



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

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

Minute	AGENDA ITEMS	Action
61/2018	<u>Election of Chairman</u> – it was RESOLVED to elect Cllr. Gisbourne to the post.	
	<u>Chairman's Welcome and Public Forum</u> – in the absence of Cllr. Gisbourne, Cllr. Morgan opened the meeting and welcomed those present.	
62/2018	<u>Election of Vice Chairman</u> – it was RESOLVED to elect Cllr. Gilbert to the post.	
63/2018	<u>Acceptance of Office</u> – a. <i>Chairman</i> – Cllr. Gisbourne duly signed his Acceptance of Office form. b. <i>Vice Chairman</i> – Cllr. Gilbert duly signed her Acceptance of Office form.	
64/2018	<u>Apologies for Absence</u> – Cllrs. Crowdy and Richards.	
65/2018	<u>Council Committees/Appointments to Outside Bodies</u> – it was RESOLVED to make the following appointments: a. <i>Emergency Officer</i> – Cllr. Mould. b. <i>Footpaths Liaison</i> – Cllr. Mould. c. <i>Highways Liaison</i> – Cllr. Gilbert. d. <i>Playing Fields Committee</i> – Cllrs. Gilbert, Morgan and Webb. e. <i>Community Building Working Party</i> – Cllrs. Boswell-Munday, Gilbert, Gisbourne, Mould and Webb. f. <i>Police Liaison</i> – Cllr. Gilbert. g. <i>St Minver Cemetery Committee</i> – Cllrs. Gisbourne, Mould and Morgan. h. <i>St Minver Pre-School Liaison</i> – Cllr. Gilbert. i. <i>St Minver Football Club Liaison</i> – Cllr. Richards. j. <i>Polzeath Beach Management Group</i> – Cllrs. Davis, Webb and Williams. k. <i>CC Planning Partnership</i> – Cllr. Boswell-Munday.	
66/2018	<u>Members' Declarations</u> – a. <i>Registerable Declarations of Interests</i> – none. b. <i>Non-registerable interest</i> – none.	

	<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>	
67/2018	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 3rd April 2018, AGREED as a true record.</p> <p>b. <i>Planning Meeting</i> – 16th April 2018, AGREED as a true record.</p> <p>c. <i>Parish Meeting</i> – 16th April 2018, AGREED as a true record.</p>	
68/2018	<p><u>Outside Bodies / Reports</u> –</p> <p>a. <i>County Council</i> – Cllr. Mould reported that Highlands do not want to see another pitch on the beach. She would not be supporting a second pitch unless there was some financial benefit for the Parish.</p> <p>The Clerk to report that street light A003 in Forlaze Road is on all day.</p> <p>b. <i>St Minver Highlands Parish Council</i> – a copy of their draft April Minutes were made available to the Meeting.</p> <p>c. <i>Padstow Harbour Commission (PHC)</i> – a copy of their March Minutes were made available to the Meeting.</p> <p>Cllrs. Gisbourne and Mould arrived at this point. Cllr. Gisbourne took the Chair and Cllr. Mould spoke to agenda item 68a/2018.</p> <p>d. <i>Network Panel Meeting</i> – meeting held on 19th April 2018.</p> <p><u>Network Highway Scheme</u> – it was RESOLVED to submit [1] the items on the Trebetherick Residents' list; [2] a speed restriction sign near the school; [3] an extension of the 30mph restriction coming from Trebetherick towards Trewiston nursing home; and [4] sign indicating the children's play area on Trewint Lane.</p> <p>The next meeting is scheduled for 28th June 2018, 6.30pm in the Egloshayle Pavilion.</p> <p>e. <i>Polzeath Beach Management Committee</i> – meeting held on 8th May 2018 when the various items in Mr Marsh's letter was discussed (Minute 73e[iii]/2018 refers).</p>	<p>Clerk</p> <p>Clerk</p>
69/2018	<p><u>Planning Applications</u> – Members considered the following:</p> <p>a. <i>PA18/02336, Downalong, Trebetherick</i> – detached annexe. Members consider this to be a separate dwelling and request a Permanent Residency clause to be implemented, in accordance with Policy 3.2 of the St Minver NDP.</p> <p>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. Cllr. Morgan declared an interest as this is adjacent to her property. NO OBJECTION.</p> <p>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 June Full Council Meeting.</p> <p>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.</p> <p>NO OBJECTION provided the new plans have no impact on the neighbouring properties.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr. Mould / Clerk</p> <p>Clerk</p>

