

St MINVER LOWLANDS PARISH COUNCIL

NOTICE AND AGENDA OF THE ADVISORY COUNCIL MEETING

TO BE HELD VIRTUALLY ON MONDAY, 5th JULY 2021 @ 6.30pm

Members of the public who wish to make representations on any of the items listed below are asked to contact the Clerk by noon on 5th July 2021.

NOTE – anyone wishing to join the meeting, should follow the links below. It is the responsibility of all those joining a 'Zoom' meeting to check their security settings.

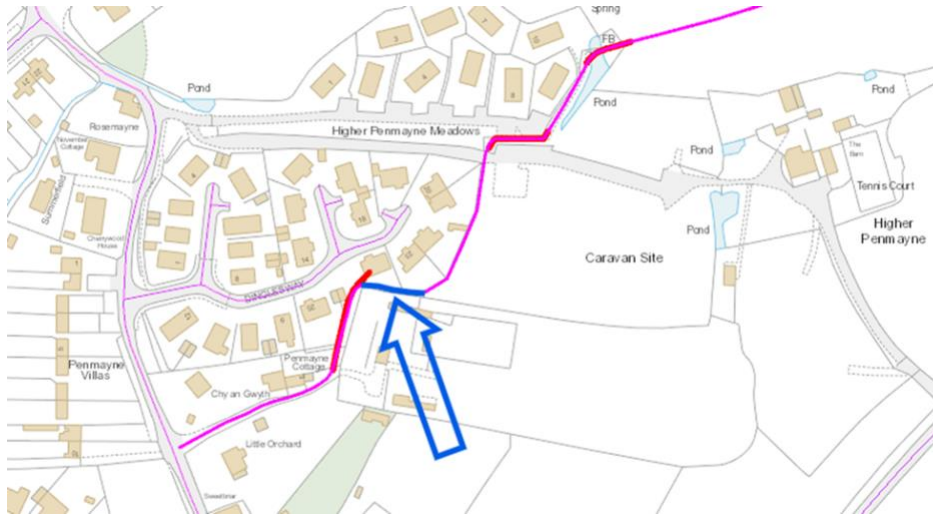
To Join Zoom Meeting: Meeting ID: 878 9840 0372, Passcode: 975377

Link: <https://us02web.zoom.us/j/87898400372?pwd=ZVIERFZndktDSG5aSXNpdEV6eUZtdz09>

Minute	AGENDA ITEMS	Action
	Present –	
	Chairman's Welcome and Public Forum – members of the public may address the Parish Council, prior to the commencement of the meeting, but must advise the Clerk as numbers are limited due to Covid restrictions.	
125/2021	Apologies for Absence –	
126/2021	Casual Vacancy – Members to co-opt the fill the casual vacancy. NOTE – co-opted Member to: a. Sign his / her Acceptance of Office form. b. Complete his / her Financial Interest form. c. Give permission to publicise his / her contact details. d. Undertake Code of Conduct Training – Minute 95f/2021 below refers.	
127/2021	Members' Declarations – 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. NOTE – Cllr. Davis and any newly co-opted Member to provide the Clerk with a copy of their Financial Interests form. b. <i>Non-registerable interest</i> – Members must declare non-registerable interests at the start of the meeting or when the interest becomes apparent. c. <i>Declaration of Gifts</i> – Members are reminded they must declare any gift or hospitality with a value in excess of fifty pounds. d. <i>Dispensations</i> – Members to consider any requests for dispensations.	Cllr. Davis
128/2021	Minutes of Meetings – Members to approve the following Minutes: a. <i>Full Council Meeting – 7th June 2021.</i>	
129/2021	Outside Bodies / Reports – a. <i>St Minver Community Hub (CIO)</i> – Members to receive an update. b. <i>Cornwall Council</i> – Cllr. Mould to give a verbal report.	

