



**St MINVER LOWLANDS PARISH COUNCIL**  
**MINUTES OF THE FULL MEETING**  
**HELD IN THE COUNCIL CHAMBER, ROCK METHODIST CHURCH**  
**ON TUESDAY, 3<sup>rd</sup> APRIL 2018 @ 7pm**

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

Minute	AGENDA ITEMS	Action
	<p>Prior to the meeting, Members met with Mr Peter Marsh, Service Director: Environment, CC and Ms Anna Druce, CC i.r.o. issues pertaining to Polzeath Beach. They were joined by Highlands' Members: Cllrs. Harris and Dingle.</p> <p>Mr Marsh had four points for discussion:</p> <ol style="list-style-type: none"> <li>1. <u>Trading Pitches</u> – two pitches had been advertised, one of which had been let. The proceeds from any second pitch could be used (in part) to offset the costs of running the toilets. Mr Marsh was unable to say how much this contribution would be.</li> </ol> <p>Cllr. Harris said Highlands were not in favour of a second pitch as this impacts on the businesses already in Polzeath. He sought assurance that it would not be another food outlet. Mr Marsh said there was nothing to prevent existing businesses from bidding for a pitch. Mr Harris said local people did not want to see another 'shipping container' on the beach.</p> <p>Cllr. Morgan referred to the history of trading pitches on the beach. She wanted the PCs to be involved in the tender process.</p> <p>Mr Marsh said he was working towards letting the second pitch for the high summer season. A licence for three years was under consideration.</p> <p>Cllr. Dingle didn't wish to see another pitch. He was concerned with the aesthetics. Mr Marsh could not confirm what his recommendation would be.</p> <p>Mr Marsh said six parking spaces would be 'lost' if a new pitch were let, but the income from that would be greater than the lost parking income. There was some discussion regarding the income from business rates from a permanent shop compared with the income from a pitch licence.</p> <ol style="list-style-type: none"> <li>2. <u>Water Licensing Scheme</u> – the Scheme means that only those holding licences would be permitted to operate from the beach. This would bring it in line with other beaches run / owned by CC. Mr Marsh hoped to introduce this as soon as possible, but landowners' support would be needed.</li> <li>3. <u>Car Park Management</u> – 'stacking' [parking] needed addressing. Mr Marsh asked if there was any interest in the PCs doing this, but CC would want to retain the income (less operating costs). An alternative to this would be to use a commercial provider. Mr Marsh said that if a certain level of income was achieved, then the PCs could keep any profit above this level – subject to compliance with the Traffic Order.</li> <li>4. <u>Coronation Gardens, Polzeath WCs</u> – there had been issues with the standard of cleaning, which Mr Marsh is addressing with Cormac. Cllr. Gisbourne explained that Members would be considering a seasonal full-time toilet attendant later in the meeting (Minute 59/2018 refers).</li> </ol>	