	<p>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 the existing Highcliffe Holiday Complex). An objection from a neighbour had been circulated via email. NO OBJECTION provided they remain in the ownership of the holiday business and are not sold separately in accordance with Clause 4.5 of the St Minver Neighbourhood Plan.</p> <p>f. <i>PA18/03829, Doom Bar House, Daymer Lane, Trebetherick</i> – application for a non-material amendment for replacement doors with window on the north east elevation. Reposition the garden store window on the north west elevation in respect of decision PA17/06634. NO OBJECTION.</p> <p>g. <i>PA18/00445/PREAPP, Fore Dore Nursing and Residential Home, Trebetherick</i> – PPA for demolition of existing disused nursing home and construction of a number of new dwellings/apartments (more than 10). Number and nature of dwellings to be agreed during PPA. Members felt there was insufficient information to comment but request the case officer gives due consideration to the requirements of the St Minver NDP.</p> <p>h. <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 21st March 2017 for Plot 1 (access, appearance, landscaping, layout and scale). NO OBJECTION.</p> <p>i. <i>PA18/00961, Menwinnion, Dunders Hill, Polzeath</i> – replacement dwelling. The case officer, Ms Sam Hewitt had discussed this with County Cllr. Mould and it has been agreed a site meeting is unlikely to be the best way to proceed in these cases, as she would be unable to check levels on site. A response to Members concerns had been received from Purl Design Architecture Ltd. and previously circulated via email. NO OBJECTION provided there is no impact on the neighbouring properties.</p> <p>j. <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. Members RESOLVED to request this application goes to the CC because of their previous objections and because it materially changes the street scene. Members are convinced the Permanent Residency clause of the St Minver NDP could be applied.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
70/2018	<p><u>Trewint Playing Fields</u> –</p> <p>a. <i>Children’s Play Area</i> – the fortnightly H&S Inspection Reports were unavailable. Mr Meneer had been asked to re-affix the black rubber trim that has come off the slide.</p> <p>b. <i>St Minver Community Hub</i> – Members received an update on the following:</p> <p>i. <u>Charitable Incorporated Organisation</u> – the application forms had gone to possible trustees; a business plan is being drawn up and the charity application is in hand. The cost is likely to be higher than originally expected and it will be a single-storey instead of two. Negotiations are underway with the main users, i.e. Football Club, Scouts and Guides. Members will be asked to guarantee to cover the running costs, but it is hoped much / all the costs will be met from other sources.</p> <p>ii. <u>Fundraising Development Plan</u> – standard item on the agenda.</p>	
71/2018	<p><u>Highway Matters</u> –</p> <p>a. <i>Trebetherick Traffic Calming</i> – Minute 51a/2018 refers. Members received an update i.r.o.:</p> <p>i. <u>Kissing Gate</u> – Cormac can provide and deliver the entire kit (and plans) for free, which would only leave the installation costs. It is understood Mr Beard is seeking the landowner’s permission.</p> <p>ii. <u>Feasibility Study</u> – a review of all the possible options, including an indication of costs i.r.o. various traffic calming issues.</p>	