	<p>c. <i>Network Panel Meeting</i> – Notes of the meeting held on 10th June previously emailed.</p> <p>d. <i>Padstow Harbour Commission</i> – copy of May Minutes previously emailed.</p> <p>e. <i>Police</i> –</p> <ul style="list-style-type: none"> • Bodmin and Wadebridge Neighbourhood Police Team Newsletter, May 2021 and June 2021. • <i>Police</i> – community grants scheme for a safer Cornwall: https://www.devonandcornwall-pcc.gov.uk/news-and-blog/multimedia-hub/commissioner-launches-%C2%A330,000-community-grants-scheme-for-a-safer-cornwall/ Details emailed. 	Information
130/2021	<p>Planning Applications – Members to consider the following, including any applications received after the agenda had been published:</p> <p>a. PA21/02498, 24 Trelyn Rock – proposed alterations, including Wendy house and tool shed, extension to existing garage to provide solar battery store and new entrance. Members were consulted via email due to a tight deadline of 29th June and a response of “No objection” was submitted.</p> <p>b. PA21/05567, 4 Ham Field Trebetherick – construction of a single storey side extension to the dwelling. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=QTPHD EFGMY000</p> <p>c. PA21/05642, Cove Barn Porthilly Lane Rock – proposed change of use of agricultural building to a dwelling with variation of condition 2 in respect of decision PA20/01517. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=QTRVA5 FGGFV00</p>	Information
131/2021	<p>Planning Applications Approved by CC – including any decisions received after the agenda had been published. Information only.</p> <p>a. PA21/02139, Saltrock Rock Road St Minver – rear two storey extension with single storey side extension. Demolishing existing garage and replacement with new double garage.</p> <p>b. PA21/02943, Mallow Rock Road Rock – proposed two storey outbuilding, containing a car port/ store on the ground floor and an office above.</p> <p>c. PA21/03183, Moonriver Rock Road Rock – proposed extension to provide two ensuites.</p> <p>d. PA21/02538, Trebant Rock – replacement enlarged balcony.</p> <p>e. PA21/00121, Pendeen, Trewint Lane, Rock – proposed replacement of existing dwelling.</p>	
132/2021	<p>Withdrawn Planning Applications – information only.</p> <p>a. PA21/00562, Arish Vean Trebetherick – modification of a S106 Agreement to E1/1999/1901 dated 21st December 2000 to remove the affordable housing element.</p>	
133/2021	<p>Other Planning Matters – Members to consider:</p> <p>a. <i>St Minver NDP</i> – Members to set up a Working Group to review the NDP and set a timeframe for competing the task. NOTE – existing plan can be viewed on: https://www.cornwall.gov.uk/media/usdc03a2/st-minver-neighbourhood-development-plan.pdf</p> <p>NOTE – Neighbourhood Planning, CC had been asked for advice regarding the remit / scope of the 5-year review. See: https://www.cornwall.gov.uk/media/fnkctb00/do-we-need-to-review-our-neighbourhood-development-plan.pdf</p>	

