

**St MINVER LOWLANDS PARISH COUNCIL**  
**NOTICE AND AGENDA OF THE ANNUAL MEETING, TO BE**  
**HELD IN THE COUNCIL CHAMBER, ROCK METHODIST CHURCH**  
**ON MONDAY, 4<sup>th</sup> JUNE 2018 @ 7.30pm**

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

Minute	AGENDA ITEMS	Action
	<u>Chairman's Welcome and Public Forum</u> – members of the public may address the Parish Council, prior to the commencement of the meeting.	
79/2018	<u>Apologies for Absence</u> –	
80/2018	<u>Members' Declarations</u> – <ol style="list-style-type: none"> <li>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.</li> <li>b. <i>Non-registerable interest</i> – Members must declare non-registerable interests at the start of the meeting or whenever the interest becomes apparent.</li> <li>c. <i>Declaration of Gifts</i> – Members are reminded they must declare any gift or hospitality with a value in excess of fifty pounds.</li> <li>d. <i>Dispensations</i> – Members to consider any requests for dispensations.</li> </ol>	
81/2018	<u>Minutes of Meetings</u> – <ol style="list-style-type: none"> <li>a. <i>Full Council Meeting</i> – 8<sup>th</sup> May 2018.</li> <li>b. <i>Planning Meeting</i> – cancelled.</li> </ol>	
82/2018	<u>Outside Bodies / Reports</u> – <ol style="list-style-type: none"> <li>a. <i>County Council</i> – Members to receive a report.</li> <li>b. <i>St Minver Highlands Parish Council</i> – a copy of their April Minutes to be made available to the Meeting.</li> <li>c. <i>Padstow Harbour Commission (PHC)</i> – a copy of their March Minutes to be made available to the Meeting.</li> <li>d. <i>Network Panel Meeting</i> – next meeting scheduled for 28<sup>th</sup> June 2018, 6.30pm in the Egloshayle Pavilion.</li> <li>e. <i>Polzeath Beach Management Committee</i> – next meeting TBC.</li> </ol>	Cllr. Mould
83/2018	<u>Planning Applications</u> – Members to consider the following, <a href="#">including any applications received after the agenda had been published</a> : <ol style="list-style-type: none"> <li>a. <i>PA18/01275/PREAPP, Sanderling and Land off Rock Road, Rock</i> – pre-application advice for proposed development of 30 new residential units class C3 including open spaces, highways and drainage.</li> <li>b. <i>PA18/01534, Treteylu, Trewint Lane, Rock</i> – revised plans had been submitted by the agent and circulated via email. Members to reconsider their previous objection.</li> <li>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.</li> </ol>	

	<p>d. <i>PA18/02479, Land W of Higher Penmayne Caravan Park, Rock</i> – additional detached 3-bedroom holiday unit.</p> <p>e. <i>PA18/03428, Iona, Trewint Lane, Rock</i> – works to a tree subject to a tree preservation order. Cut vulnerable branches from Copper Beech.</p> <p>f. <i>PA18/03758, Carn Cobba, Tristram Cliff, Polzeath</i> – proposed boat store in garden.</p> <p>g. <i>PA18/03860, Azime Court, Rock Road, Rock</i> – alterations to existing garage building to provide first floor office accommodation and associated rationalisation of rear parking area.</p> <p>h. <i>PA18/04001, Pityme Business Centre, Unit 4, St Minver</i> – extension to existing warehouse and office building</p> <p>i. <i>PA18/04301, Site Adjacent to Penmayne Paddock, Rock</i> – removal of two static caravans and erection of single-storey dwelling.</p> <p>j. <i>PA18/04693, Harberton, Rock Road, Rock</i> – Certificate of Lawfulness for proposed single storey ground floor rear extension, change to roof shape over existing reception room, demolition of existing garage to side, addition of dormers to rear slope of main roof, changes to fenestration and new flue / chimney to rear reception room.</p> <p>k. <i>PA18/04428, Land N of Deer Park, Rock Road, Rock</i> – submission of details to discharge condition 5 in respect of decision notice PA14/02233.</p>	
84/2018	<p><u>Planning Enforcement Issues</u> – CC had decreed that listing placing enforcement cases is an infringement of the Data Protection Act. In future updates will not be available. When a decision had been reached the complainant will be told, but not PCs.</p>	
85/2018	<p><u>Trewint Playing Fields</u> –</p> <p>a. <i>Children’s Play Area</i> – fortnightly H&amp;S Inspection Reports:</p> <p>b. <i>St Minver Community Hub</i> – Members to receive an update on the following:</p> <p>i. <u>Charitable Incorporated Organisation</u> – progress report, to include consideration as to meeting the running costs.</p> <p>ii. <u>Fundraising Development Plan</u> – standard item on the agenda.</p>	
86/2018	<p><u>Highway Matters</u> –</p> <p>a. <i>Trebetherick Traffic Calming</i> – Minute 51a/2018 refers. Members to receive an update i.r.o.:</p> <p>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 and Mr Beard had been asked to obtain 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. NOTE – Mr Oliver Jones, Cormac hoped that there will be confirmation of the study post April 2018.</p>	
87/2018	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Emergency Plan</i> – Members to receive an update, to include consideration of the provision of grit bins.</p> <p>b. <i>Cycle Routes</i> – Members to consider proposals for a cycle route to Polzeath. Cllr. Mould to discuss what is required with Mr Dave Wood, CC.</p> <p>c. <i>Tree Warden</i> – Members are invited to join this scheme run by CC. Details previously circulated via email.</p>	<p>Working Party Cllr. Mould</p>

