

**St MINVER LOWLANDS PARISH COUNCIL**  
**NOTICE AND AGENDA OF THE ANNUAL MEETING, TO BE**  
**HELD IN THE COUNCIL CHAMBER, ROCK METHODIST CHURCH**  
**ON MONDAY, 15<sup>th</sup> MAY 2017 @ 7.30pm**

Members of the public may address the Council prior to the start of the meeting.

Minute	AGENDA ITEMS	Action
64/2017	<u>Election of Chairman</u> – Cllr. Mrs Mould currently in post.	
	<u>Chairman's Welcome and Public Forum</u> – members of the public may address the Parish Council, prior to the commencement of the meeting.	
65/2017	<u>Election of Vice Chairman</u> – Cllr. Gisbourne currently in post.	
66/2017	<u>Vacancy</u> – Members to advertise the vacancy on the Parish Council.	
67/2017	<u>Acceptance of Office</u> – a. <i>Members</i> – Members to sign their Acceptance of Office form. b. <i>Chairman</i> – Chairman to sign the Acceptance of Office. c. <i>Vice Chairman</i> – Vice Chairman to sign the Acceptance of Office.	
68/2017	<u>Apologies for Absence</u> –	
69/2017	<u>Members' Interests Form</u> – Members to complete and return to the Clerk their forms by 1 <sup>st</sup> June 2017.	
70/2017	<u>Council Committees/Appointments to Outside Bodies</u> – the following appointments to be made: a. <i>Emergency Officer</i> – Cllr. Mould currently in post. b. <i>Footpaths Liaison</i> – Cllr. Mould currently in post. c. <i>Highways Liaison</i> – d. <i>Playing Fields Committee</i> – Cllrs. Gilbert, Morgan and Webb currently in post. e. <i>Community Building Working Party</i> – Cllrs. Boswell-Munday, Gilbert, Gisbourne, Mould and Webb currently in post. f. <i>Police Liaison</i> – Cllr. Gilbert currently in post. g. <i>St Minver Cemetery Committee</i> – Cllrs. Gisbourne, Mould and Morgan currently in post. h. <i>Daymer Bay Community Interest Company</i> – i. <i>St Minver Pre-School Liaison</i> – Cllr. Gilbert currently in post. j. <i>St Minver Football Club Liaison</i> – Cllr. Richards currently in post.	
71/2017	<u>Members' Declarations</u> – a. <i>Registerable Declarations of Interests</i> – Members must declare an interest, which has been declared on their Register of Financial Interests form, relevant to the agenda. b. <i>Non-registerable interest</i> – Members must declare non-registerable interests at the start of the meeting or whenever the interest becomes apparent.	

	<p>c. <i>Declaration of Gifts</i> – Members are reminded they must declare any gift or hospitality with a value in excess of fifty pounds.</p> <p>d. <i>Dispensations</i> – Members to consider any requests for dispensations.</p>	
72/2017	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 3<sup>rd</sup> April 2017.</p> <p>b. <i>Planning Meeting</i> – 18<sup>th</sup> April 2017.</p> <p>c. <i>Planning Meeting</i> – 2<sup>nd</sup> May 2017.</p>	
73/2017	<p><u>Outside Bodies / Reports</u> –</p> <p>a. <i>Police</i> – Members to receive a report.</p> <p>b. <i>County Council</i> – Members to receive a report.</p> <p>c. <i>St Minver Highlands Parish Council</i> – a copy of their draft April Minutes to be made available to the Meeting.</p> <p>d. <i>Padstow Harbour Commission (PHC)</i> – a copy of their March Minutes to be made available to the Meeting.</p> <p>e. <i>Polzeath Beach Management Group</i> – Members to receive a verbal report, following the meeting held on 25<sup>th</sup> April 2017. Next meeting scheduled to be held on 23<sup>rd</sup> May 2017.</p> <p>f. <i>Network Panel Meeting</i> – Thursday, 15<sup>th</sup> June @ 6.30pm.</p>	<p>PCSO Cllr. Mould</p> <p>Information</p>
74/2017	<p><u>Planning Applications</u> – Members to consider the following, including any applications that are received after the agenda had been published:</p> <p>a. <i>PA17/03441, Bay View, Worthy Hill, Trebetherick</i> – rear bedroom and kitchen extension with introduction of balcony.</p> <p>b. <i>PA17/03514, Land E of Windwhistle, Trebetherick</i> – proposed new dwelling. Re-design of approval PA16/02586. <b>Members had no objection to the original proposal.</b></p> <p>c. <i>PA17/03525, Sharp's Brewery, Pityme</i> – proposed new car park.</p> <p>d. <i>PA17/03743, Chi Neuvella, Rock Road, Rock</i> – new swimming pool and proposed works.</p> <p>e. <i>PA17/03869, Quarry Car Park, Rock</i> – submission of details to discharge conditions 3, 4, 5, 6 and 7 in respect of decision notice PA15/04952</p> <p>f. <i>PA17/04102, Higher Penmayne, Rock</i> – submission of details to discharge Condition 4 of application PA14/10444.</p>	
75/2017	<p><u>Trewint Playing Fields</u> –</p> <p>a. <i>Trewint Facilities</i> – Members to receive an update on the following:</p> <p>i. <u>Children's Play Area</u> – fortnightly H&amp;S Inspection Reports.</p> <p>ii. <u>Annual RoSPA Report</u> – the annual RoSPA inspection report of the play equipment was circulated via email.</p> <p>iii. <u>Community Building</u> – verbal report.</p> <p>b. <i>Phone Mast</i> – Members to receive an update.</p> <p>c. <i>CCTV Initiative</i> – Minute 54f/2017 refers. Members to consider joining the Police CCTV initiative. Details previously circulated via email.</p>	Cllr. Mould
76/2017	<p><u>Highway Matters</u> –</p> <p>a. <i>Parking Enforcement</i> – Minute 47a/2017 refers. The Clerk had signed the SLA with CC for additional enforcement at Rock and Polzeth. The latter being a joint agreement with Highlands.</p>	Information