	<p>NOTE – Mr Oliver Jones, Cormac hoped there will be confirmation of the study post April 2018.</p> <p>b. <i>Signpost</i> – Mr Steve May, CC confirmed he had raised a new road sign at Little Trelyn leading to Lower Greenbanks.</p>																													
72/2018	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Emergency Plan</i> – it was RESOLVED that Cllrs. Mould, Gilbert, Williams and Morgan will form a Working Party to create an Emergency Plan for the parish, to include consideration of the provision of grit bins.</p> <p>b. <i>Cycle Routes</i> – Members considered proposals for a cycle route to The Point. Cllr. Mould will seek further information from Mr Dave Wood, CC. Deferred to the June meeting.</p> <p>c. <i>Rock Mobile Post Office</i> – Rock Methodist Church, opening times Monday and Thursday, 11.00 – 12.30.</p> <p>d. <i>Polzeath Beach</i> – 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 higher spring tides.</p> <p>e. <i>Coronation Garden WCs</i> –</p> <p>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.</p> <p>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> <p>Letter from Mr Peter Marsh, CC circulated prior to the meeting. It was confirmed this matter had been discussed at the Polzeath Beach Management Meeting.</p>	<p>Working Party</p> <p>Cllr. Mould / Clerk</p>																												
73/2018	<p><u>Administrative Matters</u> –</p> <p>a. <i>Procedures</i> – Minute 24a/2018 refers. Cllr. Gisbourne will report to the June meeting.</p> <p>i. <u>Standing Orders</u></p> <p>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>Cllr. Gisbourne</p>																												
74/2018	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – Schedule 2018/19-02 to a value of £2,984.97 was APPROVED for payment.</p> <table border="1"> <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>775.74</td> <td></td> <td>775.74</td> </tr> <tr> <td>Amenities - incl. WCs</td> <td>473.00</td> <td></td> <td>473.00</td> </tr> <tr> <td>Administration</td> <td>244.68</td> <td>21.79</td> <td>266.47</td> </tr> <tr> <td>Council Chamber</td> <td>29.76</td> <td></td> <td>29.76</td> </tr> <tr> <td>Cemetery</td> <td>1.200.00</td> <td>240.00</td> <td>1.440.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£2,984.97</td> </tr> </tbody> </table> <p>b. <i>End of Year Accounts 2017/18</i> –</p> <p>i. <u>Annual Governance Statement 2017/18</u> – Members considered and approved the statement. Copy circulated at the meeting.</p> <p>ii. <u>Accounting Statement for 2017/18</u> – Members received and accepted the 2017/18 accounts, prior to submission to the External Auditor. Copy circulated at the meeting.</p>	EXPENSES	Price	VAT	Total	Salaries, including NI & tax	775.74		775.74	Amenities - incl. WCs	473.00		473.00	Administration	244.68	21.79	266.47	Council Chamber	29.76		29.76	Cemetery	1.200.00	240.00	1.440.00				£2,984.97	
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	<p>iii. <u>Internal Audit</u> – Cllr. Gilbert to take the account papers to the Internal Auditor.</p> <p>c. <i>Earmarked Reserves</i> – it was RESOLVED to transfer £500 to the Play Equipment Fund (Minute 160b/2008 refers).</p> <p>d. <i>Heaters</i> – Minute 11d/2018 refers. Cllr. Mould will arrange new heaters for the Council Chamber.</p>	<p>Cllr. Gilbert</p> <p>Clerk</p> <p>Cllr. Mould</p>
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> <p>e. <i>Calor Grant Scheme</i> – up to £5,000 available for schemes that ‘will improve local life’. Details previously circulated via email.</p> <p>f. <i>Cornwall Boundary Review</i> – the Boundary Commission will carry out a public consultation on their proposals from 5th June to 17th September 2018. Details previously circulated via email.</p> <p>g. <i>Clerks & Councils Direct</i> – May 2018. Taken by Cllr. Mould.</p>	
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> – cancelled.</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. None.</p>	
78/2018	<p><u>Meeting Closed</u> – 21.14pm.</p>	

Signature: (Cllr. Gisbourne)
Chairman

Date: 4th June 2018