



St MINVER LOWLANDS PARISH COUNCIL
MINUTES OF THE FULL COUNCIL MEETING
HELD IN THE COUNCIL CHAMBER, ROCK METHODIST CHURCH
ON MONDAY, 1st OCTOBER 2018 @ 7.30pm

Present: Cllr. Gisbourne (Chairman) Cllr. Ms Boswell-Munday Cllr. Crowdy
 Cllr. Miss Gilbert Cllr. Mrs Mould (CC/PC) Cllr. Richards
 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>Ms Gilly Slater, Laurence Associates addressed Members regarding PA18/07351, Trefresa Farm, Rock (Minute 131c/2018 refers). She read a statement and explained the application is to convert a range of barns to living accommodation. There are eleven buildings involved in the application. She clarified that only the farmhouse is listed. There are two existing dwellings and an additional nine properties / conversions. The existing drive will be used. There is one parking space per dwelling but Cllr. Mould emphasised that a minimum of two per unit would be expected. There was a query regarding the requirement in the St Minver NDP for new builds to be for permanent residency – it was not clear how this sits with the ‘two ruined buildings’ on site.</p> <p>Mr Angus Webster from ARCO² made a pre-planning presentation i.r.o. revised plans for Fore Dore Nursing Home. Existing permission is in place for eight large dwellings, but the plans had been revisited and a new application will be for six buildings, sub-divided into two, i.e. twelve two-bed units. Parking had been increased and will be 1.5 parking spaces per unit. Cllr. Mould said the properties would have a permanent residency planning condition and would be suitable for people looking to downsize.</p> <p>Ms Bray said she was present to hear the discussion on Minute 134/2018 below</p>	
127/2018	<u>Apologies for Absence</u> – Cllrs. Davis and Morgan.	
128/2018	<p><u>Members' Declarations</u> –</p> <p>a. <i>Registerable Declarations of Interests</i> – Cllr. Gilbert in 131c/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>	
129/2018	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 3rd September 2018, AGREED as a true record.</p> <p>b. <i>Planning Meeting</i> – the September meeting had been cancelled.</p>	
130/2018	<p><u>Outside Bodies / Reports</u> –</p> <p>a. <i>County Council</i> – Cllr. Mould spoke regarding Minute 136a/2018.</p>	

