



St MINVER LOWLANDS PARISH COUNCIL

MINUTES OF THE FULL MEETING

HELD IN THE COUNCIL CHAMBER, ROCK METHODIST CHURCH

ON MONDAY, 4th SEPTEMBER 2017 @ 7.30pm

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

Minute	AGENDA ITEMS	Action
	<u>Chairman's Welcome and Public Forum</u> – the Chairman opened the meeting and welcomed those present.	
111/2017	<u>Apologies for Absence</u> – Cllrs. Davis and Webb (personal commitments).	
112/2017	<u>Members' Declarations</u> – a. <i>Registerable Declarations of Interests</i> – none. b. <i>Non-registerable interest</i> – none. c. <i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds. d. <i>Dispensations</i> – none.	
113/2017	<u>Minutes of Meetings</u> – a. <i>Full Council Meeting</i> – 3 rd July 2017, AGREED as a true record. b. <i>Planning Meeting</i> – 17 th July 2017, AGREED as a true record. c. <i>Planning Meeting</i> – 21 st August 2017, AGREED as a true record.	
114/2017	<u>Outside Bodies / Reports</u> – a. <i>Police</i> – in the absence of PC Stewart there was no police report. b. <i>County Council</i> – Cllr. Mould said Members need to consider CC's Waste Strategy, future of the Community Network and the Boundary Review. Cllr. Mould said she thought the time had come for one parish council to cover the whole of the Ecclesiastical Parish of St Minver. c. <i>St Minver Highlands Parish Council</i> – a copy of their June and July Minutes were made available to the Meeting. i. <u>Proposed Boundary Changes</u> – copy of the paper referred to in Highlands' agenda had been requested, but not received. d. <i>Padstow Harbour Commission (PHC)</i> – a copy of their June and July Minutes were made available to the Meeting. e. <i>Network Panel Meeting</i> – next meeting to be held on Thursday, 21 st September 2017. f. <i>Polzeath Beach Management Group</i> – Cllr. Mould gave a verbal report following the meeting held on 25 th July 2017. The Polzeath WCs were in a very bad condition. See also Minute 118d/2017 below.	Cllr. Gisbourne

115/2017	<p><u>Planning Applications</u> – Members considered the following:</p> <p>a. <i>PA17/07044, Trewint Playing Field</i> – demolition of existing football pavilion, public toilets, scout and guide group meeting rooms and replace with new multi-purpose community building. Increasing parking provisions. NO COMMENT.</p> <p>b. <i>Trewiston Lane</i> – the Clerk to advise Mr Trundle he is welcome to meet with Members at any of their scheduled meetings.</p> <p>c. <i>PA17/06848, Trelawney, Worthy Hill, Trebetherick</i> – the planning officer, Mr Richard White, is minded to grant planning permission. It was RESOLVED to ‘agree to disagree’ on this application.</p> <p>d. <i>PA17/05185, Land South of Ferryside / Cocklebar, Rock Road, Rock</i> – the planning officer, Mr Paul Banks, is minded to grant planning permission, but with a ‘permanent residency’ condition. It was RESOLVED to ‘agree to disagree’ on this application.</p>	Clerk Clerk Clerk Clerk
116/2017	<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> – fortnightly H&S Inspection Reports. The Clerk to ask Mr Meneer to repair the back panel is loose at the top of the slide.</p> <p>ii. <u>Annual RoSPA Report</u> – Mr Mark Meneer reported he had passed the RoSPA report to a carpenter who will deal, including damage to the roof of the timber shelter. Broxap had been asked to repair the see-saw and work will commence shortly.</p> <p>iii. <u>Community Building</u> – Minute 102a[iii]/2017 refers. Questionnaires are available to gauge residents’ views. Ms Danks will commence work on the funding application shortly.</p> <p>Discussion on the possible creation of a Community Interest Company deferred to the October Planning Meeting.</p> <p>b. <i>Phone Mast</i> – application (PA17/06487) had been submitted, but Mr John Rudge, CC had deemed that prior planning approval was not needed. The Clerk to clarify this decision.</p> <p>It was RESOLVED to accept the offer for the 25-year term. It was further RESOLVED Cllrs. Boswell-Munday, Gisbourne and Mould were appointed to attend a pre-start meeting to discuss the build programme etc.</p>	Clerk Clerk Clerk
117/2017	<p><u>Highway Matters</u> –</p> <p>a. <i>Highway Closure</i> –</p> <p>i. Byway 20, closed 16th July 2017 – 5th February 2018, due to collapsed cattle grid / bridge.</p> <p>ii. Trewiston Lane, St Minver – 6th–13th September (24 hours). South West Water to carry out works to their apparatus.</p>	
118/2017	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Recycling Facilities</i> – Cllr. Mould said the CC leaflet advised they will no longer be collecting recycling materials from holiday lets / second homes. There had been many problems with the previous recycling facilities in the parish. Facilities are available at Lidl, Wadebridge.</p> <p>b. <i>Free Wi-Fi in Public Places</i> – it was RESOLVED to join a coordinated bid to provide free Wi-Fi in public places, in particular it would be useful for the new Trewint community building. Details previously circulated via email.</p> <p>c. <i>Bench, Daymer Bay to Polzeath</i> – Members considered an email from Mr Owen Michaelson i.r.o. replacing one of the broken benches on the footpath.</p>	Clerk Clerk Clerk

