



St MINVER LOWLANDS PARISH COUNCIL
MINUTES OF THE FULL COUNCIL MEETING
HELD IN THE COUNCIL CHAMBER, ROCK
ON MONDAY, 7th OCTOBER 2019, @ 7.15pm

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

Minute	AGENDA ITEMS	Action
	<u>Chairman's Welcome and Public Forum</u> – Cllr. Gilbert took the Chair and welcomed those present, with a particularly warm welcome to Cllr. Gisbourne.	
148/2019	<u>Apologies for Absence</u> – Cllrs. Crowdy and Davis.	
149/2019	<u>Members' Declarations</u> – a. <i>Registerable Declarations of Interests</i> – Cllr. Gilbert in 157b/2019. b. <i>Non-registerable interest</i> – Cllr. Mould in Minute 162/2019. c. <i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds. d. <i>Dispensations</i> – none.	
150/2019	<u>Minutes of Meetings</u> – a. <i>Full Council Meeting</i> – 2 nd September 2019 AGREED as a true record.	
151/2019	<u>Outside Bodies / Reports</u> – a. <i>County Council</i> – Cllr. Mould reported she had not made a submission i.r.o. Porthilly Spirit licence application. She praised the presentation given to the Boundary Governance review by Cllr. Boswell-Munday. It was RESOLVED to correct two statements made by Highlands to the Review [1] Lowlands do not use a sub-committee for planning, and [2] the Camel Estuary is not within the remit of Lowlands PC and Members wish to point out that both parishes have representatives on the Padstow Harbour Commissioners' board, i.e. 2 representing Lowlands and 1 representing Highlands. <i>Cornwall AONB/CC Planning Review</i> – a review was held on 9 th October. b. <i>St Minver Highlands Parish Council</i> – a copy of their September Minutes was made available to the Meeting. c. <i>Padstow Harbour Commission (PHC)</i> – a copy of their August Minutes was made available to the Meeting. d. <i>Network Panel Meeting</i> – notes of the meeting held on 12 th September previously circulated via email. Next meeting scheduled to be held on 7 th November 2019.	Clerk