	<p>b. <i>St Minver Highlands Parish Council</i> – a copy of their September Minutes were made available to the Meeting.</p> <p>c. <i>Padstow Harbour Commission (PHC)</i> – a copy of their August Minutes were made available to the Meeting. There is a proposal to run a kayak hire business from Rock Beach.</p> <p>d. <i>Network Panel Meeting</i> – a meeting had been held on 27th September 2018. There was no discussion on the future of the Panel meetings (Minute 116d/2018 refers).</p> <p>NOTE – next meeting to be held on 29th November 2018.</p> <p>e. <i>Polzeath Beach Management Committee</i> – superseded by the Polzeath Futures’ Summit meetings.</p> <p>f. <i>Polzeath Futures’ Summit</i> – Minute 116f/2018 refers. Minutes of the meeting held on Thursday, 6th September 2018 had been emailed. Cllrs. Davis, Mould and Boswell-Munday had attended. They reported that CC were open to suggestions. Items for consideration include:</p> <ul style="list-style-type: none"> i. <u>Ranger</u> – top priority. This is to be discussed in more detail with Highlands. ii. <u>Public WCs</u> – detailed map of the site to be provided by Peter Marsh. Options include devolution to Lowlands PC; to a CIC or a commercial development. iii. <u>Second Pitch Concession</u> – on hold. 	
131/2018	<p><u>Planning Applications</u> – Members considered the following:</p> <p>a. <i>PA18/02470/PREAPP, Sanderling, Rock Road, St Minver</i> – pre-application advice for proposed development of 30 mixed detached units both single and two-storey. OBJECT on the grounds it does not comply with the St Minver NDP (Policy 2.1) and is not within area SDA1.</p> <p>b. <i>PA18/07035, Land W of Trewiston Lane, St Minver</i> – construction of 51 dwellings (use class C3), with associated access, highways improvements, landscaping, infrastructure, drainage and public open space. OBJECT on the grounds it does not comply with the NDP and a large section of the site is outside the development boundary (Policy 2.1). Members also wish to see a Highways Plan before this application is given any consideration.</p> <p>c. <i>PA18/07351, Trefresa Farm, Rock</i> – conversion of barns to dwellings, associated landscaping and parking, demolition of barns, construction of swimming pool, and alterations and extension to farm houses.</p> <p>OBJECT however, they would reconsider this if there were to be an increase in the parking provision and subject to a favourable report from the AONB officer. Members would also like to be reassured that the scheme is financially viable, and seek clarification on whether the ‘conversion’ of the two ‘ruins’ should have a permanent residency condition in line with the St Minver NDP Policy 3.2.</p> <p>d. <i>PA18/07400, Trethwaite, Rock Road, Rock</i> – replacement dwelling with boathouse. OBJECT because the proposed annexe now appears to be a boathouse and Members do not wish to see access to Porthilly Beach for a boat. It should only be for pedestrian access. Members refer to the previous refusal of similar developments at Lanarth and Trelion.</p> <p>e. <i>PA18/08149, White Lodge, Rock Road, St Minver</i> – application for a new stone outbuilding. Cllr. Richards left the meeting when this was discussed. The Clerk to establish from the case officer, Mr Samuel Dunn, what the building is to be used for. Deferred to the next meeting.</p> <p>f. <i>PA18/08269, Four Geese, Road from Dunders Hill to Worthy Hill, Trebetherick</i> – alterations and extensions to existing dwelling, replacement garage. NO OBJECTION provided the garage / annexe does not become a separate dwelling.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>g. <i>PA18/08425, Trewint Lane, Rock</i> – change of use of land for the keeping of horses and all-weather sand school, suitable for exercising horses all year round regardless of the weather and ground conditions in an enclosed, safe environment (size: 25m x 45m) and new stable for horses. Members seek clarification from Ms Hewitt if this development could be classified as an agricultural building structure outside the development boundary.</p> <p>h. <i>PA18/08646, 5 Gul Rock, Rock Road, Rock</i> – works to a tree subject to a tree preservation order. Removal of semi-mature sycamore. NO OBJECTION provided the tree officer has no objection.</p> <p>i. <i>PA18/08584, Avocets, Rock Road, Rock</i> – works to tree covered by a Tree Preservation Order - <i>Macrocarpa</i> in corner of Avocets garden - remove lower branches (to approx 3 metres up from lowest branch) and Sycamore (T9) in front garden - fell tree and replace. NO OBJECTION provided the tree officer has no objection.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
132/2018	<p><u>Planning Applications Approved by CC</u> – information only.</p> <p>a. <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).</p> <p>b. <i>PA18/02336, Downalong, Trebetherick</i> – detached annexe.</p> <p>c. <i>PA18/04301, Site Adjacent to Penmayne Paddock, Rock</i> – removal of two static caravans and erection of single-storey dwelling.</p> <p>d. <i>PA18/05013, Coolgrena, Daymer Lane, Trebetherick</i> – demolition and replacement of detached dwelling.</p> <p>e. <i>PA18/05169, Access to Rear of St Moritz Hotel, Trebetherick</i> – proposed luxury hotel suites.</p> <p>f. <i>PA18/05196, Access to Trewiston Farm, St Minver</i> – erection of an agriculturally tied dwelling.</p> <p>g. <i>PA18/05327, Rosemayne, Penmayne, Rock</i> – variation of condition 2 in relation to decision notice PA16/07146 dated 05/10/2016: Plan amendments to improve the visual appearance of the dwelling.</p> <p>h. <i>PA18/06078, Lanarth, Rock Road, Rock</i> – works to trees subject to a tree preservation order. Spread reduction of four Monterey Cypress trees from 7 metres to 5 metres on the eastern side and 8 metres to the west.</p> <p>i. <i>PA18/06126, Longacre, Little Sands, Rock Road, Rock</i> – demolition of existing dwelling and garage and the erection of new dwelling and outdoor swimming pool along with associated landscaping works.</p> <p>j. <i>PA18/06147, 25 Dingles Way, Penmayne, Rock</i> – single storey rear extension.</p> <p>k. <i>PA18/06207, Westward Flats, Dunders Hill, Polzeath</i> – demolition of existing laundry room and reconstruction of two new outdoor terraces with glazed patio doors through to adjacent apartments at ground and first floor levels.</p> <p>l. <i>PA18/06288, 1-2 Beachside, Rock Road, Rock</i> – installation of two rooflights to admit natural light into living room and dining area.</p> <p>m. <i>PA18/06764, Chy-An-Brea, Trenint Hill, Trebetherick</i> – construction of new garage and associated works.</p>	
133/2018	<p><u>Planning Applications Refused</u> – information only.</p> <p>a. <i>PA18/06795, 10 Dingles Way, Penmayne, Rock</i> – application for the modification or discharge of a Planning Obligation namely the removal of a Section 106 agreement in relation to E1/2006/01019 for 10 Dingles Way.</p>	