	<p>The Clerk to seek the view of the SW Coastal Footpath Team i.r.o. benches on the footpath. Members felt that future benches should be made of granite for longevity. Photographs had been supplied by Cllr. Webb of the broken bench.</p> <p>d. <i>Public Conveniences</i> – the following action had been agreed at the meeting with Mr Jon James, CC:</p> <ul style="list-style-type: none"> • CORMAC to instruct cleansing staff to work to the agreed contract specification for cleansing and monitor. • CORMAC to carry out a deep cleanse of facilities and will notify the Cornwall Council and Parish Councils when this will take place. • Contact email address and out of hours numbers to be circulated. Ms Celia Jenner provided this information: Public Conveniences – Central email and phone number: Cleaningservices@cornacltd.co.uk; 01872 324100. The Clerk advised this does not seem like the out-of-hours number that was promised, it seems more like the switchboard. • Contact for coin collection to be provided in an event that the machines become full. Copy of emptying schedule to be provided. Nothing received to date. Copy requested 30th August 2017. • Address the wedging open of doors with CORMAC staff and others i.e. BIFFA. • Address defects on toilet doors at Coronation Gardens. • Check list to be prepared for Cleansing team. Nothing received to date. Copy requested 30th August 2017. • Joint Inspection to be arrange with CORMAC/CC/PC/Local Member. • Set up review meeting in September. No meeting arranged to date. 	Clerk																																								
119/2017	<p><u>Administration Matters</u> –</p> <p>a. <i>PAT Testing</i> – Minute 90a/2016 refers. Mr Lee Edwards had been asked to carry out the annual PAT test and to reattach the heater to the wall.</p> <p>b. <i>Meeting Start Times</i> – Members RESOLVED to commence winter meetings (October to March) at 7pm from October to March.</p>	Cllr. Mould Clerk																																								
120/2017	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – Schedule 2017/18-05 to a value of £16,975.09 was APPROVED for payment.</p> <p>The Clerk pointed out that CC had claimed cheque 102513 (training fee) had not been received and a replacement cheque 102540 had been issued. Subsequently both cheques had been cashed. She is pursuing a refund.</p> <table border="1" data-bbox="325 1585 1286 1921"> <thead> <tr> <th>EXPENSES</th> <th>Price</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Salaries, including NI & tax</td> <td>595.68</td> <td></td> <td>595.68</td> </tr> <tr> <td>Amenities - incl. WCs, play equipment, grass cutting, PROWs</td> <td>2,777.55</td> <td>479.11</td> <td>3,256.66</td> </tr> <tr> <td>Trewint Field - new build</td> <td>4,956.30</td> <td></td> <td>4,956.30</td> </tr> <tr> <td>Administration, including insurance</td> <td>1,283.85</td> <td>39.37</td> <td>1,323.22</td> </tr> <tr> <td>CC - parking enforcement</td> <td>393.23</td> <td></td> <td>393.23</td> </tr> <tr> <td>St Minver Cemetery - precept</td> <td>3,450.00</td> <td></td> <td>3,450.00</td> </tr> <tr> <td>Trewint Field - phone mast</td> <td>2,250.00</td> <td>450.00</td> <td>2,700.00</td> </tr> <tr> <td>Grant - Polzeath Marine Conservation</td> <td>300.00</td> <td></td> <td>300.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£16,975.09</td> </tr> </tbody> </table> <p>b. <i>Budget Monitor</i> – a copy was circulated at the meeting.</p> <p>c. <i>Bank Signatures</i> – it was RESOLVED Cllr. Morgan would replace Cllr. Webb as signature to the cheques.</p>	EXPENSES	Price	VAT	Total	Salaries, including NI & tax	595.68		595.68	Amenities - incl. WCs, play equipment, grass cutting, PROWs	2,777.55	479.11	3,256.66	Trewint Field - new build	4,956.30		4,956.30	Administration, including insurance	1,283.85	39.37	1,323.22	CC - parking enforcement	393.23		393.23	St Minver Cemetery - precept	3,450.00		3,450.00	Trewint Field - phone mast	2,250.00	450.00	2,700.00	Grant - Polzeath Marine Conservation	300.00		300.00				£16,975.09	Clerk Clerk
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	d. <i>Cemetery Committee</i> – a meeting of the committee is to be held, to include setting Terms of Reference and the handling of their future accounts.	Cllr. Morgan
121/2017	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda:</p> <p>a. <i>Daymer Bay Bin</i> – Ms Donna Latham, CC had written to the business rate payer to advice that as the bin is on private land, they will no longer be emptying it free of charge, w.e.f. 29th August 2017. Details previously circulated via email.</p> <p>b. <i>Neighbourhoods Overview and Scrutiny Committee Waste Collection and Cleansing Contract Inquiry</i> – CALC will attend this CC meeting, to be held on Friday, 29th September 2017. The Inquiry session involves the five Panel Members asking the witnesses/experts a number of questions in order to gain knowledge and enable them to recommend a preferred service delivery and shortlisted service design for future waste collections after 2020. Members are invited to make their views known.</p> <p>c. <i>Countryside Voice</i> – Summer 2017.</p> <p>d. <i>Local Councils Direct</i> – September 2017. Taken by Cllr. Mould.</p>	
122/2017	<p><u>Diary Dates</u> –</p> <p>a. <i>Full Council Meetings</i> – 2nd October 2017 @ 7pm.</p> <p>b. <i>Planning Meeting</i> – 18th September 2017. The Clerk advised this meeting may not be necessary.</p>	
123/2017	<p><u>Information Only/Future Agenda Items</u> –</p> <p>a. None.</p>	
124/2017	<u>Meeting Closed</u> – 21.02pm.	

Signature: (Cllr. Gisbourne)
Chairman

Date: 2nd October 2017