



St MINVER LOWLANDS PARISH COUNCIL
MINUTES OF THE ANNUAL COUNCIL MEETING
HELD IN THE COUNCIL CHAMBER, ROCK
ON TUESDAY, 7th MAY 2019, @ 7.30pm

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

Minute	AGENDA ITEMS	Action
62/2019	<u>Election of Chairman</u> – it was RESOLVED to elect Cllr Gisbourne to the post. Proposed by Cllr. mould and seconded by Cllr. Morgan.	
	<p><u>Chairman’s Welcome and Public Forum</u> – the Chairman opened the meeting and welcomed those present.</p> <p>Mr Renals spoke to Members i.r.o. a tree at Shores Lane, which is causing traffic visibility issues. Mr Oliver Jones, Cormac had visited and agreed to fell it, subject to Members’ agreement. The tree was planted well before 1991.Action County Cllr. Mould to contact Mr Jones.</p> <p>Mr Andy Cameron was present i.r.o. Polzeath Beach. Felix from Taco Boys was also present. There had been a mixed reception and a lot of negativity towards the proposal (Minute 70g/2019 below refers). Cllr Mould said it is not in our Parish but as the County Councillor she is aware of the background. The issue seems to be about the alcohol licence. The onus is on the Taco Boys to police it if selling alcohol. The hearing date (at which the licence application will be considered) is Wednesday 15th May, but Highlands meeting is not until 14th May 2019. Felix asked for support from St Minver Lowlands Parish Council.</p> <p>Mr Hugo Brown, Surfers Against Sewage was not present to address Members i.r.o. the Polzeath Plastic Free campaign. Minute 77d/2019 below refers.</p>	Cllr. Mould
63/2019	<u>Election of Vice Chairman</u> – it was RESOLVED to elect Cllr. Gilbert to the post. Proposed by Cllr. Mould, seconded by Cllr. Morgan.	
64/2019	<p><u>Acceptance of Office</u> –</p> <p>a. <i>Chairman</i> – the Chairman duly signed the Acceptance of Office form.</p> <p>b. <i>Vice Chairman</i> – the Vice Chairman duly signed the Acceptance of Office form.</p>	
65/2019	<u>Apologies for Absence</u> – Cllrs. Crowdy and Davis; and the Clerk (ill health).	
66/2019	<p><u>Council Committees/Appointments to Outside Bodies</u> – the following appointments to be made:</p> <p>a. <i>Emergency Officer</i> – it was RESOLVED to elect Cllr.Mould to the post.</p> <p>b. <i>Footpaths Liaison</i> – it was RESOLVED to elect Cllr. Mould to the post.</p> <p>c. <i>Highways Liaison</i> – it was RESOLVED to elect Cllr. Gisbourne to the post.</p>	

	<p>d. <i>Playing Fields Committee</i> – it was RESOLVED to elect Cllrs. Gilbert, Morgan and Webb to the Committee.</p> <p>e. <i>Community Building Working Party</i> – no longer a need for this Working Party as this is now a standalone project.</p> <p>f. <i>Police Liaison</i> – it was RESOLVED to elect Cllr. Gilbert to the post.</p> <p>g. <i>St Minver Cemetery Committee</i> – it was RESOLVED to elect Cllrs. Gisbourne, Mould and Morgan to the Committee.</p> <p>h. <i>St Minver Pre-School Liaison</i> – no longer a need for this as the Pre-school can come direct to the PC if there is a problem.</p> <p>i. <i>St Minver Football Club Liaison</i> – it was RESOLVED to elect Cllr. Richards to the post.</p> <p>j. <i>Polzeath Beach Management Group</i> – it was RESOLVED to elect Cllrs. Davis, Morgan Mould and Boswell Munday to serve.</p> <p>k. <i>CC Planning Partnership</i> – it was RESOLVED to propose Cllr. Boswell-Munday to the post.</p>	
67/2019	<p><u>Members' Declarations</u> –</p> <p>a. <i>Registerable Declarations of Interests</i> – Cllr. Gilbert in Minute 77e/2019.</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> – none.</p>	
68/2019	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 1st April 2019. The following sentence was added to paragraph 2 of the Public Forum: Mr Varcoe asked Members to request a 'proper' sound test for the site. The Clerk to send a revised copy of the Minutes for the website AGREED as a true record. The Clerk to send a revised copy of the Minutes for the website.</p> <p>b. <i>Parish Meeting</i> – 1st April 2019, AGREED as a true record.</p>	Clerk
69/2019	<p><u>Outside Bodies / Reports</u> –</p> <p>a. <i>County Council</i> – County Cllr. Mould had nothing to report.</p> <p>b. <i>St Minver Highlands Parish Council</i> – a copy of the April Minutes were made available to the Meeting.</p> <p>c. <i>Padstow Harbour Commission (PHC)</i> – a copy of the March Minutes were made available to the Meeting.</p> <p>d. <i>Network Panel Meeting</i> – next meeting to be held on 13th June 2019, 7pm.</p> <p>e. <i>Polzeath Futures' Summit</i> – Members received a verbal report following the meeting held on 3rd April 2019. Cllr. Mould said Beach Rangers are in place. There had been a bit of an issue with the toilets, i.r.o. checking the doors are not constantly being wedged open. She felt charging is creating a negative and getting people going behind the toilets and messing etc. Members felt it would be better not to charge.</p> <p>It was AGREED to take back to the next meeting a discussion regarding a new shed or container, to give the Beach Rangers somewhere to sit and shelter in. Members would be willing to assist on a match funding basis. Cllr. Mould to talk to Mr Oliver Jones, Highways about the parking from Wentworth Terrace down. The Clerk to contact Mr Jones about this, to include looking at the cost of providing double yellow lines.</p> <p>NOTE – details of the introduction of a Trial Water-based Activity Licence Scheme at Polzeath Beach had been circulated via email.</p>	Members Cllr. Mould / Clerk