	b. <i>PA18/05667, 7 Dingles Way, Penmayne, Rock</i> – application for removal of S106 agreement dated 23 rd May 2008 in respect of 7 Dingles Way.	
134/2018	<p><u>NDP Petition</u> – a petition had been received to amend the development boundary. Copy previously circulated via email.</p> <p>Mr Robert Lacey and Ms Sarah Furley, CC had provided advice regarding this matter. It is for the Parish Council, as the qualifying body, to consider whether the policies in the NDP had become out-of-date and a review started. If Members of Lowlands and Highlands wish to review and revise the NDP, it will be subject to the statutory processes for consulting on, testing and making the NDP. Members would need to repeat the regulation 14 ‘pre-submission’ consultation and CC would repeat the Regulation 16 consultation. The NDP would go to examination and the examiner would decide whether the modification was significant enough to warrant an examination and referendum.</p> <p>Members RESOLVED not to review the development boundary as they did not feel the proposal to extend the boundary to accommodate one new build warranted a review of the NDP. Cllr. Gilbert abstained. The Plan will be reviewed in four years’ time.</p>	Clerk
135/2018	<p><u>Trewint Playing Fields</u> –</p> <p>a. <i>Children’s Play Area</i> – Members considered:</p> <ol style="list-style-type: none"> i. <u>Fortnightly H&S Inspection Reports</u> – no issues. ii. <u>RoSPA Annual Report</u> – copy had been sent to Mr Meneer. Cllr Davis will be reminded i.r.o. the minor repairs to the slide. iii. <u>New Piece of Play Equipment</u> – Cllr. Gilbert took the Schoolscapes catalogue and will report to the next meeting. <p>b. <i>St Minver Community Hub</i> – Members received an update on:</p> <ol style="list-style-type: none"> i. <u>Charitable Incorporated Organisation</u> – nil to, to include consideration as to meeting the running costs. ii. <u>Fundraising Development Plan</u> – standard item on the agenda. 	Cllr. Gilbert
136/2018	<p><u>Highway Matters</u> –</p> <p>a. <i>Flashing Traffic Speed Light, St Minver School</i> – Minute PL27/2018 refers. Cllr. Mould said the data for the flashing school sign was not yet available. CC had decreed that a movable sign is revenue not capital expenditure and that they could not fund it. The speed monitoring statistics had subsequently been provided by Highways.</p> <p>b. <i>Top of Daymer Lane</i> – there is a significant hole which appears to be subsidence. The Clerk to report this to Highways as a matter of urgency.</p>	Clerk
137/2018	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Cycle Rack</i> – Minute 104b/2018 refers. There had been no response from Mr Peter Marsh, CC, following Members’ request for a cycle rack in Polzeath. The Clerk to request this matter is added to the next Polzeath Futures’ Summit agenda.</p> <p>b. <i>Coastal Sculpture, Polzeath</i> – Minute 107b/2018 refers. To be removed from future agendas until there is something to report.</p> <p>c. <i>Polzeath WCs</i> – Mr Mike Beckett, CC had been asked to provide the quarterly report on the WCs – takings on PAYE doors, running costs, etc. but to date this information had not been received.</p>	Clerk Clerk
138/2018	<p><u>Administrative Matters</u> –</p> <p>a. <i>Procedures</i> – Minute 105a/2018 refers.</p> <ol style="list-style-type: none"> i. <u>Financial Regulations</u> – Cllr. Gisbourne advised the Regulations do not need amending. No further action. 	

