



**St MINVER LOWLANDS PARISH COUNCIL**  
**MINUTES OF THE FULL COUNCIL MEETING**  
**HELD IN THE COUNCIL CHAMBER, ROCK METHODIST CHURCH**  
**ON MONDAY, 4<sup>th</sup> JUNE 2018 @ 7.30pm**

Present: Cllr. Gisbourne (Chairman)      Cllr. Ms Boswell-Munday      Cllr. Crowdy  
 Cllr. Davis      Cllr. Mrs Morgan      Cllr. Mrs Mould (CC/PC)  
 Cllr. Mrs Webb      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>Mr &amp; Mrs Simms addressed the meeting regarding their planning application (Minute 83i/2018 refers). They are a local family, seeking a home in the parish.</p> <p>Mr Charlie Turner had made models which showed the impact of the Treteylu development (Minute 83b/2018). This shows the development is only 6M from his boundary and is very imposing. He felt it was hugely over scaled. He and his neighbour on the other side would like the dwelling to be more centrally placed within the plot.</p>	
79/2018	<u>Apologies for Absence</u> – Cllr. Gilbert. Cllr. Richards was not present.	
80/2018	<p><u>Members' Declarations</u> –</p> <p>a. <i>Registerable Declarations of Interests</i> – Cllr. Davis in Minute 83g/2018.</p> <p>b. <i>Non-registerable interest</i> – none.</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>	
81/2018	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 8<sup>th</sup> May 2018, <b>AGREED</b> as a true record.</p> <p>b. <i>Planning Meeting</i> – cancelled.</p>	
82/2018	<p><u>Outside Bodies / Reports</u> –</p> <p>a. <i>County Council</i> – Cllr. Mould advised the CIL payments is still under review.</p> <p>b. <i>St Minver Highlands Parish Council</i> – a copy of their April and May 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>d. <i>Network Panel Meeting</i> – next meeting scheduled for 28<sup>th</sup> June 2018, 6.30pm in the Egloshayle Pavilion.</p> <p>e. <i>Polzeath Beach Management Committee</i> – the meeting scheduled for 4<sup>th</sup> June 2018 had been cancelled. The parking stacker will start in July. Cormac have yet to move the sand on the beach.</p>	

83/2018	<p><u>Planning Applications</u> – Members considered the following:</p> <p>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. <b>OBJECT</b> on the grounds it does not comply with the NDP and is not within area SDA1.</p> <p>b. <i>PA18/01534, Treteylu, Trewint Lane, Rock</i> – revised plans had been submitted by the agent and circulated via email. Members reconsidered their previous objection and <b>RESOLVED</b> to request that it is taken to CC's Planning Committee because of the height and mass of the design; Members consider it is over development of the site and will result in loss of light for neighbouring properties. Cllr. Gisbourne to speak on behalf of the Parish Council.</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. <b>NO OBJECTION</b>.</p> <p>d. <i>PA18/02479, Land W of Higher Penmayne Caravan Park, Rock</i> – additional detached 3-bedroom holiday unit. <b>NO OBJECTION</b>.</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. <b>NO OBJECTION</b> provided the Tree Officer has no objection.</p> <p>f. <i>PA18/03758, Carn Cobba, Tristram Cliff, Polzeath</i> – proposed boat store in garden. <b>OBJECT</b> on the grounds this appears to be designed as a separate dwelling, directly onto the unadopted lane. The 'boat store' would also be in front of the build line and would alter the street scene. It would also be clearly visible from SW Coast Path.</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. Cllr. Davis left the meeting whilst this item was discussed. <b>NO OBJECTION</b> provided there is no overlooking of the neighbouring dwellings – Members would like this to be a condition of the permission.</p> <p>h. <i>PA18/04001, Pityme Business Centre, Unit 4, St Minver</i> – extension to existing warehouse and office building. <b>NO OBJECTION</b>.</p> <p>i. <i>PA18/04301, Site Adjacent to Penmayne Paddock, Rock</i> – removal of two static caravans and erection of single-storey dwelling. Cllr. Mould said the site has a Certificate of Lawfulness, however, it is outside the development boundary and goes into the AONB, therefore, does not comply with the NDP. County Cllr. Mould will speak to the case officer to see if there is a way of not setting a precedent and not opening the floodgates.</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. Members were unclear why the Certificate was being applied for – is it because the original planning permission has expired? Cllr. Mould will speak to the case officer, Mr Sam Dunn. Members wish to point out this is a very untidy site and has been subject to vandalism.</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. <b>OBJECT</b>. Members feel very strongly that this condition is essential.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr. Gisbourne</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk / Cllr. Mould</p> <p>Clerk / Cllr. Mould</p> <p>Clerk</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> – no issues with fortnightly H&amp;S Inspection Reports. The Clerk had received a ‘phone call reporting that a panel on top of the children’s slide was loose. Mr Meneer had subsequently carried out repairs. He had also been asked to obtain a new rubber trim.</p> <p>b. <i>St Minver Community Hub</i> – Members received an update on the following:</p> <p>i. <u>Charitable Incorporated Organisation</u> – a further meeting will be held on 12<sup>th</sup> June to look at the Business Plan, which must be sustainable.</p> <p>ii. <u>Fundraising Development Plan</u> – standard item on the agenda.</p> <p>c. <i>St Minver Pre-School</i> – Minute 35c/2018 (March 18) refers. The Clerk had reminded the Pre-School to check with the Football Club prior to holding their annual Fundraising Fete on the Playing Field, on Saturday 14<sup>th</sup> July. A copy of their risk assessments and insurance cover had been requested.</p>	
86/2018	<p><u>Highway Matters</u> –</p> <p>a. <i>Trebetherick Traffic Calming</i> – Minute 51a/2018 refers.</p> <p>i. <u>Kissing Gate</u> – to replace the existing stile. No update available. 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>Highway Budget</u> – Minute 68d/2018 refers. Request List sent to Ms Anna Druce.</p> <p>b. <i>Highway Closure</i> – Footpath No.12, from 31<sup>st</sup> May to 20<sup>th</sup> June 2018 due to a dangerous tree.</p>	
87/2018	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Emergency Plan</i> – discussion on the creation of an Emergency Plan, to include consideration of the provision of grit bins was deferred until there is something to report.</p> <p>b. <i>Cycle Routes</i> – proposals for a cycle route to Polzeath was deferred until there is something to report.</p> <p>c. <i>Tree Warden</i> – Members declined to join the scheme run by CC. Details previously circulated via email. No further action.</p> <p>d. <i>Volunteer Toolkit Trailer</i> – to book the trailer contact Jackie Mace (West) or Rebecca Dickson (East) on 0300 1234 222.</p>	<p>Clerk</p> <p>Clerk</p>
88/2018	<p><u>Administrative Matters</u> –</p> <p>a. <i>Procedures</i> – Minute 24a/2018 refers.</p> <p>i. <u>Standing Orders</u> – it was <b>RESOLVED</b> to adopt the latest NALC Model Standing Orders. Copy previously emailed. The Clerk to place a copy on the website and recirculate a copy to Members.</p> <p>ii. <u>Financial Regulations</u> – deferred to the July meeting. 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> – as the Data Controller under GDPR, the Council has taken the following action:</p> <p>i. <u>Appoint a Committee</u> – it was <b>RESOLVED</b> that all Members would oversee compliance with the GDPR. They will be responsible for action including changes of policy and to act in an emergency in accordance with the GDPR report requirements.</p> <p>a. Compilation of a Data Asset Register, and</p> <p>b. Undertake an annual audit of the data currently held.</p>	<p>Clerk</p> <p>Cllr. Gisbourne</p> <p>Clerk</p>

