

# St MINVER LOWLANDS PARISH COUNCIL

## NOTICE AND AGENDA OF THE ANNUAL COUNCIL MEETING

### TO BE HELD IN THE COUNCIL CHAMBER, ROCK

ON **TUESDAY**, 7<sup>th</sup> MAY 2019, @ 7.30pm

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

Minute	AGENDA ITEMS	Action
62/2019	<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. Members to meet with Mr Hugo Brown, Surfers Against Sewage i.r.o. the Polzeath Plastic Free campaign.	
63/2019	<u>Election of Vice Chairman</u> – Cllr. Gilbert currently in post.	
64/2019	<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.	
65/2019	<u>Apologies for Absence</u> – Cllr. Gilbert.	
66/2019	<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 Field Committee</i> – Cllr. 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, Williams and Webb currently in post. k. <i>CC Planning Partnership</i> – Cllr. Boswell-Munday.	
67/2019	<u>Apologies for Absence</u> –	
68/2019	<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.	

	<ul style="list-style-type: none"> <li>b. <i>Non-registerable interest</i> – Members must declare non-registerable interests at the start of the meeting or when 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> </ul>	
69/2019	<p><u>Minutes of Meetings</u> –</p> <ul style="list-style-type: none"> <li>a. <i>Full Council Meeting</i> – 1<sup>st</sup> April 2019. NOTE – Public Forum, the following sentence was added to paragraph 2: Mr Varcoe asked Members to request a ‘proper’ sound test for the site.</li> <li>b. <i>Parish Meeting</i> – 1<sup>st</sup> April 2019.</li> </ul>	
70/2019	<p><u>Outside Bodies / Reports</u> –</p> <ul 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 to be held on 13<sup>th</sup> 4<sup>th</sup> June 2019, 7pm. Members to receive a verbal response.</li> <li>e. <i>Polzeath Futures’ Summit</i> – Members to receive a verbal report following the meeting scheduled for 3<sup>rd</sup> April 2019. NOTE – details of the introduction of a Trial Water-based Activity Licence Scheme at Polzeath Beach had been circulated via email.</li> <li>f. <i>Police</i> –</li> </ul>	<p>Cllr. Mould</p> <p>Cllr. Mould</p>
71/2019	<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"> <li>a. <i>PA19/01788, 31 St Moritz Villas, Trebetherick</i> – construction of extension to front aligning the ridge with adjoining villa and conversion of circular shower area to form utility space. Extension to side (northwest) to form internal staircase and to the rear at ground floor level to form bedrooms. Construction of terrace to rear at first floor level. Conversion of loft space with rear mono pitch dormer and balcony.</li> <li>b. <i>PA19/02177, The Point at Polzeath</i> – change of use of storage shed to commercial kitchen, to include 12m2 extension.</li> <li>c. <i>PA19/02494, Gulls Cottage, 1 Belle Vue, Rock Road, Rock</i> – two storey extension.</li> <li>d. <i>PA19/02949, No. 6, The Point at Polzeath</i> – single storey rear extension.</li> <li>e. <i>PA19/03308, Westward House, Rock Road, Rock</i> – extension and reordering works of existing house including the construction of new garage.</li> </ul>	
72/2019	<p><u>Planning Applications Approved by CC</u> – information only.</p> <ul style="list-style-type: none"> <li>a. <i>PA19/00937, Land Adj. to Pen-Y-Bryn, Trebetherick</i> – Certificate of Lawfulness for confirmation of the implementation of the planning permission PA16/02012 for the erection of a new dwelling. <b>CC granted CAADs, PIPs and LUs only for this application.</b></li> <li>b. <i>PA19/00426, Porthilly Caravan Site, Porthilly Lane, Rock</i> – extension of the caravan site, consisting of 3 no. static caravans, 1 no. chalet, landscaping and associated works. <b>Members had no objection but requested a condition limiting the units to holiday use only.</b></li> </ul>	

