



St MINVER LOWLANDS PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING

HELD IN THE COUNCIL CHAMBER, ROCK METHODIST CHURCH

ON MONDAY, 4th JANUARY 2016 @ 7.30pm

Present: Cllr. Mrs Mould (Chairman) Cllr. Blewett Cllr. Miss Gilbert
 Cllr. Gisbourne Cllr. Rathbone Cllr. Richards
 County Cllr. Penny Mrs Thompson (Clerk)

Minute	AGENDA ITEMS	Action
	<p><u>Chairman's Welcome and Public Forum</u> – Cllr. Gilbert was elected to the Chair, until the Chairman arrived.</p> <p>Mr Martin Davis spoke regarding his application 06e/2016 refers. He said they intended to live there permanently. It was outside the development boundary, but he noted that planning permission had been granted in similar cases. His immediate neighbours are supportive.</p> <p>Members met with Mr Robert Lawrence, ICT Connect Ltd. regarding paperless planning. CC's server was down, which made the live planning demonstration impossible. He said there are three options: [1] internet access to view the plans 'live' (which the PC have); [2] download the plans beforehand and save to a laptop/tablet or [3] print the plans locally, this would require an A3 printer. There are issues with all three options. Options 1 and 2 would require either a projector and screen or a high resolution TV screen together with a laptop/keyboard.</p> <p>Members preferred option was 2 with a TV screen and laptop / keyboard. Mr Lawrence will provide the Clerk with a quotation.</p> <p>Mr Lawrence confirmed he can revamp the website to a Content Management System (CMS) which is responsive to PCs, tablets and smart phones. For St Minver Parish Councils, he could either create a single website or create a multi-site with the options for unique users and design for each PC. Mr Lawrence will provide a quotation for this upgrade.</p>	<p>Mr Lawrence</p> <p>Mr Lawrence</p>
01/2016	<u>Apologies for Absence</u> – Cllrs. Crowdy and Morgan (sickness); Webb (leave).	
02/2016	<p><u>Members' Declarations</u> –</p> <p>a. <i>Registerable Declarations of Interests</i> – none.</p> <p>b. <i>Non-registerable interest</i> – none.</p> <p>c. <i>Declaration of Gifts</i> – none.</p> <p>d. <i>Dispensations</i> – none.</p>	
03/2016	<u>Casual Vacancy</u> – no-one had expressed an interest in joining the PC.	
04/2016	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 7th December 2015, AGREED as a true record.</p> <p>b. <i>Polzeath WC Working Party Meeting</i> – 7th December 2015, AGREED as a true record.</p> <p>Cllr. Mould arrived at this point and took the Chair.</p>	

05/2016	<p><u>Outside Bodies / Reports –</u></p> <p>a. <i>Police</i> – PCSO Drennan was not present. Crime statistics for the period 26th August to 25th November 2015 had been provided via the Network meeting.</p> <p>b. <i>County Council</i> – Cllr. Penny had nothing to report. Someone had broken into the public WCs at Daymer Bay. The Clerk had reported it, but had not received a response. Cllr. Penny will follow up.</p> <p>c. <i>St Minver Highlands Parish Council</i> – a copy of their December Minutes were unavailable to the Meeting.</p> <p>d. <i>Padstow Harbour Commission (PHC)</i> – a copy of their November Minutes were made available to the Meeting. There had been a problem with the footpath on the Rock Car Park, which had resulted in a delay to extending the car park.</p>	Cllr. Penny
06/2016	<p><u>Planning Applications –</u></p> <p>a. <i>PA15/10369, Westcroft, Rock Road, Rock</i> – extension and alterations. Members had concerns this might result in overlooking of the neighbouring property, Fairfax, and that the available amenity space had been used by the new property in the grounds. OBJECT on the grounds of overdevelopment of the plot and lack of amenity space. NDP Policy STMNDP 2.7[i] and Policy STMNDP 2.7[ii] refers.</p> <p>b. <i>PA15/11131, Stepping Stones, Highcliff, Polzeath</i> – removal / variation of Condition 3 of Decision Notice PA13/08945 (alterations to an existing approval for single residential dwelling) dated 03.12.2013 to allow for changes to glazing from obscure to standard clear glass. Members did not believe that anything had changed and, therefore, OBJECT.</p> <p>c. <i>PA15/11278, Kendall, Rock Road, Rock</i> – design, appearance, scale, access and landscaping for new dwelling on Plot 1. NO OBJECTION but Members wish to request that this application should be considered in line with the NDP, which is out for consultation. NDP Policy STMNDP 2.7[i] and Policy STMNDP 2.7[ii] refers.</p> <p>d. <i>PA15/11310, Tresnags, Rock Road, Rock</i> – first floor extension. COMMENT: Members ask if this application has the number of parking spaces and amenity space required by the NDP. NDP Policy STMNDP 2.7[i] and Policy STMNDP 2.7[ii] refers.</p> <p>e. <i>PA15/11461, Trewestcot, Trewiston Lane, St Minver</i> – erection of detached dwelling. OBJECT because this is outside the development boundary, as identified in the NDP. Members ask if this application has the number of parking spaces and amenity space required by the NDP. NDP Policy STMNDP 2.7[i] and Policy STMNDP 2.7[ii] refers.</p> <p>f. <i>PA15/11573, Pendragon, Rock Road, Rock</i> – proposed extension with terrace over, including internal alterations and proposed pool house. OBJECT because the number of parking spaces does not comply with the NDP, currently out for consultation. Policy STMNDP 2.7[i] refers. The access is also inappropriate.</p> <p>County Cllr. Penny left the meeting.</p> <p>At this point the Meeting was closed and Members met with Mr Lawrence. See the Public Session.</p>	Clerk Clerk Clerk Clerk Clerk Clerk
07/2016	<p><u>Other Planning Matters –</u></p> <p>a. <i>Neighbourhood Development Plan</i> – Cllr. Mould reported this is the closing date for consultation. Deadline is 4th February 2016.</p> <p>b. <i>Paperless Planning</i> – following the meeting with Mr Robert Lawrence, ICT Connect Ltd. he will provide the Clerk with a quotation for new equipment and an upgrade to the website.</p>	