	<p>ii. <u>Appoint a Data Protection Officer</u> – it was <b>RESOLVED</b> the Clerk would be the DPO.</p> <p>iii. <u>Approve the Privacy Notice</u> – it was <b>RESOLVED</b> to adopt the Privacy Policy previously circulated via email. To be placed on the website.</p>	Clerk																												
89/2018	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – Schedule 2018/19-03 to a value of £7,544.15 was <b>APPROVED</b> for payment.</p> <table border="1"> <thead> <tr> <th><b>EXPENSES</b></th> <th><b>Price</b></th> <th><b>VAT</b></th> <th><b>Total</b></th> </tr> </thead> <tbody> <tr> <td>Salaries, including NI &amp; tax</td> <td>613.44</td> <td></td> <td>613.44</td> </tr> <tr> <td>Amenities - incl. WCs</td> <td>2,489.58</td> <td>356.00</td> <td>2,845.58</td> </tr> <tr> <td>Administration</td> <td>357.34</td> <td>65.79</td> <td>423.13</td> </tr> <tr> <td>Community Hub - new building</td> <td>800.00</td> <td></td> <td>800.00</td> </tr> <tr> <td>Cemetery</td> <td>2,400.00</td> <td>462.00</td> <td>2,862.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td><b>£7,544.15</b></td> </tr> </tbody> </table> <p>b. <i>Budget Monitor</i> – a copy was circulated at the meeting.</p> <p>c. <i>Heaters</i> – Minute 11d/2018 refers. Cllrs. Mould / Williams will arrange new heaters for the Council Chamber.</p> <p>d. <i>Grant Request</i> – it was <b>RESOLVED</b> to make a grant of £250 to 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>	<b>EXPENSES</b>	<b>Price</b>	<b>VAT</b>	<b>Total</b>	Salaries, including NI & tax	613.44		613.44	Amenities - incl. WCs	2,489.58	356.00	2,845.58	Administration	357.34	65.79	423.13	Community Hub - new building	800.00		800.00	Cemetery	2,400.00	462.00	2,862.00				<b>£7,544.15</b>	Cllrs. Mould / Williams Clerk
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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> <p>b. <i>CPRE – Summer Magazine</i>.</p>																													
91/2018	<p><u>Diary Dates</u> –</p> <p>a. <i>Full Council Meetings</i> – 2<sup>nd</sup> July 2018. Members confirmed no meeting will be held in August.</p> <p>b. <i>Planning Meeting</i> – meeting cancelled.</p>																													
92/2018	<p><u>Information Only/Future Agenda Items</u> –</p> <p>a. None.</p>																													
93/2018	<u>Meeting Closed</u> – 21.03pm.																													

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

Date: 2<sup>nd</sup> July 2018