



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

Present: Cllr. Gisbourne (Chairman) Cllr. Ms Boswell-Munday Cllr. Crowdy
 Cllr. Davis Cllr. Miss Gilbert Cllr. Mrs Mould (CC/PC)
 Cllr. Richards Cllr. Miss Williams 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>PC Andy Stewart provided the crime statistics (copy on file). He said the Police aimed to visit each Parish Council at least once every three months. He urged residents to report even minor crimes. He said signing up to the Police 'Alert' system was well worth doing. He advised Claire Drennan had left her role as a PCSO. Her replacement is Pete Soby.</p> <p>Representatives from the Trebetherick Residents' Association were present i.r.o. 37b/2018. They pointed out the Neighbourhood Plan has an explicit commitment to the provision of public conveniences in the parish. The TRA wanted the Daymer Bay WCs to be treated the same as the Coronation Gardens toilets and given the same long-term financial commitment. The background was mentioned, including the creation of a Community Interest Company and the possible installation of a PropelAir system. The latter has been installed at Praa Sands and is being trialled over the coming season.</p> <p>A representative from the Polzeath Marine Centre was present, as an observer, i.r.o. Minute 37e/2018.</p>	
30/2018	<u>Apologies for Absence</u> – Cllr. Webb (ill health); Cllr. Morgan was not present.	
31/2018	<p><u>Members' Declarations</u> –</p> <p>a. <i>Registerable Declarations of Interests</i> – none</p> <p>b. <i>Non-registerable interest</i> – Cllr. Gilbert i.r.o. Minute 39e/2018.</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> – there were no requests for dispensations.</p>	
32/2018	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 5th February 2018, AGREED as a true record.</p> <p>b. <i>Planning Meeting</i> – February meeting cancelled.</p>	
33/2018	<p><u>Outside Bodies / Reports</u> –</p> <p>a. <i>County Council</i> – Cllr. Mould said she had subsequently spoken to nearly all of the Polzeath Surf Schools, who in principle are happy with 120 boards. She said Mr Peter Marsh, CC is now dealing with the matter. Mr Andy Cameron had expressed an interest in managing the toilets at Coronation Gardens.</p>	

	<p>b. <i>St Minver Highlands Parish Council</i> – a copy of their February Minutes were not available to the Meeting.</p> <p>c. <i>Padstow Harbour Commission (PHC)</i> – a copy of their January Minutes were made available to the Meeting.</p> <p>d. <i>Network Panel Meeting</i> – next meeting scheduled to be held on 26th April 2018, 6.30pm in the Egloshayle Pavilion.</p> <p>e. <i>Polzeath Beach Management Group / Water Licences</i> – meeting held on 6th February 2018. Cllr. Gisbourne reported there are plans by CC to let another plot on the beach. There was concern this could be another surf school, making eight in total. There had been discussion about having a toilet attendant on site for the six weeks of high season.</p> <p>The next meeting scheduled to be held on Tuesday, 13th March 2018, 2pm in the Goods Shed, Southern Way, Wadebridge. The Water Licences meeting commences at 2.30pm. Agenda previously circulated to all Members.</p>	
34/2018	<p><u>Planning Applications</u> – Members considered the following:</p> <p>a. <i>PA18/00659, Land S of Ferryside Cocklebar, Rock Road, Rock</i> – removal of condition 6 (occupancy restriction) in respect of decision PA17/05185 dated 06.09.17 (Erection of a new 5-bedroom dwelling and garage). OBJECT. Policy 3.2 of the St Minver NP refers.</p> <p>b. <i>PA18/00666, Land N of Deer Park, Rock Road, Rock</i> – reserved matters application in respect of decision PA14/02233 (Outline permission for proposed 50/50 affordable/market housing development x 8 No dwellings). OBJECT. Members maintain their previous objections. They continue to have concerns regarding the access and point out the landowner had said there is no room to create a passing place. There is no mention in the planning application of resurfacing the lane.</p> <p>c. <i>PA18/00717, Land S of Tennessee, Rock Road, Rock</i> – new bungalow. OBJECT on the grounds of poor access, on a very narrow lane / footpath, which will create a vehicle / pedestrian conflict. If permission is granted it should have a permanent residency clause in accordance with the St Minver NP.</p> <p>d. <i>PA18/00953, Trefelix, Daymer Lane, Trebetherick</i> – demolition of existing boiler room and fire escape. Erection of a basement and single-storey extension and enclosure of escape stair to attic rooms. NO OBJECTION.</p> <p>e. <i>PA18/00995, Land S of Highclere House, Broad Park Close, St Minver</i> – outline planning permission with all matters reserved: proposed detached dwelling. NO OBJECTION. If permission is granted it should have a permanent residency clause on accordance with Policy 3.2 of the St Minver NP.</p> <p>f. <i>PA18/01075, Land N of Broad Park Close, Trewiston Lane, St Minver</i> – proposed art gallery (no retail). NO OBJECTION, but Members would not wish to see the building put to any other use.</p> <p>g. <i>PA18/01195, The Garden House, Shores Lane, Rock</i> – application for works to a tree subject to a tree preservation order – works to a macrocarpa (T88). NO OBJECTION provided the Tree Officer has no objection.</p> <p>h. <i>PA18/01402, Sandy Cole, Golf Course Hill, Rock</i> – works to trees subject to a TPO - 2 x Macrocarpa trees to be reduced in height to below the height of the low voltage power line to make safe due to damage in the upper canopy of one of the trees and the unstable sandy bank where the trees are situated. NO OBJECTION provided the Tree Officer has no objection.</p> <p>i. <i>PA18/01509, CarnDu Woods, Golf Course Hill, Rock</i> – various works to trees covered by a Tree Preservation Order - T1 Cupresses Macrocarpa and T2 Group of 3 Sycamore Trees. NO OBJECTION provided the Tree Officer has no objection.</p> <p>j. <i>PA18/00441/PREAPP, Trethwaite, Rock Road, Rock</i> – pre-application advice for replacement dwelling with supporting annexe. OBJECT because it has the potential to be a separate dwelling.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