08/2016	<p><u>Environmental Matters</u> –</p> <p>a. <i>Polzeath WC Working Party (WP)</i> – Members considered the letter from County Cllr. Duffin. CC had now agreed to include the land around the site, but there had been no movement on Members other requirements:</p> <p>i. That the storage area is moved and the site comes unencumbered.</p> <p>ii. CC to pay for and install pay as you enter doors.</p> <p>County Cllr. Penny is to arrange a meeting with the Working Party and the Clerk.</p> <p>b. <i>Bethune Cottage, Shores Lane, Rock</i> – Minute 178d/2015 refers. Members RESOLVED to apply for a tree preservation order for the copper beech on this site.</p>	Cllr. Penny Clerk																												
09/2016	<p><u>Highway Matters</u> –</p> <p>a. <i>Speed Restriction Petition, Keiro Lane</i> – Minute 181a/2015 refers. There was no update.</p>																													
10/2016	<p><u>Trewint Playing Fields</u> –</p> <p>a. <i>Children's Play Area</i> –</p> <p>i. <u>Fortnightly H&S Inspection Reports</u> – unavailable.</p> <p>ii. <u>Shelter</u> – the Clerk to speak to Mr Meneer i.r.o. shingle tiles to repair the roof.</p> <p>b. <i>Soakaway</i> – Minute 182b/2015 refers. It was AGREED that Cllr. Mould would speak to Mr Brian Lane, who it was thought would know about the soakaway.</p> <p>c. <i>St Minver Football Club</i> – it was RESOLVED to increase the rent to £250 p.a., following improvements to the pavilion. The Clerk to notify Mr Birchwood.</p>	Clerk Cllr. Mould Clerk																												
11/2016	<p><u>Information Plinth / Notice Board, Polzeath</u> – Minute 183/2015 refers. Members had no new suggestions for something for the community, other than a plinth / notice board.</p>																													
12/2016	<p><u>Administration Matters</u> –</p> <p>a. <i>Council Chamber</i> – Cllrs. Gisbourne and Webb were appointed to negotiate with St Minver Methodist Church to discuss renewal of the lease. It was understood that Highlands may be willing to share the Council Chamber.</p>	Clerk																												
13/2016	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – Schedule 2015/16-9 to a value of £2,588.35 were APPROVED for payment.</p> <table border="1" data-bbox="325 1563 1299 1787"> <thead> <tr> <th>Item</th> <th>Price</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Salaries, including NI & tax</td> <td>505.30</td> <td></td> <td>505.30</td> </tr> <tr> <td>Trewint Field - incl. WCs, play equipment</td> <td>340.00</td> <td></td> <td>340.00</td> </tr> <tr> <td>Administration, including Council Chamber</td> <td>417.62</td> <td>8.29</td> <td>425.91</td> </tr> <tr> <td>Trewint - changing rooms refurbishment</td> <td>1,102.14</td> <td></td> <td>1,102.14</td> </tr> <tr> <td>St Minver Neighbourhood Development Plan</td> <td>215.00</td> <td></td> <td>215.00</td> </tr> <tr> <td colspan="3"></td> <td>2,588.35</td> </tr> </tbody> </table> <p>b. <i>Budget Monitor</i> – was circulated at the meeting.</p> <p>c. <i>Insurance Cover</i> – Cllr. Gisbourne had checked the insurance policy and reported everything was in order. However, the additional equipment for paperless planning will need to be added.</p> <p>d. <i>Grant Request</i> – Members considered making a grant to the:</p> <p>i. <u>Cornwall Air Ambulance</u> – no further action.</p>	Item	Price	VAT	Total	Salaries, including NI & tax	505.30		505.30	Trewint Field - incl. WCs, play equipment	340.00		340.00	Administration, including Council Chamber	417.62	8.29	425.91	Trewint - changing rooms refurbishment	1,102.14		1,102.14	St Minver Neighbourhood Development Plan	215.00		215.00				2,588.35	Clerk
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	e. <i>Grass Verges and Footpaths</i> – the Clerk reported that A1 Tree Surgery had agreed to keep their prices the same as for 2015.	Clerk
14/2016	<u>Documentation / Correspondence</u> – not covered elsewhere on the agenda. a. None.	
15/2016	<u>Diary Dates</u> – a. <i>Full Council Meeting</i> – 1 st February 2016. b. <i>Planning Meeting</i> – 18 th January 2016. c. <i>Wadebridge Library</i> – a meeting to be held on the 5 th January 2016, 11.30am at Wadebridge TC. It was RESOLVED that Cllr. Mould would attend.	Cllr. Mould
16/2016	<u>Information Only/Future Agenda Items</u> – a. None.	
17/2016	<u>Meeting Closed</u> – 21.21pm.	

Signature: (Cllr. Mrs Carol Mould)
Chairman

Date: 1st February 2016