	<ul style="list-style-type: none"> <li>c. PA19/01694, 2 Dingles Way, Penmayne, Rock – single storey rear extension. <b>Members had no objection.</b></li> <li>d. PA19/00839, Boathouse SE of Gentle Jane, St Minver – proposed extensions and remodelling including garage/garden shed. <b>Members had objected.</b></li> <li>e. PA19/00561/ PREAPP, Tregirls, Highcliff, Polzeath – pre-application advice for erection of additional house. Closed advice given by CC. <b>Members had objected.</b></li> </ul>	
73/2019	<p><u>Planning Applications Refused by CC</u> – information only.</p> <ul style="list-style-type: none"> <li>a. PA19/00132, Land S of Ferryside, Rock Road, Rock – erection of dwelling with variation of conditions 1 and 4 in respect of decision PA18/10352 dated 14.12.18 in order to amend site parking arrangements and the internal layout. <b>Members had objected to this application.</b></li> </ul>	
74/2019	<p><u>Withdrawn Planning Applications</u> – information only.</p> <ul style="list-style-type: none"> <li>a. PA19/01587, Arish Vean, Trebetherick – discharge of planning obligation dated 21.12.2000 in respect of decision notice 1999/1901 (erection of a single affordable dwelling). <b>Members had objected.</b></li> </ul>	
75/2019	<p><u>Other Planning Matters</u> –</p> <ul style="list-style-type: none"> <li>a. <i>NDP Petition</i> – Members to receive a report of the meeting with the petitioner and County Cllr. Mould, previously circulated via email.</li> <li>b. <i>Titzakama Site</i> – Mr Steve May, CC advised that although the Parish Council does not agree with the proposed street name, it does not fall foul of any of Cornwall Councils guidance or Policy. As the Parish Council are only consultees Cornwall Council had no grounds to object to the proposed name of ‘Tewedh Place’</li> <li>c. <i>Housing Supplementary Planning Document</i> – consultation runs from Monday 8<sup>th</sup> April and 5pm Monday 6<sup>th</sup> May 2019. <b>Details previously emailed.</b></li> </ul>	Information
76/2019	<p><u>Trewint Playing Fields</u> –</p> <ul style="list-style-type: none"> <li>a. <i>Public WCs</i> – the right-hand cubicle door is shut and inaccessible.</li> <li>b. <i>Children’s Play Area</i> – Members to consider: <ul style="list-style-type: none"> <li>i. <u>Fortnightly H&amp;S Inspection Reports</u> –</li> <li>ii. <u>RoSPA Annual Report</u> – link to the report circulated to Members.</li> <li>iii. <u>New Piece of Play Equipment</u> – Members to receive a verbal update.</li> </ul> </li> <li>c. <i>St Minver Community Hub</i> – Members to receive an update on: <ul style="list-style-type: none"> <li>i. <u>Community Interest Company (No. 1174796)</u> –</li> <li>ii. <u>Fundraising Development Plan</u> – standard item on the agenda.</li> </ul> </li> </ul>	Cllr. Gilbert
77/2019	<p><u>Highway Matters</u> –</p> <ul style="list-style-type: none"> <li>a. <i>Mobile Speed Camera</i> – Minute 54a/2019 refers. Members to receive an update following Mr Jones’s attendance at the Network Panel Meeting.</li> </ul>	
78/2019	<p><u>Environmental / Amenity Matters</u> –</p> <ul style="list-style-type: none"> <li>a. <i>Greenbanks to Pavillion</i> – Minute 55b/2019 refers. Cllr. Mould to provide a photograph of the site. Permission had been sought from Highways to site a new waste bin at the entrance to the path leading from Little Trelyn. They query if the chosen site is within the limits of the highway or on the PROW. NOTE – Ms Paula Pope, Biffa had confirmed the cost of one empty per week would be £218.92 + VAT p.a.</li> </ul>	Cllr. Mould <b>Clerk</b>

