



St MINVER LOWLANDS PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING

HELD IN THE COUNCIL CHAMBER, ROCK METHODIST CHURCH

ON MONDAY, 15th MAY 2017 @ 7.30pm

Present: Cllr. Gisbourne (Chairman) Cllr. Ms Boswell-Munday Cllr. Crowdy
 Cllr. Davis Cllr. Miss Gilbert Cllr. Mrs Morgan
 Cllr. Mrs Mould (CC/PC) Cllr. Richards Cllr. Mrs Webb
 Mrs Thompson (Clerk)

Minute	AGENDA ITEMS	Action
64/2017	<u>Election of Chairman</u> – it was RESOLVED to elect Cllr. Gisbourne as Chairman for 2017/18.	
	<u>Chairman's Welcome and Public Forum</u> – the Chairman welcomed those present. Mr Ian Armstrong from Arco2 spoke to Members regarding Minute 74b/2017. Cllr. Mould said neighbours had objected because the design is unlike other neighbouring properties, which are covered by a covenant that the properties should all be similar in design. Mr Armstrong said he, too, had received objections, but pointed out that design is a matter of taste. Cllr. Mould said she would argue this is not in harmony with neighbouring properties and, therefore, against the NDP.	
65/2017	<u>Election of Vice Chairman</u> – it was RESOLVED to elect Cllr. Morgan as Vice Chairman for 2017/18.	
66/2017	<u>Vacancy</u> – the vacancy on the Parish Council is to be advertised.	
67/2017	<u>Acceptance of Office</u> – a. <i>Members</i> – Members duly signed their Acceptance of Office forms. b. <i>Chairman</i> – Cllr. Gisbourne duly signed his Acceptance of Office form. c. <i>Vice Chairman</i> – Cllr. Morgan duly signed her Acceptance of Office form.	
68/2017	<u>Apologies for Absence</u> – none.	
69/2017	<u>Members' Interests Form</u> – Members to complete and return their forms by 1 st June 2017.	Members
70/2017	<u>Council Committees / Appointments to Outside Bodies</u> – it was RESOLVED to make the following appointments in 2017/18: a. <i>Emergency Officer</i> – Cllr. Mould. b. <i>Footpaths Liaison</i> – Cllr. Mould. c. <i>Highways Liaison</i> – Cllr. Gilbert. d. <i>Playing Fields Committee</i> – Cllrs. Gilbert, Morgan and Webb. e. <i>Community Building Working Party</i> – Cllrs. Boswell-Munday, Gilbert, Gisbourne, Mould and Webb.	