	f. <i>Police</i> – this item to be removed from future agendas as reports now go to the Community Network meetings.	Clerk
70/2019	<p><u>Planning Applications</u> – Members considered the following:</p> <p>a. <i>PA19/02177, The Point at Polzeath</i> – change of use of storage shed to commercial kitchen, to include 12m2 extension. NO OBJECTION.</p> <p>b. <i>PA19/02494, Gulls Cottage, 1 Belle Vue, Rock Road, Rock</i> – two storey extension. NO OBJECTION.</p> <p>c. <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. NO OBJECTION.</p> <p>d. <i>PA19/02949, Apartment 6, The Point at Polzeath</i> – single storey rear extension. NO OBJECTION.</p> <p>e. <i>PA19/03308, Westward House, Rock Road, Rock</i> – extension and reordering works of existing house including the construction of new garage. NO OBJECTION.</p> <p>f. <i>PA19/03718, The Snug House, Highcliff, Polzeath</i> – non-material amendment in respect of decision notice PA17/07908 - Replacing the exterior vertical dark zinc cladding with horizontal shou-sugi-ban timber cladding. Adding a window to the NW elevation. NO OBJECTION.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
71/2019	<p><u>Planning Applications Approved by CC</u> – information only.</p> <p>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.</p> <p>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.</p> <p>c. <i>PA19/01694, 2 Dingles Way, Penmayne, Rock</i> – single storey rear extension.</p> <p>d. <i>PA19/00839, Boathouse SE of Gentle Jane, St Minver</i> – proposed extensions and remodelling including garage/garden shed.</p> <p>e. <i>PA19/00561/PREAPP, Tregirls, Highcliff, Polzeath</i> – pre-application advice for erection of additional house. Closed advice given by CC.</p>	
72/2019	<p><u>Planning Applications Refused by CC</u> – information only.</p> <p>a. <i>PA19/00132, Land S of Ferryside, Rock Road, Rock</i> – erection of dwelling with variation of conditions 1 and 4 in respect of decision PA18/10352 in order to amend site parking arrangements and the internal layout.</p>	
73/2019	<p><u>Withdrawn Planning Applications</u> – information only.</p> <p>a. <i>PA19/01587, Arish Vean, Trebetherick</i> – discharge of planning obligation dated 21.12.2000 in respect of decision notice 1999/1901 (erection of a single affordable dwelling).</p>	
74/2019	<p><u>Other Planning Matters</u> –</p> <p>a. <i>NDP Petition</i> – Members received a report of the meeting with the petitioner and County Cllr. Mould. Previously circulated via email.</p> <p>b. <i>Titzakama Site</i> – Mr Steve May, CC advised that the proposed street name meets CC's guidance and Policy and they had no grounds to object to the proposed name of 'Tewedh Place'.</p>	

