p>a. <i>Spring Parish Matters, 2014</i> – electronic version previously circulated via email. Hardcopy now available from the Clerk.</p> <p>b. <i>Campaign to Protect Rural England</i> – membership details and a copy of the Spring 2014 magazine had been received.</p>  |   |
| 73/2014 | <p><u>Diary Dates</u> –</p> <p>a. <i>Full Council Meeting</i> – 2<sup>nd</sup> June 2014.</p> <p>b. <i>Parish Meeting</i> – Monday, 19<sup>th</sup> May 2014, 7pm, prior to the commencement of the May Planning Meeting.</p> <p>c. <i>Planning Meeting</i> – 19<sup>th</sup> May 2014.</p> <p>d. <i>Town and Parish Council and Voluntary Sector Summit</i> – Tuesday, 13<sup>th</sup> May 2013, Council Chamber, New County. Refreshments from 8.45am for a 9.30am start, lunch, tea/coffee will be provided. Booking essential.</p> <p>e. <i>Clerk's Leave</i> – 26<sup>th</sup> May to 1<sup>st</sup> June 2014.</p> <p>f. <i>Heritage Funding Fair</i> – Friday 20<sup>th</sup> June 2014, 10.30am to 4.30pm, Exeter Community Centre. Tickets £40 per person.</p>  |   |
| 74/2014 | <p><u>Information Only/Future Agenda Items</u> –</p> <p>a. <i>Saturday Working</i> – a member of the public had asked if the PC could stop builders from working on a Saturday. Members discussed this, but felt that they had no jurisdiction in this matter.</p>   |   |
| 75/2014 | <p><u>Meeting Closed</u> – 20.39pm.</p>  |   |

Signature: ..... (Cllr. Mrs Carol Mould)  
Chairman

Date: 2<sup>nd</sup> June 2014