



St MINVER LOWLANDS PARISH COUNCIL
MINUTES OF THE FULL COUNCIL MEETING
HELD IN THE COUNCIL CHAMBER, ROCK METHODIST CHURCH
ON MONDAY, 5th FEBRUARY 2018 @ 7pm

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

| Minute | AGENDA ITEMS | Action |
|---------|--|--------|
| | <p><u>Chairman's Welcome and Public Forum</u> – the Chairman opened the meeting and welcomed those present.</p> <p>Members met with Ms Zoe Hall from CC's Parking Enforcement Team (Minute 8a/2018 refers) to discuss this year's Parking Enforcement Service Level Agreement (SLA). Members expressed a wish to have some evening visits. Ms Hall pointed out that some of the yellow lines permit parking after 6pm. Members clarified that some visits should be scheduled between 4-6pm. She will arrange such visits every fortnight.</p> <p>With regards to parking enforcement in Polzeath, Members asked about enforcement at the upper end of Dunders Hill. Ms Hall said this would require a Road Traffic Order.</p> <p>Ms Hall said the Stacker on Polzeath Beach had received a lot of abuse from motorists. He had worked well with the Parking Enforcement Officer. Members were happy to continue to co-finance parking enforcement at Polzeath.</p> <p>She added the cost would be £36 p.h. compared to £35 p.h. in 2016 and 2017. She will arrange for an SLA to be sent to the Clerk. She asked Members to complete CC's quarterly survey forms.</p> | |
| 16/2018 | <p><u>Apologies for Absence</u> – Cllr. Williams (leave), Crowdy and Morgan (family commitment).</p> | |
| 17/2018 | <p><u>Members' Declarations</u> –</p> <ul style="list-style-type: none"> 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> – there were no requests for dispensations. | |
| 18/2018 | <p><u>Minutes of Meetings</u> –</p> <ul style="list-style-type: none"> a. <i>Full Council Meeting</i> – 2nd January 2018, AGREED as a true record. b. <i>Secondary Meeting</i> – 15th January 2018, AGREED as a true record. | |
| 19/2018 | <p><u>Outside Bodies / Reports</u> –</p> <ul style="list-style-type: none"> a. <i>County Council</i> – Cllr. Mould reported CC were hopeful they could now balance the budget by taking money from reserves. The details of the revised Community Infrastructure Levy (CIL) should be available shortly. | |

| | | |
|---------|---|----------------------------------|
| | <p>There had been an incident where two members of the public had been charged by cattle grazing on National Trust land near Pentire Head. The Clerk had emailed Mr Matthew Lewis, NT Ranger and the incident is being investigated.</p> <p>It was AGREED, following the recent planning appeal refusal i.r.o. a development at St Moritz, that the Clerk would write to Mr Rob Mably clarifying that his development proposals must comply with Policy 3.4 and 4.5 of the St Minver Plan.</p> <p>b. <i>St Minver Highlands Parish Council</i> – a copy of their January Minutes were made available to the Meeting.</p> <p>c. <i>Padstow Harbour Commission (PHC)</i> – a copy of their December Minutes were not available to the Meeting.</p> <p>d. <i>Network Panel Meeting</i> – Cllr. Gisbourne and Mould had attended the meeting held on 25th January 2018. Cllr. Gisbourne said circa £50,000 would be available for PCs within the Network to bid for Highway works.</p> <p>Cllr. Mould arrived at this point and Minute 19a/2017 was taken here.</p> <p>The Clerk reminded Members of the Briefing Note for Network Panels, which had previously been circulated via email.</p> <p>e. <i>Polzeath Beach Management Group</i> – 6th February at 5.15pm @ Chy Trevail. The meeting to be merged with the Water Licences meeting.</p> <p>Mr Jolyon Sharpe, Cormac had advised the Wavehunters' container will be delivered to Polzeath car park on Wednesday 7th February. He had asked for more details about the delivery and will share them with the group.</p> | Clerk |
| 20/2018 | <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>PA17/12171, 8 Hr. Tristram, Polzeath</i> – construction of a replacement dwelling (resubmission of previously approved PA14/12078). NO OBJECTION.</p> <p>b. <i>PA17/12223, 7 Hr. Tristram, Polzeath</i> – variation of condition 2 (approved plans) in respect of decision PA16/11646 dated 22nd March 2017 for replacement dwelling to include swim spa and sauna. NO OBJECTION.</p> <p>c. <i>PA18/00177, Sunleas, Dunders Hill, Polzeath</i> – Reserved Matters to Approved Outline Application No. PA17/00741 dated 21st March 2017 for Plot 1 (access, appearance, landscaping, layout and scale). NO OBJECTION.</p> <p>d. <i>PA18/00320, Trebant, Rock</i> – works to trees subject to a tree preservation order. Felling of dead Ash tree. NO OBJECTION.</p> | Clerk Clerk Clerk Clerk |
| 21/2018 | <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> – no issues with the fortnightly H&S inspection reports</p> <p>ii. <u>Annual RoSPA Report</u> – repairs to the shelter had been completed.</p> <p>iii. <u>St Minver Community Hub</u> –</p> <p>o <i>Charitable Incorporated Organisation</i> – a meeting to progress this is scheduled for 9th February. There is now a website and Facebook page. An appeal for Volunteers was made.</p> <p>o <i>Fundraising Development Plan</i> – standard item on the agenda.</p> <p>b. <i>Phone Mast</i> – the cable cannot go where it is shown on the Wayleave plan because a replacement building is planned, which would go over it. Cllr. Boswell-Munday to send the original plan to the Clerk, for forwarding to Mr Dovid Pink.</p> | Clerk |
| 22/2018 | <p><u>Highway Matters</u> –</p> <p>a. <i>Parking Enforcement 2018/19</i> – Minute 8a/2018 refers. Covered by the discussion with Ms Zoe Hall in the Public Forum.</p> | |