	<p>e. <u>Polzeath Futures' Summit</u> –</p> <p>i. <u>Beach Ranger Functions</u> – Members considered what functions they want the Beach Ranger to carry out in 2020 (Minute 135d/2019 refers). Cllr. Mould said there is to be a meeting dealing with Beach Ranger items on 12th November. She would like the Rangers to reseed the area where the Band plays and Members were in general agreement with this suggestion.</p> <p>ii. <u>Beach Ranger Hut</u> - possible provision of a Hut (Minute 135d/2019) had been referred to the Polzeath Place Shaping Board.</p> <p>iii. <u>Draft Polzeath Flood / Emergency Plan</u> – previously emailed.</p> <p>Next meeting to be held on 17th October 2019, 15.00 in meeting room 1 at Higher Tenant Offices. Details previously emailed.</p> <p>f. <u>St Minver Community Hub</u> –</p> <p>i. <u>Community Interest Company (No. 1174796)</u> – Cllr. Boswell-Munday said an application had been made to become a Charity.</p> <p>ii. <u>Fundraising Development Plan</u> – fundraising is ongoing, with various events being held. Negotiations are underway with a possible Project Manager / Fundraiser.</p> <p>iii. <u>Portakabin, Camel Estuary Surgery</u> – Minute 96d/2019 refers. The Surgery is not formally closed. Arrangements are ongoing.</p>	Clerk
152/2019	<p><u>Planning Applications</u> – Members considered the following:</p> <p>a. <i>PA19/02274/PREAPP, 26 Higher Tristram, Polzeath</i> – pre-application advice for demolition of existing dwelling and proposed replacement sustainable dwelling. NO OBJECTION, but Members would like to see more parking.</p> <p>b. <i>PA19/06672, Sharps Brewery Unit 5 Pityme Business Centre</i> – extension to chiller to provide cask store. NO OBJECTION.</p> <p>c. <i>PA19/07193, Trelawney, Worthy Hill, Trebetherick</i> – non-material amendment in respect of decision notice PA17/06848 (Construction of detached two storey dwelling, associated vehicular access and provision of garden amenity area) – changes to positioning of windows and doors, addition of new windows and doors and change to roof pitch and position of car port. Deferred from the September meeting.</p> <p>NOTE – the site plan was not shown on CC's Website and the Clerk had requested this from Case Officer. This is a non-material amendment and was approved without the PC's input. No further action.</p> <p>d. <i>PA19/07507, Land Adj to Pen-y-Bryn, Trebetherick</i> – proposed new dwelling on Land Adjacent to Pen-y-Bryn, Trebetherick. NO OBJECTION.</p> <p>e. <i>PA19/07580, 21 St Moritz Villas, Trebetherick</i> – conversion of loft space with rear dormer and balcony. NO OBJECTION.</p> <p>f. <i>PA19/07671, Gulls Cottage, 1 Belle Vue, Rock Road, St Minver</i> – non-Material Amendment to Application No. PA19/02494 dated 14th May 2019 for a two-storey extension namely for an additional 1 metre. NO OBJECTION, but the application is not clear as to where the additional 1 metre is to go.</p> <p>g. <i>PA19/07912, Treth House, Rock</i> – works to 19 Macrocarpa trees – crown clean by removal of dangerous, dying and dead branches. Cllr. Mould said there is a public footpath in the vicinity. The Clerk to establish the definitive line of PROW 547/13/5. The Clerk to request a copy of arborist's report.</p> <p>h. <i>PA19/08012, 4 The Anchorage, Slipway, Rock</i> – first floor extension over existing ground floor accommodation plus repositioning of existing balcony. NO OBJECTION.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>i. <i>PA19/08028, 2 Glengariff, Rock Road, Rock</i> – single storey rear extension. NO OBJECTION.</p> <p>j. <i>PA19/08309, Boskenna, Daymer Lane, Trebetherick</i> – proposed extension and improvements. NO OBJECTION.</p> <p>k. <i>PA19/08328, Arish Vean, Trebetherick</i> – application for Modification / Discharge of planning obligation dated 21st December 2000 in respect of Decision Notice E1/1999/1901 (erection of a single affordable dwelling) contains unreasonable and unusual restrictions and controls. The property is valued at a figure which is out of reach of local need housing, and therefore due to the S106 not controlling sale value, fails to serve any useful purpose. Members strongly OBJECT on the grounds that the s.106 agreement is still relevant because there are still plenty of people with a local connection who would qualify for this property.</p> <p>l. <i>PA19/08276, Hilmer, Rock Road, Rock</i> – proposed domestic sun lounge. Cllr. Medland pointed out this is in Highlands’ area. The Clerk to inform Highlands and CC.</p> <p>m. <i>PA19/08359, Choughs, Trebetherick</i> – fenestration alterations, new window and door openings; loft conversion including roof dormer to rear, rooflights and gable windows; garage conversion to living accommodation; single storey rear extension; small scale outbuildings for refuse and general storage. NO OBJECTION</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
153/2019	<p><u>Planning Applications Approved by CC</u> – including any decisions received after the agenda had been published. Information only.</p> <p>a. <i>PA19/04466, Treteyln, Trewint Lane, Rock</i> – reserved matters application for appearance, landscaping, layout and scale following outline approval PA16/03085 for erection of dwelling without compliance with Condition 1 of Decision Notice PA18/01534 dated 24th July 2018.</p> <p>b. <i>PA19/05390, 11 Higher Tristram, Polzeath</i> – proposed external stair to existing first floor sun deck.</p> <p>c. <i>PA19/05675, Ty Ros Veane, Penmayne</i> – extension to the existing dwelling, porch, replacement windows and associated works.</p> <p>d. <i>PA19/05820, Sunkist, Sycamore Close, St Minver</i> – proposed demolition of existing garage and utility, construction of extension and remodelling.</p> <p>e. <i>PA19/06505, Sliggon Field, Trebetherick</i> – proposed demolition of the existing dwelling and construction of new replacement dwelling.</p> <p>f. <i>PA19/07201, An Lys, Longhouse Lane, Rock</i> – non-material amendment in respect of decision notice PA19/02126 (Energy efficient refurbishment including the removal of the first floor bedroom and the addition of a single storey rear extension) - Driveway to be paved instead of gravel. The paving is impermeable. Run-off water will be directed to a soakaway.</p> <p>Cllr. Gisbourne left the meeting at this stage.</p>	
154/2019	<p><u>Other Planning Matters</u> – including any decisions received after the agenda had been published. Information only.</p> <p>a. <i>Harberton, Rock Road, Rock</i> – referred from July Meeting. No further action</p> <p>b. <i>Planning Newsletter</i> – https://www.cornwall.gov.uk/media/39434636/e-bulletin-july-2019.pdf. Link emailed to Members.</p> <p>c. <i>PA18/07035, Land W of Trewiston Lane, St Minver</i> – the Planning Appeal was held on 2nd October 2019 at The Exchange, Wadebridge. A decision is awaited.</p> <p>d. <i>Planning Conferences</i> – three locations offered, but none near Lowlands. Details previously emailed.</p>	