	<p>Cllr. Morgan said CC had always maintained that car park income could not be used to subsidise the toilet running costs. Mr Marsh said he could categorically confirm there would be no problem in using some of the pitch income for the toilets.</p> <p>Mr Marsh will put these points into writing in time for Highlands' and Lowlands' next meetings.</p> <p><u>Chairman's Welcome and Public Forum</u> – the Chairman opened the meeting and welcomed those present.</p> <p>Mr Charlie Turner spoke regarding Minute 48c/2018. He lives next to the site. He had no objection to the previous application, but he was very much against the new design, which is over bearing and out of scale. The proposed dwelling is 9m high and only 2 m from his boundary.</p> <p>Representative from the National Trust addressed Members regarding Pentire Farm. He showed the plans that will be submitted to CC's Planning shortly. They proposed to turn some of the buildings into holiday lets. None of the buildings are listed, but the Trust is treating them as if they were, i.e. there would be no additional doors / windows. There will be some parking for walkers.</p> <p>A separate planning application will be made for Pentire Glaze, which will provide disabled facilities together with low-key catering facilities.</p>	
44/2018	<p><u>Apologies for Absence</u> – Cllrs. Davis and Richards (leave); Cllrs. Crowdy and Webb (both with personal commitments).</p>	
45/2018	<p><u>Members' Declarations</u> –</p> <ol style="list-style-type: none"> <li><i>Registerable Declarations of Interests</i> – Cllr. Mould in Minute 48e/2018.</li> <li><i>Non-registerable interest</i> – none.</li> <li><i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds.</li> <li><i>Dispensations</i> – there were no requests for dispensations.</li> </ol>	
46/2018	<p><u>Minutes of Meetings</u> –</p> <ol style="list-style-type: none"> <li><i>Full Council Meeting</i> – 5<sup>th</sup> March 2018, <b>AGREED</b> as a true record.</li> <li><i>Planning Meeting</i> – March meeting cancelled.</li> </ol>	
47/2018	<p><u>Outside Bodies / Reports</u> –</p> <ol style="list-style-type: none"> <li><i>County Council</i> – Cllr. Mould asked Members for their thoughts on the proposed Stadium for Cornwall.</li> <li><i>St Minver Highlands Parish Council</i> – a copy of their February and March Minutes were made available to the Meeting.</li> <li><i>Padstow Harbour Commission (PHC)</i> – a copy of their February Minutes was made available to the Meeting.</li> <li><i>Network Panel Meeting</i> – the next meeting had been rescheduled to Thursday 19<sup>th</sup> April 2018, 7pm at Egloshayle Pavilion.</li> <li><i>Polzeath Beach Management Group / Water Licences</i> – Cllr. Williams said discussion had centred on the points raised by Mr Marsh in the Public Forum. The Environment Agency are prioritising the water quality on Polzeath Beach. The cost of a street trading licence was £25 p.a.</li> <li><i>CC's Economic Growth &amp; Development Team</i> – meeting held in Wadebridge on 27<sup>th</sup> March 2018. Members thought this was a useful meeting. The idea of a new village, rather than adding to existing villages, met with some approval. Cllr. Gisbourne had concerns about the proposal to move the bus station. Consideration was being given to creating loading bays to assist traffic flow. 'Isospaces' could be used for a number of purposes, including temporary homes, offices, etc.</li> </ol>	