35/2018	<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> – there were no problems with the H&S Inspection Reports.</p> <p>ii. <u>St Minver Community Hub</u> – The Trustees had agreed the following as a way forward:</p> <ul style="list-style-type: none"> • Project scope (specifically building design) needs to be reduced, working more closely to a £500,000 target + VAT. • Charity application to be postponed until end of April. Potential Trustees meeting to sign documents 27th April 2018, TBC. • Business plan will be written by Messrs Jeremy Davis and Alex Roads, who will contact individual interested parties and the fundraisers as required. Business Plan to be completed by 30 June 2018. Ms Nicola Brookes to assist with the financial forecasting on a paid basis. • Fundraising work to begin in July. <p>o <i>Charitable Incorporated Organisation</i> – covered above.</p> <p>o <i>Fundraising Development Plan</i> – standard item on the agenda</p> <p>b. <i>Phone Mast</i> – Minute 21b/2018 refers. The Clerk had signed the revised Wayleave Agreement for Western Power Distribution.</p> <p>c. <i>St Minver Pre-School</i> – it was RESOLVED to grant permission for the Pre-school to hold their annual Fundraising Fete on the Playing Field, on Saturday 14th July 2018, providing the Football Club is not using the field. The Clerk to advise and point out they must have risk assessments and insurance cover, (to include damage to vehicles, etc.). Copies to be provided to the Clerk.</p>	Clerk Clerk
36/2018	<p><u>Highway Matters</u> –</p> <p>a. <i>Parking Enforcement 2018/19</i> – Minute 22a/2018 refers. It was RESOLVED to sign the Service Level Agreement for parking enforcement in 2018 for Rock and Polzeath. The Clerk to advise Highlands.</p> <p>b. <i>Trewiston Lane Traffic Calming</i> – Minute 22b/2018 refers. Mr Oliver Jones, Cormac suggests it would be well worth the whole area being consider as part of a feasibility study, this won't only review all the possible options but will also provide an indication of costs i.r.o. various traffic calming issues in the Trebetherick area. He is hoping to receive confirmation for this post-April 2018. The Clerk to ask CC’s Footpath Officer if the stile on PROW 547/22/2 could be replaced with a kissing gate and what the cost of this would be.</p> <p>c. <i>Rock Road Drains</i> – County Cllr. Mould had reported various drainage issues to Mr Oliver Jones, Highways.</p> <p>i. <u>Drain adjacent to Curlew Cottage on Rock Road</u> – the water from here overflows and runs across the road through a pipe in a paved parking area, any water that misses that pipe runs down into a drain outside a house called Trebarrick.</p> <p>ii. <u>The Storm Drain just outside the Sub-station on Rock Road</u> – the water also gets into the telecom ducting, this then overflows into the drain at the bottom of the entrance to St Enodoc Hotel.</p> <p>iii. <u>The bottom of Golf Course Hill</u> – the storm drain overflows and bubbles up by the adjacent telegraph pole which then runs into more BT ducting and spills out into a pool of water by another drain opposite a house called The Cottage.</p> <p>It was now thought there is a water leak. Investigations are ongoing.</p> <p>Cllr. Richards reported he had spread some grit during the winter weather.</p>	Clerk Clerk