155/2019	<p><u>Trewint Playing Fields</u> – including any items received after the agenda had been published.</p> <p>a. <i>Children’s Play Area</i> – Members considered:</p> <p>i. <u>Fortnightly H&S Inspection Reports</u> – Mr Meneer had asked a carpenter to repair damage to the climbing ladder. The Clerk reported she had received an email advising of a loose screw on the climbing frame. She had asked Mr Meneer to deal.</p> <p>ii. <u>New Piece of Play Equipment</u> – Cllrs. Gilbert and Mould to make a site visit to consider what piece of equipment is best.</p> <p>iii. <u>Fireworks Display</u> – Members DECLINED to grant permission for a fireworks’ display in the playing field on the weekend of bonfire night.</p> <p>b. <i>Ragwort</i> – Cllr. Mould confirmed the ragwort had been removed by the FC. Minute 139a/2019 refers.</p> <p>c. <i>Football Club</i> – two new concrete dug outs had been built. The Clerk to contact Mr Dan Haynes, Club Secretary and advise the dug outs, which had been installed without permission and they had been placed over the electric cables, must be moved and to invite the FC to meet with Members.</p>	<p>Cllrs. Gilbert / Mould</p> <p>Clerk</p> <p>Clerk</p>
156/2019	<p><u>Highway Matters</u> – including any items received after the agenda had been published.</p> <p>a. <i>Mobile Speed Camera</i> – Minute 140a/2019 refers. Two Wig-Wags at a total cost of £7,022.60+VAT had been ordered from Highways.</p> <p>b. <i>Parking in CC Car Parks</i> – Members AGREED the switching of the Polzeath Christmas Lights was a suitable date for when Cornwall Council offer free car parking within their car parks. The Clerk to establish the date of the switch-on and inform CC.</p> <p>c. <i>Polzeath Double Yellow Lines</i> – Cllr. Mould advised it is anticipated this will be granted funding at the next Network Committee Meeting.</p> <p>d. <i>Pityme Industrial Estate</i> – it appears that people are living in mobile homes. As this is private property, it is the remit of the landowner to deal.</p>	<p>Clerk</p>
157/2019	<p><u>Environmental / Amenity Matters</u> – including any items received after the agenda had been published.</p> <p>a. <i>New Waste Bin, Splatt</i> – Minute 141b/2019 refers. Mr Jones, Highways confirmed he is happy for the PC to proceed with the installation as there is an existing concrete base. The Clerk had ordered a bin and will arrange for weekly collections by Biffa.</p> <p>b. <i>Porthilly Spirit Festival</i> – application number: LI19_005379. This is to be decided at a meeting on 9th October 2019. Minute 141e/2019 refers.</p> <p>The Countryside Access Team had been in touch with the landowner of the footpath between Trefresa Farm and Shores Lane, who is going to arrange for tractor wheelings to be put along the ploughed field, so hopefully this will keep the line of the path clear once the crop goes in.</p> <p>c. <i>Grass Cutting</i> – Members RESOLVED to take on the maintenance from Cornwall Housing of social housing areas in Rock Villas, Greenbanks Road, Croftlands and Penmayne. It was further RESOLVED to accept a quotation of £1,800+VAT from A1 Tree & Grounds Ltd. to cut the grass, weed spray and hedge trim in these areas.</p> <p>The Clerk had accepted a quotation of £350+VAT from A1 Tree & Grounds Ltd. to grind out the stump at Trelyn, remove the debris, replace topsoil and reseed.</p> <p>d. <i>Remembrance Service</i> – a poppy wreath had been ordered. Cllr. Mould to lay the wreath on behalf of the Parish Council.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr. Mould</p>