	<p>NOTE – Financial Regulations to be reviewed every 4 years (Standing Orders 20.8 refers). Last revised Jan 2009.</p> <p>b. <i>Clerk's Handover Notes</i> – a revised copy had been supplied to the Chair and Vice Chair.</p> <p>c. <i>Risk Assessment</i> – Council considered and RESOLVED to adopt the revised financial and H&S risk assessments.</p> <ul style="list-style-type: none"> • <i>Council Chamber</i> – copy previously circulated. • <i>Trewint Playing Field / Bottle Bank</i> – copy previously circulated. • <i>Financial Risks</i> – copy previously circulated. <p>d. <i>Proposed Boundary Changes</i> – Members considered a suggestion to merge Lowlands with Highlands. It was known that Highlands were not in favour of this proposal. Highlands preference is to move the boundary between Lowlands and Highlands in Polzeath, but no details were known.</p>																													
139/2018	<p><u>Financial Matters</u> –</p> <p>a. <i>Insurance Policy</i> – a copy of the insurance schedule and renewal options were circulated prior to the meeting. It was RESOLVED to accept the 3-year binding Long Term Agreement (LTA) with Inspire at a cost of £1,074.60 for 2018/19. Clerk to action.</p> <p>b. <i>Accounts for Payment</i> – Schedule 2018/19-06 to a value of £13,281.72 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>1,170.22</td> <td></td> <td>1,170.22</td> </tr> <tr> <td>Amenities - incl. WCs</td> <td>4,109.96</td> <td>400.00</td> <td>4,509.96</td> </tr> <tr> <td>Administration incl. insurance and audit</td> <td>1,631.17</td> <td>100.37</td> <td>1,731.54</td> </tr> <tr> <td>Cemetery</td> <td>2,100.00</td> <td>320.00</td> <td>2,420.00</td> </tr> <tr> <td>St Minver Cemetery Committee - grant</td> <td>3,450.00</td> <td></td> <td>3,450.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£13,281.72</td> </tr> </tbody> </table> <p>c. <i>Heaters</i> – Minute 11d/2018 refers. Members RESOLVED to accept a quotation for two new 3kw heaters at a cost of £238+VAT each plus fitting, giving a total of £650.</p> <p>d. <i>Grant Requests</i> – Members declined to make a grant to:</p> <ol style="list-style-type: none"> i. <u>Our Only World</u> – new charity (awaiting ratification by Charity Commission), request a donation of £500 towards the costs of producing a 'single' (song). Details previously emailed. <p>e. <i>External Audit</i> – the Clerk reported the external auditor had passed the PC's 2017/18 accounts. The 'Conclusion of Audit' notice had been posted on the notice board and website.</p> <p>f. <i>Barclays Branches</i> – Padstow branch is closing w.e.f. 11th January 2019 and Bodmin branch w.e.f. 18th January 2019.</p>	EXPENSES	Price	VAT	Total	Salaries, including NI & tax	1,170.22		1,170.22	Amenities - incl. WCs	4,109.96	400.00	4,509.96	Administration incl. insurance and audit	1,631.17	100.37	1,731.54	Cemetery	2,100.00	320.00	2,420.00	St Minver Cemetery Committee - grant	3,450.00		3,450.00				£13,281.72	<p>Clerk</p> <p>Cllr. Mould</p> <p>Clerk</p> <p>Clerk</p>
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140/2018	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda:</p> <p>a. <i>Clerks and Councils Direct</i> – September 2018.</p> <p>b. <i>Statement of Licensing Act Policy</i> – the revised draft policy was previously emailed. Deadline for comments is 5th December 2018.</p> <p>c. <i>Scam Mail</i> – poster and information from Royal Mail explaining what to do to stop 'Scam Mail'. Cllr. Mould took this for the notice board.</p> <p>d. <i>England Coast Path</i> – improvements to public access along the coast path between Marsland Mouth and Newquay. Details previously circulated via email. The Clerk to advice Mr Martin Longley, Natural England that the steps by the bottom of Cassock Hill, Rock are a public access issue; also that a bridge over the stream would be a big improvement for those accessing the SW Coast Path.</p>	<p>Cllr. Mould</p> <p>Clerk</p>																												

141/2018	<u>Diary Dates</u> – a. <i>Full Council Meetings</i> – 5 th November 2018 at 7pm. Cllr. Richards and Williams gave their apologies. b. <i>Planning Meeting</i> – 15 th October 2018 at 7.30pm. c. <i>Clerk’s Leave</i> – 27 th October to 4 th November 2018 inclusive. d. <i>Cornwall Community Land Trust</i> – event invitation on Wednesday, 17 th October 2018, Duloe Jubilee Centre. Details previously emailed.	
142/2018	<u>Information Only/Future Agenda Items</u> – a. None.	
143/2018	<u>Meeting Closed</u> – 21.32pm.	

Signature: (Cllr. Gisbourne)
Chairman

Date: 5th November 2018