	<p>b. <i>Dingles Way, Penmayne</i> – deferred from the June meeting. Members to consider if this qualifies as an exception site for affordable housing (St Minver NDP Policies 2.6 and 2.7 refers). RESEND Chris's email 8/7/21</p> <p>c. PA21/02066, Land off Trewiston Lane St Minver – deferred from the June meeting. Members to consider the views of Ms Aimee Williams (case officer), regarding the proposal for a “Self Build Moderately Priced Local Residence”.</p> <p>d. <i>Planning Induction</i> – a series of three training sessions to be held by CC, details previously emailed. NOTE – the training will be available on YouTube for those unable to attend the “Teams” sessions.</p> <p>e. Let's Talk Homes - reviewing Cornwall Housing Strategy (details previously emailed). Members are invited to answer some key questions by 18th June 2021.</p>	Information
134/2021	<p>Trewint Playing Fields – including any items received after the agenda had been published.</p> <p>a. <i>Children's Play Area</i> – Members to consider:</p> <ol style="list-style-type: none"> i. <u>Fortnightly H&S Inspection Reports</u> – deferred to July. ii. <u>Play Equipment Repairs</u> – Members to receive an update. iii. <u>CCTV</u> – Members to receive an update. <p>b. <i>Lease</i> – Ms Jessica Bishop, CC had been asked to proceed with a 50-years lease with no break clause and with the ability to renew for a further 50-years with no break clause.</p>	Cllr. Davis
135/2021	<p>Highway Matters – including any items received after the agenda is published.</p> <p>a. <i>Rock Road</i> – Mr Oliver Jones, Highways advised that Rock Road remains as their first deployment location for the second Mobile Speed Activate Sign which was purchased by the Community Network Panel. The results should be available in 3-4 months. Deferred to the October meeting.</p> <p>NOTE – a further email had been received from Mrs Monica Harper and circulated via email.</p> <p>b. <i>Polzeath Double Yellow Lining</i> – the work is programmed for Monday 28th June. Highways are awaiting some sign plates.</p>	Information
136/2021	<p>Amenity / Environmental Matters – including any items received after the agenda is published.</p> <p>a. <i>Polzeath WCs</i> – Members to receive an update, to include the lease and cleaning contract. Mr Iain Thomson, CC advised he had instructed CC Legal Services re the lease.</p> <p>b. <i>Biffa Contract</i> – Mr Tony Milton, Biffa had been asked to provide a draft contract for Members' consideration, that:</p> <ul style="list-style-type: none"> • Lists the bins being emptied. • States the charge per bin per empty AND the charge for checking (but not emptying the bin). • States the AGREED emptying frequency. NOTE – the invoice shows the bin on Rock Road is currently emptied four times p.w. <p>c. <i>Tree Preservation Order</i> – Members to consider undertaking a walkabout to review trees worthy of a possible TPO.</p> <p>d. <i>PROW No.9</i> – Members to consider a request from Ms Katie Jose, CAT to include an additional 30metres section to PROW No.9. No response had yet been received i.r.o. the additional grant that would be given to cover the cost.</p>	Cllr. Mould



- e. *Polzeath Notice Boards* – a notice board had been ordered. The Clerk to action.
- f. *Sandy Hills* – a 110ltr. dog / waste bin had been ordered.

Information
Information

137/2021 **Beach Ranger** – Members to consider the BR’s report. See also Minute 144/2021 below.
NOTE – Mr Andy Stewart had provided a Covid Risk Assessment for the Beach Rangers (previously circulated via email).

138/2021 **Administrative Matters** – including items received after the agenda had been published.

- a. *Code of Conduct Training* – Members are reminded they **must** watch the YouTube training session and advise the Clerk accordingly.
- b. *Risk Assessment* – face-to-face meetings in the Rock Institute (previously circulated).

139/2021 **Documentation / Correspondence** – not covered elsewhere on the agenda, including any items received after the agenda had been published.

- a.

140/2021 **Diary Dates** – including items received after the agenda had been published.

- a. *Full Council Meeting* – Full Council meeting not held in August.
- b. *Planning Meeting* – 16th August 2021. Members to agree the venue vs a virtual Zoom meeting.
- c. *Clerk’s Leave* – 31st July to 8th August 2021 (inclusive).

141/2021 **Information Only/Future Agenda Items** –

- a.

142/2021 **Financial Matters** – including any items received after the agenda is published.

- a. *Accounts for Payment* – Schedule 2021/22-04.
- b. *Bank Accounts* – Cllr. Gisbourne to confirm:
 - That the system is set up so that each payment needs to be authorised by a Member before it is released.

	<ul style="list-style-type: none"> Change of Name – Cllr. Gisbourne had successfully arranged for the Playground account to be renamed “Polzeath Group”. <p>NOTE – the bank had confirmed that only signatures can set up and authorise BACS payments.</p> <p>c. <i>Budget Monitor</i> – copy to be circulated.</p> <p>d. <i>Cyber Risk Insurance Cover</i> – Members to consider taking out this addition to their insurance policy.</p>	
143/2021	Closed Session – in view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and they are instructed to withdraw.	
144/2021	<p>Beach Ranger’s Salary – Members to consider and agree a £2,000 p.a. increase to commence 6th July 2021.</p> <p>Beach Ranger Seasonal Support – Members to receive an update, to include the issue of Contracts of Employment.</p> <p>Beach Ranger – Members to agree protocol for expenditure approval, i.e. number of Members needed to authorise expenditure.</p>	Cllr. Gisbourne
145/2021	Meeting Closed –	

Signature: (Mrs Gillian Thompson)
Parish Clerk

Date: 25th June 2021

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