48/2018	<p><u>Planning Applications</u> – Members considered the following:</p> <p>a. <i>PA18/00961, Menwinnion, Dunders Hill, Polzeath</i> – replacement dwelling. <b>OBJECT</b> on the grounds of over development of the site, the mass of the proposed building is too high and will be taller than neighbouring properties. Members are unsure that the ground levels as stated in the planning application are incorrect and they need to be checked. The Clerk to request a site meeting on behalf of County Cllr. Mould. Clerk</p> <p>b. <i>PA18/01494, Land NE of Blakes, Kerio Farm, St Minver</i> – provision of log cabin home on land adjacent farm house. This site is in Highlands. Clerk</p> <p>c. <i>PA18/01534, Treteyln, Trewint Lane, Rock</i> – reserved matters application for appearance, landscaping, layout and scale following outline approval PA16/03085 for erection of dwelling. <b>OBJECT</b> on the grounds of over development of the site, the mass of the proposed building is too large and out of keeping with neighbouring properties. Members want to see a condition to comply with Policy 3.2 of the St Minver NDP. Members point out the caravan previously onsite did not have a Certificate of Lawfulness. It is noted that previous outline planning bears little resemblance to this new application. Clerk</p> <p>d. <i>PA18/01638, Tremeer, Sycamore Close, St Minver</i> – proposed garage and replacement boundary wall.</p> <p>Cllr. Crowdy had reported to the Clerk that he had received representation from the applicant for a garage (PA18/01638). He had pointed out the reason for the garage is for his classic car which he uses sparingly, the garage at the front of the house is not wide enough and the house takes most of the width of the plot hence the need to locate the garage behind the house with alternative access.</p> <p><b>OBJECT</b> on the grounds this would set a precedent. The proposed access lane is too narrow and its junction with Rock Road is unsafe. Members concur with the objections from the neighbours. Clerk</p> <p>e. <i>PA18/01909, 9 Penmayne Villas, Penmayne, Rock</i> – single storey extension. Cllr. Mould left the meeting whilst this was discussed. <b>NO OBJECTION</b>. Clerk</p> <p>f. <i>PA18/01991, Land Adj. to Sunleas, Dunders Hill, Polzeath</i> – application for approval of reserved matters to approved outline application No. PA17/00741 dated 21<sup>st</sup> March 2017 for Plot 1 (access, appearance, landscaping, layout and scale). Members to point out that Minute 48a/2018 (above) is adjacent to this plot. County Cllr. Mould requests a site visit to both properties and Members will comment following this. In any event Members have serious concerns and would want to see a condition to comply with Policy 3.2 of the St Minver NDP. Deferred to the Planning Meeting. Clerk</p> <p>g. <i>PA18/02244, Penmayne Paddock, Penmayne, Rock</i> – Certificate of Lawful Development for existing use of static caravans as a dwelling on land at Penmayne Paddock. <b>OBJECT</b> on the grounds this is outside the development boundary. It is understood the caravans had been the subject of previous planning enforcement. Clerk</p> <p>h. <i>PA18/02337, Waylands Corner, Rock Road, St Minver</i> – first floor extension and porch. <b>NO OBJECTION</b>. Clerk</p> <p>i. <i>PA18/02378, Land Adj. to Kendall, Rock Road, St Minver</i> – removal of condition 9 (relating to 'brise soleil') in respect of decision PA17/02204 dated 21.06.17 for Design, appearance, scale, access and landscaping for new dwelling on Plot 1 (decision PA15/11278) with variation of condition 1 to substitute proposed floor plan and elevations. The Clerk to seek clarification from the case officer, Ms Samantha Hewitt. Deferred to the Planning Meeting. Clerk</p> <p>j. <i>PA18/02474, Sea View, Tristram Cliff, Polzeath</i> – demolition of the existing single block lean-to utility room and store and the construction of a two-storey extension. <b>NO OBJECTION</b>. Clerk</p>	
49/2018	<p><u>Other Planning Issues</u> –</p> <p>a. <i>Trewiston Lane Proposed Development</i> – Cllr. Boswell-Munday had emailed a report following the public consultation held on 14<sup>th</sup> March 2018.</p>	