	d. <i>Volunteer Toolkit Trailer</i> – to book the trailer contact Jackie Mace (West) or Rebecca Dickson (East) on 0300 1234 222.	
88/2018	<p><u>Administrative Matters</u> –</p> <p>a. <i>Procedures</i> – Minute 24a/2018 refers. Members to receive a verbal report, following a review by Cllr. Gisbourne.</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>b. <i>General Data Protection Regulations (GDPR)</i> – Members to:</p> <p>i. <u>Appoint a Committee</u> – to include the Clerk, to oversee compliance with the GDPR, to include:</p> <p>a. Compilation of a Data Asset Register, and</p> <p>b. Undertake an audit of the data currently held.</p> <p>ii. <u>Appoint a Data Protection Officer</u> – proposal this should be the Clerk.</p> <p>iii. <u>Approve the Privacy Notice</u> – for the website.</p>	Cllr. Gisbourne
89/2018	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – Schedule 2018/19-03.</p> <p>b. <i>Budget Monitor</i> – copy to be circulated at the meeting.</p> <p>c. <i>Heaters</i> – Minute 11d/2018 refers. Members to receive an update i.r.o. the provision of new heaters for the Council Chamber.</p> <p>d. <i>Grant Request</i> – Members to consider a request from Cornwall Air Ambulance.</p> <p>e. <i>Police and Crime Commissioners Small Grant Scheme, 2018</i> – the scheme intends to support communities to help resolve local issues themselves. £80,000 has been allocated to be granted in 2018 and an additional £80,000 in 2019 to local communities with identifiable anti-social behaviour (ASB) issues. Details previously emailed</p>	Cllr. Mould
90/2018	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda:</p> <p>a. <i>Countryside Access Forum</i> – deadline for applications to join the forum is 29<sup>th</sup> June 2018. Details previously circulated via email</p>	
91/2018	<p><u>Diary Dates</u> –</p> <p>a. <i>Full Council Meetings</i> – 2<sup>nd</sup> July 2018. Members to confirm no meeting will be held in August.</p> <p>b. <i>Planning Meeting</i> – 18<sup>th</sup> June 2018.</p>	
92/2018	<p><u>Information Only/Future Agenda Items</u> –</p> <p>a.</p>	
93/2018	<u>Meeting Closed</u> –	

Signature: ..... (Mrs Gillian Thompson)  
Parish Clerk

Date: 25<sup>th</sup> May 2018

Contact: 12 Bonython Drive, Grampound, Truro, Cornwall, TR2 4RL.  
Tel: 01726-884024; E-mail: [clerk@stminver-lowlands.org.uk](mailto:clerk@stminver-lowlands.org.uk)