	<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>Daymer Bay Community Interest Company</i> – Cllrs. Mould and Boswell-Munday.</p> <p>i. <i>St Minver Pre-School Liaison</i> – Cllr. Gilbert.</p> <p>j. <i>St Minver Football Club Liaison</i> – Cllr. Richards. Members congratulated The Club, who had won the ‘treble’.</p> <p>k. <i>CC Planning Partnership Group</i> – Cllr. Boswell-Munday.</p> <p>l. <i>Polzeath Beach Management Group</i> – Cllrs. Davis and Webb.</p>	<p>Clerk</p> <p>Clerk</p>
71/2017	<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> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds.</p> <p>d. <i>Dispensations</i> – none.</p>	
72/2017	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 3rd April 2017, AGREED as a true record.</p> <p>b. <i>Planning Meeting</i> – 18th April 2017, AGREED as a true record.</p> <p>c. <i>Planning Meeting</i> – 2nd May 2017, AGREED as a true record.</p>	
73/2017	<p><u>Outside Bodies / Reports</u> –</p> <p>a. <i>Police</i> – in the absence of PCSO Drennan there was no police report.</p> <p>b. <i>County Council</i> – Members congratulated Cllr. Mould on winning the CC seat in the recent election. She had attended the Induction Days.</p> <p>c. <i>St Minver Highlands Parish Council</i> – a copy of their draft Extraordinary and April Minutes were made available to the Meeting.</p> <p>d. <i>Padstow Harbour Commission (PHC)</i> – a copy of their March and April Minutes were made available to the Meeting. Cllr. Richards referred to the arrangements to control construction traffic during the Cacklebar build.</p> <p>e. <i>Polzeath Beach Management Group</i> – Cllr. Mould said the meetings are only an hour long and the discussion never gets past the street traders, parking on the road and the blue container. She felt the format needed to change. Next meeting scheduled to be held on 23rd May 2017.</p> <p>f. <i>Network Panel Meeting</i> – Thursday, 15th June @ 6.30pm. Cllrs. Gisbourne and Mould will attend and possibly Cllr. Boswell-Munday.</p>	<p>Cllrs. Mould / Gisbourne</p>
74/2017	<p><u>Planning Applications</u> – Members considered the following:</p> <p>a. <i>PA17/03441, Bay View, Worthy Hill, Trebetherick</i> – rear bedroom and kitchen extension with introduction of balcony. NO OBJECTION.</p> <p>b. <i>PA17/03514, Land E of Windwhistle, Trebetherick</i> – proposed new dwelling. It was RESOLVED to object on the grounds it is in not in harmony with neighbouring properties, as per St Minver NDP, Policy 2.7[iv]. Cllrs. Davis and Richards abstained. Cllr. Crowdy voted against the proposal.</p> <p>c. <i>PA17/03525, Sharp’s Brewery, Pityme</i> – proposed new car park. NO OBJECTION.</p> <p>d. <i>PA17/03743, Chi Neuvella, Rock Road, Rock</i> – new swimming pool and proposed works. Members refer to policy STMPD1.1 and ask that due regard is given to ensure the impact on protected areas including Cornish hedges (which forms the front of this property) is minimised and where possible avoided completely. The removal of the hedge would change the character of the street scene, which is a feature of the parish.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</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. Members had not been consulted on this application.</p> <p>f. <i>PA17/04102, Higher Penmayne, Rock</i> – submission of details to discharge Condition 4 of application PA14/10444. Members had not been consulted on this application.</p>	
75/2017	<p><u>Trewint Playing Fields</u> –</p> <p>a. <i>Trewint Facilities</i> – Members received an update on the following:</p> <p>i. <u>Children’s Play Area</u> – the H&S Inspection Reports were not available.</p> <p>ii. <u>Annual RoSPA Report</u> – the annual RoSPA inspection report of the play equipment was circulated via email. A number of items were marked as ‘medium’ risk and it was RESOLVED to send a copy of the report to Mr Meneer with a request that he takes appropriate action.</p> <p>iii. <u>Community Building</u> – Cllr. Boswell-Munday reported Mr Tony Jeal is ready to submit the planning application. A questionnaire is being compiled to help formulate a Business Plan. Fundraising is needed to move the project forward.</p> <p>b. <i>Phone Mast</i> – a ground level survey is to be carried out on 24th May 2017. Cllrs. Gilbert and Mould will meet the contractors on site. Cllr. Mould queried if Members wanted to continue with this project, given the estimated height of the mast.</p> <p>c. <i>CCTV Initiative</i> – Minute 54f/2017 refers. It was RESOLVED to join the Police CCTV initiative. Details previously circulated via email. A visit to Critical Control Centre at Tolvaddon had been organised on 19th May 2017.</p>	<p>Clerk</p> <p>Cllr. Gilbert / Mould</p> <p>Clerk</p>