	<p>b. <i>Egloshayle, St Breock &amp; Wadebridge Neighbourhood Plan</i> – consultation period, Monday 19<sup>th</sup> March to Friday 11<sup>th</sup> May. Details previously circulated via email. See: <a href="http://www.wadebridge-tc.gov.uk/nhp.html">http://www.wadebridge-tc.gov.uk/nhp.html</a>. Cllr. Mould will provide the date of the public consultation.</p>	Cllr. Mould																												
50/2018	<p><u>Trewint Playing Fields</u> –</p> <p>a. <i>Trewint Facilities</i> –</p> <p>c. <u>Children’s Play Area</u> – there were no issues with the fortnightly H&amp;S Inspection Reports.</p> <p>d. <u>St Minver Community Hub</u> – nil to report.</p> <ul style="list-style-type: none"> <li>o <i>Charitable Incorporated Organisation</i> –</li> <li>o <i>Fundraising Development Plan</i> – standard item on the agenda</li> </ul>																													
51/2018	<p><u>Highway Matters</u> –</p> <p>a. <i>Trewiston Lane Traffic Calming</i> – Minute 36b/2018 refers. In response to Members’ request for a kissing gate, Mr Dave Wood, Cormac Countryside Officer advised he will look at the location and report back. They do encourage the improvement of access by the use of gates rather than stiles, as they are less restrictive. If it is possible to install one in terms of space; requires 2400mm width, then all is well. It will also require the landowner’s consent. Cllr. Mould will check this. Cormac can provide and deliver the entire kit (and plans) for free, which would only leave the installation costs.</p> <p>NOTE – Mr Oliver Jones, Cormac suggested 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.</p> <p>b. <i>Rock Road Drains</i> – the drains had been cleared. No further action.</p>	Cllr. Mould																												
52/2018	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Emergency Plan</i> – a decision as to the creation of an Emergency Plan for the parish, to include consideration of the provision of grit bins was deferred to the May meeting.</p> <p>b. <i>Replacement Bench</i> – Members <b>RESOLVED</b> to grant a request to replace an existing bench on the Daymer Bay to Polzeath coastal path, with a bench of similar design.</p>	Clerk  Clerk																												
53/2018	<p><u>Administrative Matters</u> –</p> <p>a. <i>Procedures</i> – Minute 24a/2018 refers. A review of the following documents was deferred to the May meeting.</p> <ul style="list-style-type: none"> <li>i. <u>Standing Orders</u></li> <li>ii. <u>Financial Regulations</u></li> </ul> <p>NOTE – Financial Regulations to be reviewed every 4 years (Standing Orders 20.8 refers). Last revised Jan 2009.</p>	Cllr. Gisbourne																												
54/2018	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – Schedule 2018/19-01 to a value of £4,139.68 was <b>APPROVED</b> for payment.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">EXPENSES</th> <th style="text-align: right;">Price</th> <th style="text-align: right;">VAT</th> <th style="text-align: right;">Total</th> </tr> </thead> <tbody> <tr> <td>Salaries, including NI &amp; tax</td> <td style="text-align: right;">603.07</td> <td></td> <td style="text-align: right;">603.07</td> </tr> <tr> <td>Amenities - incl. WCs</td> <td style="text-align: right;">748.83</td> <td></td> <td style="text-align: right;">748.83</td> </tr> <tr> <td>Administration</td> <td style="text-align: right;">398.93</td> <td style="text-align: right;">48.85</td> <td style="text-align: right;">447.78</td> </tr> <tr> <td>Council Chamber</td> <td style="text-align: right;">340.00</td> <td></td> <td style="text-align: right;">340.00</td> </tr> <tr> <td>Grant - St Minver PTA</td> <td style="text-align: right;">2,000.00</td> <td></td> <td style="text-align: right;">2,000.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right;"><b>£4,139.68</b></td> </tr> </tbody> </table>	EXPENSES	Price	VAT	Total	Salaries, including NI & tax	603.07		603.07	Amenities - incl. WCs	748.83		748.83	Administration	398.93	48.85	447.78	Council Chamber	340.00		340.00	Grant - St Minver PTA	2,000.00		2,000.00				<b>£4,139.68</b>	
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	<p>b. <i>Heaters</i> – Minute 11d/2018 refers. Cllr. Mould will arrange new heaters for the Council Chamber.</p> <p>c. <i>Community Hall Account</i> – Minute 25d2018 refers. Cllr. Gisbourne reported Barclays Bank had apologised, i.r.o. the account closed in error. They had undertaken to refund the £1,037 and to make a compensation payment of £125.</p> <p>d. <i>Cemetery Accounts</i> – the Clerk reported she had incorporated the accounts into those of St Minver Lowlands PC, in accordance with the paragraphs 5.131 to 5.136 of the 2017 edition of Governance and Accountability.</p> <p>Cllr. Morgan said Mrs Mary Drummond-Dunn had resigned as Cemetery Committee Clerk. The Clerk advised the Cemetery Committee were not permitted to have employees or issue contracts in their name.</p> <p>NOTE – Lowlands pays three-fifths of the Cemetery Committee’s costs and Highlands two-fifths, based on the number of electors in each parish.</p>	Cllr. Mould
55/2018	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda:</p> <p>a. <i>Coastal Community Fund, Round 5</i> – the guidance and link to the fund details is <a href="https://www.gov.uk/government/collections/coastal-communities">https://www.gov.uk/government/collections/coastal-communities</a>. Details previously circulated via email.</p> <p>b. <i>St Minver PTA</i> – a thank you from the PTA i.r.o. Members’ grant.</p>	
56/2018	<p><u>Diary Dates</u> –</p> <p>a. <i>Full Council Meetings</i> – Tuesday, 8<sup>th</sup> May 2018.</p> <p>b. <i>Planning Meeting</i> – 16<sup>th</sup> April 2018.</p> <p>c. <i>Parish Meeting</i> – 16<sup>th</sup> April 2018 @ 7pm. Cllr. Gisbourne to provide a Chairman’s report.</p> <p>d. <i>Cornwall Community Land Trust</i> – half-day seminar. Friday 20<sup>th</sup> April 2018, 9.30am – 2pm. Truro City Hall. Details previously circulated via email.</p>	Cllr. Gisbourne
57/2018	<u>Information Only/Future Agenda Items</u> – none.	
58/2018	<u>Closed Session</u> – in view of the special/confidential nature of the business about to be transacted, it was <b>RESOLVED</b> that it is advisable in the public interest that the press and public be temporarily excluded and they were instructed to withdraw.	
59/2018	<p><u>Coronation Gardens WCs</u> – Minute 37a/2018 refers. In principle Members were pleased with the quotation for an onsite attendant for the 6-week peak holiday period from 10am to 4pm at a cost of £4,158.00. The Clerk to confirm this cover will be provided for 7-days p.w. and that the existing arrangements provided by Cormac will continue after 4pm, i.e. the toilets will be checked, restocked with consumables, cleaned (if necessary) and closed. Provided these requirements were met then Members were prepared to meet the additional cost, less any increase in income from the toilets.</p> <p>NOTE – the attendant will be expected to clean and maintain standards across the day, restocking of consumables and ensuring that the pay to use system is being used correctly to maximise income.</p>	Clerk
60/2018	<u>Meeting Closed</u> – 21.15pm.	

Signature: ..... (Cllr. Gisbourne)  
Chairman

Date: 8<sup>th</sup> May 2018