| | <p>b. <i>Trewiston Lane Traffic Calming</i> – Minute 8c/2018 refers. A site meeting had been held on 15th January 2018 with Mr Oliver Jones, Cormac and representatives from the Trebetherick Residents’ Association.</p> <p>Cllr. Gilbert said it appeared that traffic speed monitoring is being undertaken.</p> <p>Mr Oliver Jones, Cormac had emailed a report following the meeting (previously circulated). He advised that from April 2018 the Community Network Panel would have a Highway Budget to manage and that a bid could be made to cover some of the costs. The Clerk pointed out that there were insufficient funds in the budget to meet all the anticipated bids for funding.</p> <p>Mr Jones will draw up some proposals for better signage and send them to the PC for Members’ consideration. Other issues are under consideration.</p> <p>c. <i>Car Park Charges</i> – CC are holding a consultation on their charges. Visit www.cornwall.gov.uk/TrafficConsult for more details. Closing date 15th February</p> <p>d. <i>Little Trelyn / Lower Greenbanks</i> – Minute 8d/2018 refers. Mr Steve May, CC had agreed to Members’ request to add ‘Leading to Lower Greenbanks’ to the Little Trelyn highway sign.</p> | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|------------------|-----|-------|------------------------------|--------|--|--------|---|----------|--|----------|----------------|-------|------|-------|--|--------|--|--------|--|--|--|------------------|---------------------------------|
| 23/2018 | <p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Coronation Gardens WCs</i> – Cllr. Mould had attended the meeting with Mr Peter Marsh, CC. She reported that Mr Marsh shared Members’ view that a Toilet Attendant is needed. She had confirmed the PC would be willing to continue to make a contribution towards the running costs for the WCs.</p> <p>b. <i>Daymer Bay WCs</i> – See also 23a/2018 above. Cllr. Mould had provided Mr Marsh with details of the history of this toilet block. A further meeting with Mr Marsh is to be held, following which a formal response will be made to the Trebetherick Residents’ Association, i.r.o. their request for continued funding.</p> | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24/2018 | <p><u>Administrative Matters</u> –</p> <p>a. <i>Procedures</i> – Minute 10a/2018 refers. Cllrs. Gisbourne, Morgan and Mould had not yet had an opportunity to meet to review the:</p> <p style="padding-left: 20px;">i. <u>Standing Orders</u> –</p> <p style="padding-left: 20px;">ii. <u>Financial Regulations</u> –</p> <p>NOTE – Financial Regulations to be reviewed every 4 years (Standing Orders 20.8 refers). Last revised Jan 2009.</p> <p>b. <i>Keys</i> – the Clerk requires duplicate keys to the Council Chamber and postbox. Cllr. Mould provided her with a set to have copied.</p> | <p>Cllrs. Mould / Gisbourne / Morgan</p> <p>Clerk</p> | | | | | | | | | | | | | | | | | | | | | | | | |
| 25/2018 | <p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – Schedule 2017/18-09, to a value of £2,156.06 was APPROVED for payment. The Clerk reported the payment for the Phone Mast had been received. She had issued the invoices to the Football Club and Pre-school for this year’s rent.</p> <table border="1" data-bbox="325 1594 1340 1783"> <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>764.03</td> <td></td> <td>764.03</td> </tr> <tr> <td>Amenities - incl. WCs, play equipment repairs</td> <td>1,000.00</td> <td></td> <td>1,000.00</td> </tr> <tr> <td>Administration</td> <td>41.45</td> <td>6.79</td> <td>48.24</td> </tr> <tr> <td>St Minver Methodist Church - rent & electric</td> <td>343.79</td> <td></td> <td>343.79</td> </tr> <tr> <td colspan="3"></td> <td style="text-align: right;">£2,156.06</td> </tr> </tbody> </table> <p>b. <i>Heaters</i> – Minute 11d/2018 refers. Cllr. Mould will arrange new heaters for the Council Chamber.</p> <p>c. <i>Grant Application</i> – Members declined to make a grant to Cruse Bereavement.</p> <p>d. <i>Bank Statements</i> – Minute 11a[iii]/2018 refers. Cllr. Gisbourne had spoken with the bank and the SM Community Hall account had been closed in error and the £1,037 in the account had been moved to a holding account. The Clerk to write and request a cheque to cover this sum. Letter to be signed by all signators.</p> | EXPENSES | Price | VAT | Total | Salaries, including NI & tax | 764.03 | | 764.03 | Amenities - incl. WCs, play equipment repairs | 1,000.00 | | 1,000.00 | Administration | 41.45 | 6.79 | 48.24 | St Minver Methodist Church - rent & electric | 343.79 | | 343.79 | | | | £2,156.06 | <p>Cllr. Mould</p> <p>Clerk</p> |
| EXPENSES | Price | VAT | Total | | | | | | | | | | | | | | | | | | | | | | | |
| Salaries, including NI & tax | 764.03 | | 764.03 | | | | | | | | | | | | | | | | | | | | | | | |
| Amenities - incl. WCs, play equipment repairs | 1,000.00 | | 1,000.00 | | | | | | | | | | | | | | | | | | | | | | | |
| Administration | 41.45 | 6.79 | 48.24 | | | | | | | | | | | | | | | | | | | | | | | |
| St Minver Methodist Church - rent & electric | 343.79 | | 343.79 | | | | | | | | | | | | | | | | | | | | | | | |
| | | | £2,156.06 | | | | | | | | | | | | | | | | | | | | | | | |

