

St MINVER LOWLANDS PARISH COUNCIL
NOTICE AND AGENDA OF THE ANNUAL MEETING, TO BE
HELD IN THE COUNCIL CHAMBER, ROCK METHODIST CHURCH
ON TUESDAY, 8th May 2018 @ 7.30pm

Members of the public may address the Council prior to the start of the meeting.

Minute	AGENDA ITEMS	Action
61/2018	<u>Election of Chairman</u> – Cllr. Gisbourne currently in post.	
	<u>Chairman's Welcome and Public Forum</u> – members of the public may address the Parish Council, prior to the commencement of the meeting.	
62/2018	<u>Election of Vice Chairman</u> – Cllr. Morgan currently in post.	
63/2018	<u>Acceptance of Office</u> – a. <i>Chairman</i> – Chairman to sign the Acceptance of Office. b. <i>Vice Chairman</i> – Vice Chairman to sign the Acceptance of Office.	
64/2018	<u>Apologies for Absence</u> –	
65/2018	<u>Council Committees/Appointments to Outside Bodies</u> – the following appointments to be made: a. <i>Emergency Officer</i> – Cllr. Mould currently in post. b. <i>Footpaths Liaison</i> – Cllr. Mould currently in post. c. <i>Highways Liaison</i> – d. <i>Playing Fields Committee</i> – Cllrs. Gilbert, Morgan and Webb currently in post. e. <i>Community Building Working Party</i> – Cllrs. Boswell-Munday, Gilbert, Gisbourne, Mould and Webb currently in post. f. <i>Police Liaison</i> – Cllr. Gilbert currently in post. g. <i>St Minver Cemetery Committee</i> – Cllrs. Gisbourne, Mould and Morgan currently in post. h. <i>St Minver Pre-School Liaison</i> – Cllr. Gilbert currently in post. i. <i>St Minver Football Club Liaison</i> – Cllr. Richards currently in post. j. <i>Polzeath Beach Management Group</i> – Cllrs. Davis and Webb currently in post.	
66/2018	<u>Members' Declarations</u> – a. <i>Registerable Declarations of Interests</i> – Members must declare an interest, which has been declared on their Register of Financial Interests form, relevant to the agenda. b. <i>Non-registerable interest</i> – Members must declare non-registerable interests at the start of the meeting or whenever the interest becomes apparent. c. <i>Declaration of Gifts</i> – Members are reminded they must declare any gift or hospitality with a value in excess of fifty pounds. d. <i>Dispensations</i> – Members to consider any requests for dispensations.	

67/2018	<p><u>Minutes of Meetings</u> –</p> <ul style="list-style-type: none"> a. <i>Full Council Meeting</i> – 3rd April 2018. b. <i>Planning Meeting</i> – 16th April 2018. c. <i>Parish Meeting</i> – 16th April 2018. 	
68/2018	<p><u>Outside Bodies / Reports</u> –</p> <ul style="list-style-type: none"> a. <i>County Council</i> – Members to receive a report. b. <i>St Minver Highlands Parish Council</i> – a copy of their April Minutes to be made available to the Meeting. c. <i>Padstow Harbour Commission (PHC)</i> – a copy of their March Minutes to be made available to the Meeting. d. <i>Network Panel Meeting</i> – Members to receive a verbal report following the meeting held on 19th April 2018. <u>Network Highway Scheme</u> – Members to consider which Highway project they wish to nominate for consideration. To be submitted to Ms Anna Druce by 25th May 2018. Details previously emailed. NOTE – next meeting scheduled for 28th June 2018, 6.30pm in the Egloshayle Pavilion. e. <i>Polzeath Beach Management Committee</i> – next meeting scheduled to be held on 8th May 2018 at 2pm. Venue TBC. 	Cllr. Mould
69/2018	<p><u>Planning Applications</u> – Members to consider the following, including any applications received after the agenda had been published:</p> <ul style="list-style-type: none"> a. <i>PA18/02336, Downalong, Trebetherick</i> – detached annexe. b. <i>PA18/02863, The Cracking Crab, Tristram Caravan and Camping Park</i> – introduction of sleeper wall to retain grassed terrace for seating area with windbreak to existing terraced wall. c. <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. Cllr. Mould to seek clarification from the case officer, Ms Samantha Hewitt. Deferred to the May Full Council Meeting d. <i>PA18/03618, Land SE of St Margarets, Rock Road, Rock</i> – variation of condition 2 (plans approved) of decision PA16/06450 dated 07.09.16 to allow minor material amendment for provision of additional access and light to the building. e. <i>PA18/01515, Land off Francis Road, Trebetherick</i> – application for Outline Planning Permission with all matters reserved for the construction of 10 new holiday dwellings (extension to existing Highcliffe Holiday Complex). 	Cllr. Mould
70/2018	<p><u>Trewint Playing Fields</u> –</p> <ul style="list-style-type: none"> a. <i>Children's Play Area</i> – fortnightly H&S Inspection Reports: b. <i>St Minver Community Hub</i> – Members to receive an update on the following: <ul style="list-style-type: none"> i. <u>Charitable Incorporated Organisation</u> – progress report. ii. <u>Fundraising Development Plan</u> – standard item on the agenda. 	
71/2018	<p><u>Highway Matters</u> –</p> <ul style="list-style-type: none"> a. <i>Trebetherick Traffic Calming</i> – Minute 51a/2018 refers. Members to receive an update i.r.o.: 	

