



St MINVER LOWLANDS PARISH COUNCIL

MINUTES OF THE ADVISORY COUNCIL MEETING

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

NOTE – it is the responsibility of all those joining a ‘Zoom’ meeting to check their security settings.

Minute	AGENDA ITEMS	Action
	Present – Cllrs. Gisbourne (Chair), Ms Boswell-Munday, Crowdy, Davis, Gilbert (Vice Chair), Leitch, Medland, Mould (CC/PC), Richards, Williams and Mrs Thompson (Clerk).	
	Chairman’s Welcome and Public Forum – the Vice Chair opened the meeting and welcomed those present. Ms Karen Harding and Mr Jeb Beresford of Studio HaB and their clients were present regarding Minute 130d/2021 (Meadowside). Ms Harding offered to answer any questions.	
125/2021	Apologies for Absence – none.	
126/2021	Casual Vacancy – Members AGREED to co-opt Mr Ben Leitch to fill the vacancy. The Clerk to advise CC and to arrange with Cllr. Leitch to: <ul style="list-style-type: none"> a. Sign his Acceptance of Office form. b. Complete his Financial Interest form. c. Give permission to publicise his contact details. d. Undertake Code of Conduct Training – Minute 138a/2021 below refers. 	Clerk
127/2021	Members’ Declarations – <ul style="list-style-type: none"> a. <i>Registerable Declarations of Interests</i> – Cllr. Williams in Minute 133c/2021. The Clerk to resend the Financial Interest form to Cllrs. Davis and Leitch. b. <i>Non-registerable interest</i> – Cllrs Boswell-Munday and Mould in Minute 134b/2021. 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. 	Clerk
128/2021	Minutes of Meetings – Members APPROVED the following Minutes: <ul style="list-style-type: none"> a. <i>Full Council Meeting</i> – 7th June 2021. 	
129/2021	Outside Bodies / Reports – <ul style="list-style-type: none"> a. <i>St Minver Community Hub (CIO)</i> – Cllr. Boswell-Munday reported the main focus is on fundraising. A volunteer with fundraising experience is urgently sought. The Lottery Funding application had been submitted and is likely to take some months to process. 	

	<p>b. <i>Cornwall Council</i> – Cllr. Mould reported the new waste contract and licensing is within her remit. She said the Beach Ranger service is a model for the rest of Cornwall. The proposed development at Bodieve was refused at CC Planning Meeting. She spoke of the commemorative oak tree scheme. There was no news about the Polzeath yellow road lining.</p> <ul style="list-style-type: none"> • CC Survey – questionnaire from Cllr. Barry Jordan previously circulated via email. <p>c. <i>Network Panel Meeting</i> – Notes of the meeting held on 10th June 2021 were previously emailed.</p> <p>d. <i>Padstow Harbour Commission</i> – copy of May Minutes previously emailed.</p> <p>e. <i>Police</i> – details previously emailed:</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/ • Police and Crime Plan – OPCC seek Members’ views and observations on their early proposals and objectives. Sessions will be held on 19th and 20th July, for a 2pm start on Microsoft Teams: Jamie.MALLETT@devonandcornwall.pnn.police.uk 	
130/2021	<p>Planning Applications – Members considered the following:</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. NO OBJECTION.</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. NO OBJECTION.</p> <p>d. PA21/05697, Meadowside Green Lane Rock – single storey extension, attic room with solar panels. Extension to timber decking. Ms Harding confirmed that there would be no overlooking issues. NO OBJECTION.</p> <p>e. PA21/05463, Green Court Golf Course Hill Rock – to cut back and remove branches from two Sycamore trees subject to a TPO. NO OBJECTION providing the Tree Officer has no objection.</p> <p>f. PA21/05564, Choughs Trebetherick – ground mounted domestic photovoltaic array. NO OBJECTION.</p> <p>g. PA21/01714/PREAPP, Gybe-O Sycamore Close St Minver – pre-application advice for demolition of existing timber frame dwelling and replacement dwelling. OBJECT on the grounds of over development of the site, no amenity space and insufficient parking.</p> <p>h. PA21/05653, 12 Dingles Way Penmayne Rock – raise the ridge height to provide space for additional bedroom and study area. NO OBJECTION.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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>	