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 Polzeath. The latter being a joint agreement with Highlands.</p> <p>Cllr. Mould said the yellow lines on the north side of Rock Road, opposite Gul Rock are not visible because of vegetation growth. Cllr. Gilbert will speak to Cormac (Highways).</p> <p>b. <i>Trewiston Lane</i> – the numerous potholes in the lane had been repaired.</p> <p>c. <i>Road Closure</i> – Trenint Hill, Trebetherick, 5th to 9th June 2017 (19:00 to 07:00). (South West Water.) Details previously emailed.</p>	<p>Cllr. Gilbert</p>
77/2017	<p><u>Administration Matters</u> –</p> <p>a. <i>PAT Testing</i> – Minute 79a/2016 refers. Cllr. Mould reported the annual PAT testing and reaffixing of the heater to the wall will be carried out shortly.</p> <p>b. <i>PC Website</i> – Cllr. Boswell-Munday had provided ICT Connect Ltd. with a new photograph for the home page. The Clerk to establish when the new website would be live and the old one closed.</p> <p>Noted Mr Robert Lawrence, ICTConnect Ltd. to provide instructions and training for adding / modifying information on the website</p> <p>c. <i>Parish Meeting</i> – no issues had been raised at the meeting held on 18th April 2017.</p>	<p>Cllr. Mould</p> <p>Clerk</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> –the Internal Auditor had signed off the accounts without comment.</p> <p>ii. <u>Annual Governance Statement 2016/17</u> – Members RESOLVED to approve the statement. Copy circulated at the meeting.</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. Copy circulated at the meeting. The Clerk to now submit the Annual Return.</p> <p>The Clerk to make a copy of the 2017/18 Budget and the 2016/17 Financial Statement available on the website.</p> <p>b. <i>Earmarked Reserves</i> – it was RESOLVED to earmark £500 to the Play Equipment Fund (Minute 160b/2008 refers).</p> <p>c. <i>NDP Project</i> – it was RESOLVED to make a gift to Mr Keith Snelling and Cllr. Mould, to mark their significant contribution to the NDP Project. It was further RESOLVED to hold an event to officially launch the NDP. Cllr. Mould will draw up a proposal.</p> <p>Noted a breakdown of NDP expenditure, together with a refund of half of any unused monies, to be made to Highlands.</p> <p>d. <i>Trewint Community Building</i> – a proposal to ring-fence a sum of money to provide match funding for this project was deferred until the project is more advanced.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</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. Previously circulated via email.</p> <p>c. <i>'Report It' Poster</i> – list of web addresses of things that can be reported to Cornwall Council. Previously circulated via email.</p> <p>d. <i>The Clerk</i> – SLCC magazine, May 2017. Taken by Cllr. Mould.</p> <p>e. <i>Rock Quarry Footpath</i> – CC had confirmed the Public Footpath order on this site.</p> <p>f. <i>St Minver Pre-school</i> – it was RESOLVED to grant permission for the field to be used on 22nd July 2017 for the Pre-school's Summer Fete, providing the Football Club isn't using the field on that day. It was further RESOLVED to request a donation of £100.</p>	<p>Clerk</p>
80/2017	<p><u>Diary Dates</u> –</p> <p>a. <i>Full Council Meetings</i> – 5th June 2017. Apologies from Cllr. Morgan.</p> <p>b. <i>Planning Meeting</i> – 19th June 2017.</p> <p>c. <i>Code of Conduct Training</i> – CC had organised the following free training courses:</p> <ul style="list-style-type: none"> • 19th May 2017, 2-4pm, Trelawny Room, New County Hall, Truro. • 25th May 2017, 2-4pm, Public Rooms, 3-5 West Street, Liskeard. • 11th September 2017, 2-4pm, Council Chamber, St Austell One Stop Shop, 39 Penwinnick Road, St Austell. • 25th September 2017, 2-4pm, Room 2/3, Parkhouse Centre, Ergue-Gaberic Way, Bude. • 19th October 2017, 6-8pm, Trelawny Room, New County Hall, Truro. <p>d. <i>Planning Induction Training</i> – sessions run by CC:</p> <p>i. Tuesday, 6th June 2017, 5-7.30pm, CC Offices, Dolcoath Avenue, Camborne.</p> <p>ii. Wednesday, 13th June 2017, 5.30-8pm, CC Offices, Chy Trevail, Technology Park, Bodmin.</p> <p>Details, including booking form, previously circulated via email.</p>	<p>Clerk</p>

81/2017	<u>Information Only/Future Agenda Items</u> – a. <i>Election Expenses Form</i> – Cllr. Gilbert will take the forms to CC.	Cllr. Gilbert
82/2017	<u>Meeting Closed</u> – 21.26pm.	

Signature: (Cllr. Gisbourne)
Chairman

Date: 5th June 2017