	<ul style="list-style-type: none"> i. <u>Kissing Gate</u> – to replace the existing stile. NOTE – Cormac can provide and deliver the entire kit (and plans) for free, which would only leave the installation costs. ii. <u>Feasibility Study</u> – a review of all the possible options, including an indication of costs i.r.o. various traffic calming issues. NOTE – Mr Oliver Jones, Cormac hoped that there will be confirmation of the study post April 2018. <p>b. <u>Signpost</u> – Mr Steve May, CC confirmed he had raised a new road sign at Little Trelyn leading to Lower Greenbanks</p>	Information
72/2018	<p><u>Environmental / Amenity Matters</u> –</p> <ul style="list-style-type: none"> a. <u>Emergency Plan</u> – Members to consider creating an Emergency Plan for the parish, to include consideration of the provision of grit bins. b. <u>Cycle Routes</u> – Members to consider proposals for a cycle route to The Point. Details from Mr Dave Wood, previously circulated via email. c. <u>Rock Mobile Post Office</u> – Rock Methodist Church, opening times Monday and Thursday, 11.00 – 12.30. d. <u>Polzeath Beach</u> – Mr Jolyon Sharpe reported Cormac had been asked to carry out works to the car park area on the beach. The job had subsequently been postponed because of the stormy seas and larger spring tides. e. <u>Coronation Garden WCs</u> – <ul style="list-style-type: none"> i. <u>Car Park Income</u> – Mr Jolyon Sharpe reported the car park had generated £166,334.97 in 2016/17. £147,549 of this was taken from the pay and display machines on the site and £18,755.97 was generated from phone payments. ii. <u>Lock-up</u> – Ms Sonia Armstrong reported the timer is set to lock at a certain time and will not allow any access between these set hours. She is unable to confirm what time the lock is set to at this location as it was installed by another company. 	<p>Cllr. Mould</p> <p>Information</p> <p>Information</p>
73/2018	<p><u>Administrative Matters</u> –</p> <ul style="list-style-type: none"> a. <u>Procedures</u> – Minute 24a/2018 refers. Members to receive a verbal report, following a review by Cllr. Gisbourne. <ul 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>	Cllr. Gisbourne
74/2018	<p><u>Financial Matters</u> –</p> <ul style="list-style-type: none"> a. <u>Accounts for Payment</u> – Schedule 2018/19-02. b. <u>End of Year Accounts 2017/18</u> – <ul style="list-style-type: none"> i. <u>Annual Governance Statement 2017/18</u> – Members to consider and approve the statement. Copy to be circulated at the meeting. ii. <u>Accounting Statement for 2017/18</u> – Members to receive and accept the 2017/18 accounts, prior to submission to the External Auditor. Copy to be circulated at the meeting. iii. <u>Internal Audit</u> – Members to receive an update. c. <u>Earmarked Reserves</u> – allocated funds to be recorded in the Minutes annually. £500 for Play Equipment Fund (Minute 160b/2008 refers). d. <u>Heaters</u> – Minute 11d/2018 refers. Members to receive an update i.r.o. the provision of new heaters for the Council Chamber. 	Cllr. Mould

	e. <i>Play Equipment Account</i> – Members to confirm they wish to continue to transfer £500 p.a. to this account.	
75/2018	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda:</p> <p>a. <i>Volunteering with Cormac</i> – details of the scheme provided by Ms Rebecca Dickson and circulated to Members via email.</p> <p>b. <i>Countryside Voice</i> – magazine of the CPRE.</p> <p>c. <i>Minerals Safeguarding Development Plan</i> – consultation runs from 20th April 2018 to 1st June 2018. Details previously emailed</p> <p>d. <i>St Minver PTA</i> – wrote to say they now have enough funds to purchase; The new oven for the school canteen; New books for the Key Stage 1 pupils; Art supplies; Help towards school trips; Help towards our Sports Teacher; Help towards school swimming; Help towards to IT suite. The start of the Key Stage 1 development area (this will be a long-term project but they can now make a start)</p>	Information
76/2018	<p><u>Diary Dates</u> –</p> <p>a. <i>Full Council Meetings</i> – 4th June 2018.</p> <p>b. <i>Planning Meeting</i> – 21st May 2018.</p> <p>c. <i>Crowdfunder Workshops</i> – comment on Tuesday, 17th April 2018. See: https://www.eventbrite.co.uk/e/make-your-idea-happen-spring-2018-tickets-42983884957 for further information. Details sent via email.</p>	
77/2018	<p><u>Information Only/Future Agenda Items</u> –</p> <p>a.</p>	
78/2018	<u>Meeting Closed</u> –	

Signature: (Mrs Gillian Thompson)
Parish Clerk

Date: 26th April 2018

Contact: 12 Bonython Drive, Grampound, Truro, Cornwall, TR2 4RL.
Tel: 01726-884024
E-mail: clerk@stminver-lowlands.org.uk
Website: www.stminver-lowlands.org.uk