	<ul style="list-style-type: none"> b. PA21/02943, Mallow Rock Road Rock – proposed two storey outbuilding, containing a car port/ store on the ground floor and an office above. c. PA21/03183, Moonriver Rock Road Rock – proposed extension to provide two ensuites. d. PA21/02538, Trebant Rock – replacement enlarged balcony. e. PA21/00121, Pendeen, Trewint Lane, Rock – proposed replacement of existing dwelling. 	
132/2021	<p>Withdrawn Planning Applications – information only.</p> <ul style="list-style-type: none"> 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. 	
133/2021	<p>Other Planning Matters – Members considered:</p> <ul style="list-style-type: none"> a. <i>St Minver NDP</i> – it was AGREED to suggest to Highlands that the setting up of a Working Group (to review any issues that need addressing with the existing NDP) be deferred to the September meeting. NOTE – existing plan can be viewed on: https://www.cornwall.gov.uk/media/usdc03a2/st-minver-neighbourhood-development-plan.pdf 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 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). A letter from the St Minver CLT had been circulated to Members. The content was fully discussed and all options considered. Members were nervous about permitting any development that was not identified in the NDP. It was feared that the site was too wet and would be difficult to develop. There was also a potential problem with opening up to the possibility of infill development in the future. There are other sites which may become available for 100% affordable housing, e.g. Barrington site. In view of the above Members confirmed they did not consider this land to be a “Special development area Refence 2.6 in the NDP” whilst there is a possibility of other “allocated” sites becoming available. c. PA21/02066, Land off Trewiston Lane St Minver – deferred from the June meeting. The views of Ms Aimee Williams (case officer), regarding the proposal for a “Self Build Moderately Priced Local Residence” were not available. Deferred until more information available. 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. e. Let’s Talk Homes - reviewing Cornwall Housing Strategy (details previously emailed). Members were invited to answer some key questions by 18th June 2021. f. <i>Trefressa Farm Planning Applications</i> – Cllr. Mould confirmed the applications remain valid and would be sold with the property. 	<p>Clerk</p> <p>Clerk</p>
134/2021	<p>Trewint Playing Fields – including any items received after the agenda had been published.</p> <ul style="list-style-type: none"> a. <i>Children’s Play Area</i> – Members considered: <ul style="list-style-type: none"> i. <u>Fortnightly H&S Inspection Reports</u> – previously emailed. 	