37/2018	<p><u>Environmental / Amenity Matters –</u></p> <p>a. <i>Coronation Gardens WCs</i> – Minute 23a/2018 refers. See also Minute 33a/2018. There had been a discussion with Mr Peter Marsh, CC. Members CONFIRMED they had AGREED to contribute £8,000 towards the running costs in 2018/19, providing the toilets are open all year. The Clerk to establish with Mr Marsh / Cormac if it is possible and what the cost would be to have an on-site toilet attendant for the 6-weeks of the holiday season and could a restructure of the contract with Cormac accommodate this suggestion.</p> <p>b. <i>Daymer Bay WCs</i> – Minute 23b/2018 refers. Mr Marsh had said the PropelAir system is untested in a seaside location, hence the trial at Praa Sands. CC will pay for half the cost of emptying the septic tank, which together with a grant of £5,000 from the PC and pledges from the TRA and local businesses will cover the cost of opening the toilets this year.</p> <p>It was made clear the Parish Council would not / could not agree to support the cost of keeping the Daymer Bay WCs open indefinitely. Any request for a further grant will be considered on its merits. The toilets are there to serve a privately-owned car park and shop – without these businesses there would be no need for the toilets at Daymer Bay.</p> <p>c. <i>Mobile Post Office</i> – to visit Trelyn Road, Rock on Mondays and Thursdays 11.00-12.30. Details previously circulated via email.</p> <p>d. <i>SW Coast Path</i> – Members DECLINED a proposal to carry out maintenance work on the path, in return for a grant. Details previously circulated via email</p> <p>e. <i>Plastic-free Coastline Campaign</i> – details previously circulated via email. Whilst being in support in principle, Members RESOLVED:</p> <ol style="list-style-type: none"> i. To support the Plastic-free Coastline campaign initiated locally by Surfers Against Sewage and Polzeath Marine Centre. ii. To undertake to ensure that single-use plastic items are not used at its premises and functions, and. iii. Agreed to support the campaign to discourage and reduce the dispensing of single-use plastic from retail premises within our coastal towns in order to assist in reducing street litter and contribute to the global campaign against marine pollution. <p>f. <i>Phone Kiosk</i> – Minute 28a/2018 refers. BT advised the disconnected kiosk, opposite the Spar and Fish Shops on Rock Road, is with their contractors for removal. The Clerk said the list is long and there will be a delay.</p> <p>g. <i>Polzeath Trading Pitch</i> – applications to trade had been received by CC i.r.o.:</p> <ol style="list-style-type: none"> i. <u>Marsha Drew</u> – hair braiding, etc. Members had NO OBJECTION to this application. The Clerk to advise Mr Jolyon Sharpe. ii. <u>Holly Madge</u> – sale of dresses. Members OBJECTED to this application as it would compete with existing retailers. The Clerk to advise Mr Sharpe <p>h. <i>Flooding</i> – Members were asked to report any incidents of flooding to CC for their information. Consideration to creating an Emergency Plan deferred.</p>	<p>Clerk Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
38/2018	<p><u>Administrative Matters –</u></p> <p>a. <i>Procedures</i> – Minute 24a/2018 refers. Cllrs. Gisbourne reported he had commenced a review of the following, which should be ready for April:</p> <ol style="list-style-type: none"> i. <u>Standing Orders</u> ii. <u>Financial Regulations</u> <p>NOTE – Financial Regulations to be reviewed every 4 years (Standing Orders 20.8 refers). Last revised Jan 2009.</p> <p>b. <i>Parish Council Communications</i> – Members declined a proposal to use ‘whatsapp’ for internal communications.</p> <p>c. <i>Highlands’ Clerk</i> – Ms Bethany Hibbs is the new Clerk.</p>	<p>Cllrs. Mould / Gisbourne / Morgan</p>