	<p>b. <i>Trewiston Lane</i> – numerous potholes in the land had been reported to Highways. Minute 29a/2017 refers</p> <p>c. <i>Road Closure</i> – Trenint Hill, Trebetherick, 5<sup>th</sup> to 9<sup>th</sup> June 2017 (19:00 to 07:00). (South West Water.) <b>Details previously emailed.</b></p>	<p>Information</p> <p>Information</p>
77/2017	<p><u>Administration Matters</u> –</p> <p>a. <i>PAT Testing</i> – Minute 79a/2016 refers. Members to receive an update, regarding the annual PAT testing and reaffixing of the heater to the wall.</p> <p>b. <i>PC Website</i> – ICT Connect Ltd. to be provided with a new photograph for the home page.</p> <p>NOTE – Mr Robert Lawrence, ICTConnect Ltd. to provide instructions and training for adding / modifying information on the website</p> <p>c. <i>Parish Meeting</i> – Members to consider any issues raised at the meeting held on 18<sup>th</sup> April 2017.</p>	<p>Cllr. Mould</p> <p>Cllr. Boswell-Munday</p>
78/2017	<p><u>Financial Matters</u> –</p> <p>a. <i>End of Year Accounts 2016/17</i> –</p> <p>i. <u>Internal Auditor's Report</u> – Members to receive and consider any recommendations from their Internal Auditor.</p> <p>ii. <u>Annual Governance Statement 2016/17</u> – Members to consider and approve the statement. <b>Copy to be circulated at the meeting.</b></p> <p>iii. <u>Accounting Statement for 2016/17</u> – Members to receive and accept the 2016/17 accounts, prior to submission to the External Auditor and to consider any matters raised by their Internal Auditor. <b>Copy to be circulated at the meeting.</b></p> <p>NOTE – the 2017/18 Budget and the 2016/17 Financial Statement should be available on the website, together with a pie-chart of previous year's expenditure.</p> <p>b. <i>Earmarked Reserves</i> – allocated funds to be recorded in the Minutes annually. £500 for Play Equipment Fund (Minute 160b/2008 refers).</p> <p>c. <i>NDP Project</i> – Members to consider a gift for Mr Keith Snelling, to mark his significant contribution to the NDP Project.</p> <p>NOTE – a breakdown of NDP expenditure, together with a refund of any unused monies, to be made to Highlands.</p> <p>d. <i>Trewint Community Building</i> – Members to consider a proposal to ring-fence a sum of money to provide match funding for this project. Deferred until after the election.</p>	
79/2017	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda:</p> <p>a. <i>Countryside Voice</i> – CPRE magazine, Spring 2017.</p> <p>b. <i>Cornwall 4 Change</i> – newsletter. <b>Previously circulated via email.</b></p> <p>c. <i>'Report It' Poster</i> – list of web addresses of things that can be reported to Cornwall Council. <b>Previously circulated via email.</b></p> <p>d. <i>The Clerk</i> – SLCC magazine, May 2017.</p>	
80/2017	<p><u>Diary Dates</u> –</p> <p>a. <i>Full Council Meetings</i> – 5<sup>th</sup> June 2017.</p> <p>b. <i>Planning Meeting</i> – 19<sup>th</sup> June 2017.</p> <p>c. <i>Code of Conduct Training</i> – CC has organised the following free training courses:</p> <ul style="list-style-type: none"> <li>• 19<sup>th</sup> May 2017, 2-4pm, Trelawny Room, New County Hall, Truro.</li> </ul>	

	<ul style="list-style-type: none"> <li>• 25<sup>th</sup> May 2017, 2-4pm, Public Rooms, 3-5 West Street, Liskeard.</li> <li>• 11<sup>th</sup> September 2017, 2-4pm, Council Chamber, St Austell One Stop Shop, 39 Penwinnick Road, St Austell.</li> <li>• 25<sup>th</sup> September 2017, 2-4pm, Room 2/3, Parkhouse Centre, Ergue-Gaberic Way, Bude.</li> <li>• 19<sup>th</sup> October 2017, 6-8pm, Trelawny Room, New County Hall, Truro.</li> </ul> <p>d. <i>Planning Induction Training</i> – sessions run by CC:</p> <p>i. Tuesday, 6<sup>th</sup> June 2017, 5-7.30pm, CC Offices, Dolcoath Avenue, Camborne.</p> <p>ii. Wednesday, 13<sup>th</sup> June 2017, 5.30-8pm, CC Offices, Chy Trevail, Technology Park, Bodmin.</p> <p>Details, including booking form, previously circulated via email.</p>	
81/2017	<u>Information Only/Future Agenda Items</u> –	
	a.	
82/2017	<u>Meeting Closed</u> –	

Signature: ..... (Mrs Gillian Thompson)  
Parish Clerk

Date: 5<sup>th</sup> May 2017

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