158/2019	<p><u>Financial Matters</u> – including any items received after the agenda was issued.</p> <p>a. <i>Accounts for Payment</i> – Schedule 2019/20-07, to a value of £14,254.53 was APPROVED for payment.</p> <table border="0" data-bbox="331 255 1278 501"> <thead> <tr> <th>EXPENSES</th> <th>Price</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Amenities - incl. WCs</td> <td>1,598.62</td> <td>190.58</td> <td>1,789.20</td> </tr> <tr> <td>Administration, incl insurance + audit</td> <td>2,337.61</td> <td>66.89</td> <td>2,404.50</td> </tr> <tr> <td>Cemeteries' expenses</td> <td>890.00</td> <td>160.00</td> <td>1,050.00</td> </tr> <tr> <td>Two school speed control signs</td> <td>7,022.60</td> <td>1,404.52</td> <td>8,427.12</td> </tr> <tr> <td>Council Chamber - rent + electric</td> <td>383.71</td> <td></td> <td>383.71</td> </tr> <tr> <td>Cornwall Air Ambulance - grant</td> <td>200.00</td> <td></td> <td>200.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="border-top: 1px solid black; border-bottom: 3px double black;">£14,254.53</td> </tr> </tbody> </table> <p>b. <i>Budget Monitor</i> – copy to be circulated at the meeting.</p> <p>c. <i>External Audit</i> – the External Auditor had approved the 2018/19 accounts. Details had been posted on the website and notice boards.</p> <p>d. <i>Requests for Grants</i> – Members considered the following requests:</p> <ul style="list-style-type: none"> • <u>Merlin MS Centre</u> – Cllr. Mould will make a donation from her community fund. The Clerk to send her the details. <p><i>Risk Assessment</i> – it was RESOLVED to accept the revised documents:</p> <ul style="list-style-type: none"> • <u>Council Chamber</u> – copy previously circulated. • <u>Financial Risks</u> – copy previously circulated. <p>e. <i>Financial Regulations</i> – it was RESOLVED to adopt NALC's revised edition.</p> <p>f. <i>Insurance</i> – details of the acquisition of Stackhouse Poland Limited, by the Gallagher group of companies and any impact on the PC's insurance cover had been circulated via email.</p>	EXPENSES	Price	VAT	Total	Amenities - incl. WCs	1,598.62	190.58	1,789.20	Administration, incl insurance + audit	2,337.61	66.89	2,404.50	Cemeteries' expenses	890.00	160.00	1,050.00	Two school speed control signs	7,022.60	1,404.52	8,427.12	Council Chamber - rent + electric	383.71		383.71	Cornwall Air Ambulance - grant	200.00		200.00				£14,254.53	Clerk / Cllr. Mould
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159/2019	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda, including any items received after the agenda had been published:</p> <p>a. <i>Toolkit for Local Councils</i> – ICO toolkit to help local councillors with the top three data protection challenges they face:</p> <ul style="list-style-type: none"> • Data sharing • Using personal devices. • Data audits. <p>You can download all the resources https://ico.org.uk/for-organisations/in-your-sector/local-government/. Details previously emailed.</p> <p>b. <i>Clerks & Councils Direct</i> – September 2019 issue. Taken by Cllr. Mould.</p> <p>c. <i>Cornwall AONB Latest News</i> – September 2019.</p> <p><i>AONB Annual Conference</i> – Saturday 23rd November 2019, 3.30pm till 8.30pm at the Pavilion Centre, Royal Cornwall Showground, Wadebridge.</p> <p>d. <i>Bodmin and Wadebridge Neighbourhood Watch</i> – Members can sign up to receive 'neighbourhood alerts' for the area: www.ourwatch.org.uk.</p> <p>e. <i>SW Play</i> – brochure.</p> <p>f. <i>NHS Kernow</i> – Long Term Plan newsletter.</p> <p>g. <i>Safer Cornwall</i> – up to £1,000 funding available to enable community led projects that specifically address community safety issues in Cornwall. Closing is 1st March 2020. Details previously circulated.</p>																																	
160/2019	<p><u>Diary Dates</u> – including any items received after the agenda had been published</p> <p>a. <i>Full Council Meetings</i> – 4th November 2019. Apologies Cllrs. Mould, Boswell-Munday, Williams.</p>																																	

	b. <i>Planning Meeting</i> – TBC. 21 st October 2019. c. <i>Clerk's Leave</i> – 26 th October – 3 rd November 2019.	
161/2019	<u>Information Only/Future Agenda Items</u> – a. None.	
162/2019	<u>Community Governance Reviews</u> – www.cornwall.gov.uk/governancereview . Minute 100/2019 refers. Members to receive any update following the CGR Public Engagement Meeting: Wadebridge & Padstow Area and St Teath, held on Wednesday 2 nd October 2019, 7pm.	
163/2019	<u>Meeting Closed</u> – 20.45pm.	

Signature: (Cllr. Gilbert)
 Vice Chairman

Date: 4th November 2019