| | | |
|---------|--|-------|
| | <p>e. <i>Maintenance 2018/19</i> – it was RESOLVED to accept the following increases from A1 Tree & Grounds Ltd.:</p> <ul style="list-style-type: none"> i. Grass Verges - £220+VAT per cut. (Currently £200.) ii. Footpaths - £840+VAT per cut. (Currently £780.) iii. Weed Spraying - £500+VAT. (No increase.) | Clerk |
| 26/2018 | <p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda:</p> <ul style="list-style-type: none"> a. <i>Clerks & Councils Direct</i> – January 2018. Taken by Cllr. Mould. b. <i>Bingley's, 1 The Parade, Polzeath</i> – alcohol licence applied for. The Clerk reported that Highlands had queried why this was on the agenda, given that it is in their area. Members had no comment to make. c. <i>Trading Licence</i> – Members were invited to comment on an application to trade on Beach Road, Polzeath from Ms Holly Madge (Sailaway Dress Company). As this is in Highlands' area, Members had no comment to make. d. <i>Adult Social Care Charging Policies</i> – CC seek Members' views. See http://www.cornwall.gov.uk/carepolicies for more information. Deadline for comments 26th February 2018. Details previously circulated via email. | |
| 27/2018 | <p><u>Diary Dates</u> –</p> <ul style="list-style-type: none"> a. <i>Full Council Meetings</i> – 5th March 2018. It was RESOLVED meetings would commence at 7.30pm from March to October. b. <i>Planning Meeting</i> – the clerk reported the Planning Meeting scheduled for 19th February 2018 would most probably not be needed. c. <i>Cornwall AONB Annual Conference</i> – 14th April 2018, Pavilion at the Royal Cornwall Showground, Wadebridge. '<i>The future of Cornwall's farmed environment</i>' is the theme. Details previously circulated via email. d. <i>Planning Conference</i> – Tuesday, 27th February 2018, 4.30pm at St Johns Hall, Penzance. Cost £12 per person. Details previously circulated via email. e. <i>Crowdfunding Events</i> – CC have arranged a series of events. Details previously circulated via email. <ul style="list-style-type: none"> • Monday 5th February 2018, 7pm to 8.30pm. The Guildhall, Launceston Town Hall. • Wednesday, 7th February 2018, 7pm to 8.30pm, Rooms GW02 & GW03, Camborne One Stop Shop. • Tuesday, 13th February 2018, 7pm to 8.30pm, Crowdfunder HQ, 11 Cliff Road, Newquay. • Wednesday, 21st February 2018, 5.30pm to 7pm, RIO, 26 Fore Street, Liskeard. f. <i>Digital Cornwall Week</i> – Monday 26th February 2018, 10:00am to 2:00pm, in Carnon Downs Village Hall, Tregye Rd, Carnon Downs. | |
| 28/2018 | <p><u>Information Only/Future Agenda Items</u> –</p> <ul style="list-style-type: none"> a. <i>Phone Kiosk</i> – the Clerk to request BT to remove the disconnected kiosk, opposite the Spar and Fish Shops on Rock Road. | Clerk |
| 29/2018 | <u>Meeting Closed</u> – 20.02pm. | |

Signature: (Cllr. Gisbourne)
Chairman

Date: 5th March 2018