	<p>b. <i>Cycle Rack, Polzeath</i> – Minute 23a/2019 refers. Members to consider any update from Mr Jolyon Sharpe, CC Countryside Officer i.r.o. a cycle rack. NOTE – Mr Marsh, CC had agreed to fund a rack and had been provided with examples and costings.</p> <p>c. <i>Rock Surgery</i> – Minute 33a/2019. Members to receive a verbal update following the meeting with the Practise Manager, Camel Estuary Practice.</p> <p>d. <i>Polzeath Plastic Free Campaign</i> – Members to consider any action following their meeting with Mr Hugo Brown, Surfers Against Sewage.</p> <p>e. <i>Porthilly Spirit Festival</i> – licensing hearing to be held on Wednesday, 8<sup>th</sup> May 2019, 10am, St Austell Council Chamber. Member to attend and represent the PC. <b>Details previously emailed.</b></p> <p>f. <i>Footpath 31/2, Daymer Bay to Brae Hill</i> – Minute 55h/2019 refers. Ms Amy Widdershoven, Cormac reported the Countryside Officer had trimmed back the worst of the side growth along the path. She had also contacted the adjacent landowner to request that they cut back the overhanging trees. Members to consider adding the path (approx. 15 metres) to the LMP schedule and the Clerk had enquired if this came with an increase in the LMP grant.</p> <p>g. <i>High Street Clean-Up</i> – grant of up to £2,000 available. More information from Clean Cornwall <a href="mailto:Clean.Cornwall@cornwallrcc.org.uk">Clean.Cornwall@cornwallrcc.org.uk</a>. Closing date for applications is 6<sup>th</sup> May. <b>Details previously emailed.</b></p> <p>h. <i>Waste Facility</i> – the facility at Polzeath had closed. Members to consider a complaint about refuse being left.</p> <p>i. <i>Porthilly Beach</i> – Members to consider a complaint about the trailer and kayaks parked at the entrance to the beach.</p>	<p>Cllr. Mould</p> <p>Cllr. Webb</p>
79/2019	<p><u>Administrative Matters</u> –</p> <p>a. <i>Community Governance Reviews</i> – standing item on the agenda, pending further guidance from CC. See: <a href="http://www.cornwall.gov.uk/governancereview">www.cornwall.gov.uk/governancereview</a>.</p>	
80/2019	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – Schedule 2019/20-02.</p> <p>b. <i>Defibrillator, Pityme</i> – Members to consider further a request for the PC to ‘adopt’ the defibrillator located at the Pityme Inn. NOTE – Duchy Defibrillators advised the machine is self-monitoring and is also manually checked weekly by the Pityme Inn. Access is gained via the Ambulance Service who give the caller a code. There is little risk to the PC. The cost of new pads every two years is met by the service charge.</p> <p>c. <i>End of Year Accounts 2018/19</i> –</p> <p>i. <u>Internal Auditor’s Report</u> – Members to receive and consider any recommendations from their Internal Auditor.</p> <p>ii. <u>Annual Governance Statement 2018/19</u> – Members to consider and approve the statement. <b>Copy to be circulated at the meeting.</b></p> <p>iii. <u>Accounting Statement for 2018/19</u> – Members to receive and accept the 2018/19 accounts, prior to submission to the External Auditor and to consider any matters raised by their Internal Auditor. <b>Copy to be circulated at the meeting.</b></p> <p>d. <i>Earmarked Reserves</i> – allocated funds to be recorded in the Minutes. £500 for Play Equipment Fund (Minute 160b/2008 refers).</p> <p>e. <i>Pension Regulations</i> – the Clerk had re-declared Crowan Parish Council with The Pensions Regulator under the Pensions Act 2008 on 4<sup>th</sup> April.</p>	<p>Information</p>

81/2019	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda:</p> <ul style="list-style-type: none"> <li>a. <i>CPRE Newsletter</i> – Spring 2019.</li> <li>b. <i>Merchant Navy Day</i> – 3<sup>rd</sup> September 2019. Members are asked to support this campaign by ‘flying the Red Ensign’.</li> <li>c. <i>Cornwall Countryside Access Forum</i> – seeks new members each year to fill a number of vacancies created by the ending of some Forum members’ term of office. <i>Details previously emailed.</i></li> <li>d. <i>Community and Nature Projects</i> – Community groups can apply for up to £1,000 to create more woodland, orchards and hedgerows in their towns and villages as part of an innovative Cornwall Council and Crowdfund Cornwall project. <i>Details previously emailed.</i></li> <li>e. <i>One and All News</i> – Royal Cornwall Hospitals Trust newsletter.</li> </ul>	
82/2019	<p><u>Diary Dates</u> –</p> <ul style="list-style-type: none"> <li>a. <i>Full Council Meetings</i> – 3<sup>rd</sup> June 2019 at 7.30pm.</li> <li>b. <i>Planning Meeting</i> – TBC. 17<sup>th</sup> June 2019 at 7.30pm.</li> <li>c. <i>Highway Engagement Sessions</i> – 8<sup>th</sup> May 2019 at 10am, Cormac Western Group Centre, Radnor Road Redruth OR Cormac, Central Group Centre, Castle Canyke Road, Bodmin. please confirm your attendance by completing the <a href="#">event registration form</a> and returning to <a href="mailto:emma.rojano@cormacltd.co.uk">emma.rojano@cormacltd.co.uk</a> by Friday 3 May 2019. Details emailed.</li> <li>d. <i>Wales &amp; West Utilities Annual Stakeholder Workshop, with Lunch</i> – 16<sup>th</sup> May 2019 at Royal Cornwall Showground, Wadebridge. Online booking form only. <i>Details previously emailed.</i></li> </ul>	
83/2019	<p><u>Information Only/Future Agenda Items</u> –</p> <ul style="list-style-type: none"> <li>a.</li> </ul>	
84/2019	<p><u>Meeting Closed</u> –</p>	

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

Date: 26<sup>th</sup> April 2019

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