	<p>c. <i>Housing Supplementary Planning Document</i> – consultation runs from Monday 8th April and 5pm Monday 6th May 2019. Details previously emailed.</p> <p>d. <i>PA19/02227, Trevenna</i> – Members confirmed they are willing to withdraw their request for a replacement tree, providing no tree is felled on the site.</p>	Clerk
75/2019	<p><u>Trewint Playing Fields</u> –</p> <p>a. <i>Public WCs</i> – a resident had advised the right-hand cubicle door is shut and inaccessible. This was reported to Mr Mark Meneer and had now been resolved. NFA.</p> <p>b. <i>Children’s Play Area</i> – Members considered:</p> <p>i. <u>Fortnightly H&S Inspection Reports</u> –</p> <p>ii. <u>RoSPA Annual Report</u> – link to the report had been circulated to Members who were asked to check the report and consider if anything needs attention.</p> <p>iii. <u>New Piece of Play Equipment</u> – no update was available.</p> <p>c. <i>St Minver Community Hub</i> – Members received an update i.r.o.:</p> <p>i. <u>Community Interest Company (No. 1174796)</u> –</p> <ul style="list-style-type: none"> • <u>StMCH Event</u> – the first event is scheduled for the 12th June 2019 “Banish Computer Blues – Get Confident online”. Details previously emailed. Cllr. Boswell-Munday explained the reason for the events is to highlight the Hub. There will be an information board to inform the public of updates. • <u>Mailing List</u> – Members were asked to sign up to the Hub’s mailing list: www.stminvercommunityhub.org.uk/sign-up/. Members will then receive a copy of the newsletter and events. • <u>Diary Date for the Next Event</u> – Afternoon Tea at Lynham House 10th July 2019. 2pm / 7pm. <p>ii. <u>Fundraising Development Plan</u> – standard item on the agenda.</p>	Members
76/2019	<p><u>Highway Matters</u> –</p> <p>a. <i>Mobile Speed Camera</i> – Minute 54a/2019 refers. It was RESOLVED that Cllr. Gilbert will speak to Mr Oliver Jones, Highways regarding introducing a 20mph speed restriction during school starting and leaving times. Two or three posts to be placed around the village for the 30mph mobile sign.</p> <p>b. <i>Parking Issues, Polzeath</i> – Members had received a copy of an email from a resident to Highways, i.r.o. inconsiderate parking on the road leading to Polzeath Beach. The Parking Enforcement officer to monitor the situation. Cllr. Mould will arrange for photographs to be taken.</p>	Cllr. Gilbert Cllr. Mould
77/2019	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Greenbanks to Pavillion</i> – Minute 55b/2019 refers. Permission had been sought from Highways to site a new waste bin at the entrance to the footpath leading from Little Trelyn. They query if the chosen site is within the limits of the highway or on the PROW. Cllr. Mould to provide a photograph of the site and discuss with Mr Oliver Jones. NOTE – Ms Paula Pope, Biffa had confirmed the cost of one empty per week would be £218.92 + VAT p.a.</p> <p>b. <i>Cycle Rack, Polzeath</i> – Minute 23a/2019 refers. No update had been received from Mr Jolyon Sharpe, CC Countryside Officer i.r.o. a cycle rack. The Clerk to pursue for the June meeting. NOTE – Mr Marsh, CC had agreed to fund a rack and had been provided with examples and costings.</p>	Cllr. Mould Clerk