39/2018	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – Schedule 2017/18-10 to a value of £1,109.29 was APPROVED for payment. Two sets of PC keys had been purchased and one given to Cllr. Boswell-Munday, who will put the heaters on prior to a meeting.</p> <table border="1" data-bbox="327 280 1340 436"> <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>603.07</td> <td></td> <td>603.07</td> </tr> <tr> <td>Amenities - incl. WCs</td> <td>366.00</td> <td></td> <td>366.00</td> </tr> <tr> <td>Administration</td> <td>133.43</td> <td>6.79</td> <td>140.22</td> </tr> <tr> <td colspan="3"></td> <td>£1,109.29</td> </tr> </tbody> </table> <p>b. <i>Draft Income & Expenditure 2017/18</i> – a copy was circulated at the meeting.</p> <p>c. <i>Heaters</i> – Minute 11d/2018 refers. Cllr. Mould will arrange new heaters for the Council Chamber.</p> <p>d. <i>Community Hall Account</i> – Minute 25d2018 refers. There had been no response from Barclays Bank, i.r.o. the account closed in error. The Clerk to pursue.</p> <p>e. <i>Grant Application</i> –</p> <p>i. <u>St Minver School PTA</u> – it was RESOLVED to make a grant of £2,000.</p> <p>f. <i>LMP Partnership</i> – it was RESOLVED to accept a grant of £2,029.33 to maintain the PROWs. This compared to £1,844.70 in 2017/18.</p>	EXPENSES	Price	VAT	Total	Salaries, including NI & tax	603.07		603.07	Amenities - incl. WCs	366.00		366.00	Administration	133.43	6.79	140.22				£1,109.29	<p>Cllr. Mould</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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40/2018	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda:</p> <p>a. <i>Grow Nature Seed Fund</i> – the Fund supports small-scale projects that help create more space for nature within local communities. More information about the Grow Nature Seed Fund is available on our website: www.cornwall.gov.uk/grow-nature/funding. Up to £500 available for eligible projects, run by locally based ‘not for profit’ organisations.</p> <p>b. <i>Cornwall Rural Housing Assoc.</i> – copy of the 2017 Annual Report and a leaflet explaining the work of the CRHA.</p> <p>c. <i>Royal Wedding</i> – organisers are encouraged to complete an Event Planning form to be sent to CC. Details previously circulated via email.</p> <p>d. <i>Royal Voluntary Service</i> – Ms Mandy Turner, Community Development Worker, RVS offers to meet with Members, if there is interest in creating opportunities for groups/social activities/social dining clubs or any other form of gathering for over 55’s to be sustainable and to be led by volunteers. Details previously circulated via email.</p> <p>e. <i>Clerks & Councils Direct</i> – March 2018. Taken by Cllr. Mould.</p> <p>f. <i>Community Energy Funding</i> – email from Mr Ben Eardley, Energy Analysis previously circulated to Members.</p>																					
41/2018	<p><u>Diary Dates</u> –</p> <p>a. <i>Full Council Meetings</i> – Tuesday, 3rd April 2018 @ 7.30pm.</p> <p>b. <i>Planning Meeting</i> – 19th March 2018. The Clerk to confirm if this meeting is needed.</p> <p>c. <i>Planning in Cornwall, for People or Profit?</i> – a debate organized by Cornwall for Change (C4C). Crossroads Conference Centre, TR16 5BP, 10th March 2018, 2-5pm. To register visit: https://www.eventbrite.co.uk/e/planning-in-cornwall-for-people-or-profit-tickets-42983249055.</p> <p>d. <i>Cornwall Community Land Trust</i> – free half-day seminar on Friday, 2nd March 2018, 9.30am–1pm. Truro City Hall. Event cancelled due to weather conditions.</p> <p>e. <i>Cornwall AONB Annual Conference</i> – Saturday, 14th April 2018 at the Pavilion Centre, Royal Cornwall Showground, Wadebridge. It’s free to attend, open to anyone, but booking is essential via this link https://www.eventbrite.co.uk/e/the-future-of-the-farmed-environment-in-cornwall-free-conference-tickets-42746657403. Details previously emailed</p>	<p>Clerk</p> <p>Deadline passed</p>																				

	f. <i>Trewiston Lane Proposed Development</i> – drop, in event on Wednesday, 14 th March 2018 at The Point, Polzeath. Members of the project team (Burrington Estates, planning, design, highways and drainage) will be on hand to answer any questions. They envisage inviting the public to drop-in anytime between 2.30pm and 7.30pm and will be there from 1.30pm so are offering the opportunity for Members of both Parish Councils to meet us and ask any questions before the public arrive. Tea and coffee will be provided. Members were urged to attend.	All Members
42/2018	<u>Information Only/Future Agenda Items</u> – a. None.	
43/2018	<u>Meeting Closed</u> – 21.28pm.	

Signature: (Cllr. Gisbourne)
Chairman

Date: 5th March 2018