	<p>c. <i>Rock Surgery</i> – Minute 33a/2019. Cllrs. Boswell-Munday and Mould had met with the Practise Manager, Camel Estuary Practice. They reported that a portacabin could be installed at the Trewint site, for nurse or doctor to use. The cabin will conform to clinical requirements. They must submit to NHS England so cannot finalise it yet. The overall cost would be around £10,000. The doctors had expressed an interest in using part of the Community Hub in the future. The portacabin would need to be paid for and this had yet to be investigated. This in turn could support the Hub's application for funding towards the build. Some Members did not agree to the PC funding the cabin, as the doctors are a business. Cllrs. Boswell-Munday and Mould had discussed ways of keeping the doctors and nurses in the village and this is one option. Deferred to the June meeting.</p> <p>d. <i>Polzeath Plastic Free Campaign</i> – Members were unable to consider this item as Mr Hugo Brown, Surfers Against Sewage, had yet to meet with them. Public Forum above refers.</p> <p>e. <i>Porthilly Spirit Festival</i> – the licensing hearing is to be held on Wednesday 8th May 2019. The noise element had been approved by the environmental officers with conditions.</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.</p> <p>Cormac had asked 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, but no response had been received. Deferred to the June agenda.</p> <p>g. <i>High Street Clean-Up</i> – grant of up to £2,000 available. More information from Clean Cornwall Clean.Cornwall@cornwallrcc.org.uk. Closing date for applications is 6th May. Details previously emailed.</p> <p>h. <i>Waste Facility</i> – the facility at Polzeath had closed. The recycling facility had been closed because of misuse, in particular holiday homes using the site instead of paying for a waste collection. No further action. The Clerk to inform the public (if asked) why it had been closed.</p> <p>i. <i>Porthilly Beach</i> – the trailer and kayaks parked at the entrance to the beach had been removed. NFA.</p> <p>j. <i>Taco Alcohol Licence</i> – see Public Forum. Members had been asked to support the application. As a commercial venture, selling alcohol would be regulated with a licence, they will be responsible for their rubbish and what is sold and consumed. Members would rather it was regulated by the Taco Boys via a premise licence, than not regulated. Seven voted for the proposal and Cllr. Webb voted against. Cllr. Mould to advise licensing.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr. Mould</p>																								
78/2019	<p><u>Administrative Matters</u> –</p> <p>a. <i>Community Governance Reviews</i> – standing item on the agenda, pending further guidance from CC. See: www.cornwall.gov.uk/governancereview. Members felt this needed to be decided and action taken urgently. The Clerk to make it a key agenda item for the June meeting.</p>	Clerk																								
79/2019	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – Schedule 2019/20-02 to a value of £2,733.72 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>786.60</td> <td></td> <td>786.60</td> </tr> <tr> <td>Amenities - incl. WCs</td> <td>751.00</td> <td>70.20</td> <td>821.20</td> </tr> <tr> <td>Administration, incl. cemetery precept</td> <td>109.03</td> <td>11.89</td> <td>120.92</td> </tr> <tr> <td>Cemeteries</td> <td>845.00</td> <td>160.00</td> <td>1,005.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£2,733.72</td> </tr> </tbody> </table>	EXPENSES	Price	VAT	Total	Salaries, including NI & tax	786.60		786.60	Amenities - incl. WCs	751.00	70.20	821.20	Administration, incl. cemetery precept	109.03	11.89	120.92	Cemeteries	845.00	160.00	1,005.00				£2,733.72	
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	<p>b. <i>Defibrillator, Pityme</i> – Members RESOLVED to a request for the PC to ‘adopt’ the defibrillator located at the Pityme Inn.</p> <p>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> – deferred to the June meeting.</p> <p>d. <i>Earmarked Reserves</i> – deferred to the June meeting.</p> <p>e. <i>Pension Regulations</i> – the Clerk had re-declared St Minver Lowlands Parish Council with The Pensions Regulator under the Pensions Act 2008 on 4th April 2019.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
80/2019	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda:</p> <p>a. <i>Merchant Navy Day</i> – 3rd September 2019. Members declined to support this campaign by ‘flying the Red Ensign’.</p> <p>b. <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. Details previously emailed.</p> <p>c. <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. Details previously emailed.</p> <p>d. <i>One and All News</i> – Royal Cornwall Hospitals Trust newsletter.</p> <p>e. <i>CPRE Newsletter</i> – Spring 2019.</p> <p>f. <i>Public Open Space Orders, (PSPOs)</i> – relating to seasonal dogs on beach restrictions. The purpose of the letter is to seek early views from T&PCs – prior to a formal public engagement in the late summer, the deadline for responses is 18th June 2019. Details previously emailed.</p> <p>g. <i>Clerks and Councils Direct</i> – May 2019. Taken by Cllr. Mould.</p>	
81/2019	<p><u>Diary Dates</u> –</p> <p>a. <i>Full Council Meetings</i> – 3rd June 2019 at 7.30pm.</p> <p>b. <i>Planning Meeting</i> – TBC. 17th June 2019 at 7.30pm.</p> <p>c. <i>Highway Engagement Sessions</i> – 8th 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 event registration form and returning to emma.rojano@cormacltd.co.uk by Friday 3 May 2019. Details emailed.</p> <p>d. <i>Wales & West Utilities Annual Stakeholder Workshop, with Lunch</i> – 16th May 2019 at Royal Cornwall Showground, Wadebridge. Online booking form only. Details previously emailed.</p> <p>e. <i>Vitality of Town Centres</i> – Mr Bill Grimsey, author of “It’s Time to Reshape our Town Centres” is speaking at County Hall on 10th May 2019, 10am. Details previously emailed.</p>	
82/2019	<u>Information Only/Future Agenda Items</u> – none.	
83/2019	<u>Meeting Closed</u> – 9.57pm	

Signature: (Cllr. Gisbourne)
Chairman

Date: 3rd June 2019