	<p>ii. <u>Play Equipment Repairs</u> – repairs had been completed.</p> <p>iii. <u>CCTV</u> – Cllr. Davis reported he had donated the CCTV and this had now been installed. Cllr. Leitch agreed to look at the camera recordings twice weekly. A sign needs to be erected.</p> <p>b. <u>Lease</u> – Ms Jessica Bishop, CC had provided a draft 50-years lease with no break clause and with the ability to renew for a further 50-years with no break clause. It was AGREED to proceed. The Clerk to advise Ms Bishop.</p>	<p>Cllr. Leitch</p> <p>Clerk</p>
135/2021	<p>Highway Matters – including any items received after the agenda is published.</p> <p>a. <u>Rock Road</u> – 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>A further email had been received from Mrs Monica Harper and circulated to Members. Cllr. Boswell-Munday suggested a meeting (possibly) with Highways to consider the traffic issues on Rock Road when the results of the traffic survey (above) are to hand.</p> <p>b. <u>Polzeath Double Yellow Lining</u> – the work was programmed for Monday 28th June but had not commenced. Highways are awaiting sign plates.</p> <p>c. <u>Proposed Road Closure</u> – Cant Lane, St Minver, 9th to 11th August 2021 (24 hours). Details previously emailed. Check which section.</p> <p>d. <u>Porthilly Lane</u> – Cllr. Mould will ask the Parking Enforcement Officer to visit the area. The possibility of yellow lining could be considered if the Highways Budget is available is 2022.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr. Mould</p>
136/2021	<p>Amenity / Environmental Matters – including any items received after the agenda was published.</p> <p>a. <u>Polzeath WCs</u> – Ms Chantal Golden, CC Lawyer had sent a “tenancy at will”, previously circulated to Members. The Clerk was instructed to check with our insurance brokers that our policy meets the requirements of Item 7 and, providing this is met, to accept the tenancy document.</p> <p>The Clerk reported she had reminded Mr Simon Clargo Cormac to provide the Service Level Agreement (SLA) and invoices. She will pursue.</p> <p>b. <u>Biffa Contract</u> – Ms Donna Latham had supported the Clerk’s request that Mr Milton, Biffa provides 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. <u>Tree Preservation Order</u> – Cllr. Gilbert to speak to a resident who may be interested in becoming the Parish’s Tree Officer. Further discussion i.r.o. a walkabout to review trees worthy of a possible TPO was deferred to the September meeting.</p> <p>d. <u>PROW No.9</u> – Members considered and AGREED to a request to include an additional 30metres section to PROW No.9 in the PROW cutting regime. The additional grant that would be given to cover the cost is £3.80(ish). The Clerk to advise Ms Katie Jose, CAT.</p> <p>e. <u>Polzeath Notice Boards</u> – Cllr. Boswell-Munday had received the new notice board. Mr Meneer to install.</p> <p>f. <u>Sandy Hills</u> – a 110ltr. dog / waste bin had been ordered but there is a 3-4 week delay in delivery. Mr Meneer to install.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr. Gilbert</p> <p>Clerk</p>

137/2021	<p>Beach Ranger – Members considered the BR’s report. See also Minute 144/2021 below.</p> <p>Noted Mr Andy Stewart had provided a Covid Risk Assessment for the Beach Rangers (previously circulated via email).</p>	
138/2021	<p>Administrative Matters – including items received after the agenda had been published.</p> <p>a. <i>Code of Conduct Training</i> – Members were reminded they must watch the YouTube training session and advise the Clerk accordingly. The Clerk to resend the YouTube presentation link: https://youtu.be/qal-LRkwinE</p>	Clerk
139/2021	<p>Documentation / Correspondence – not covered elsewhere on the agenda, including any items received after the agenda had been published.</p> <p>a. Cornwall Partnership NHS Foundation Trust – Health Works for Cornwall: new programme that aims to support those who are unemployed, with a health-related barrier, into employment or training within the health and care sector. Details previously emailed.</p>	
140/2021	<p>Diary Dates – including items received after the agenda had been published.</p> <p>a. <i>Full Council Meeting</i> – Full Council meeting not held in August.</p> <p>b. <i>Planning Meeting</i> – 16th August 2021 to be a virtual meeting. Members to review the venue of future meetings.</p> <p>c. <i>Clerk’s Leave</i> – 31st July to 8th August 2021 (inclusive).</p>	
141/2021	<p>Information Only/Future Agenda Items –</p> <p>a. None.</p>	
142/2021	<p>Financial Matters – including items received after the agenda is published.</p> <p>a. <i>Accounts for Payment</i> – Schedule 2021/22-04 to a value of £17,815.82 was APPROVED for payment. A list of payments is available on the PC’s website. It was clarified that mileage would be paid at 45p per mile.</p> <p>b. <i>Bank Accounts</i> – Cllr. Gisbourne to confirm:</p> <ul style="list-style-type: none"> • That the system is set up so that each payment needs to be authorised by a Member before it is released. He will provide Cllr. Medland with the mandate form to set up BACS payments • 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 had been circulated to Members.</p> <p>d. <i>Cyber Risk Insurance Cover</i> – Cllr. Gisbourne will consider taking out this addition to their insurance policy and bring a recommend to the September meeting.</p>	Clerk Cllr. Gisbourne Cllr. Gisbourne / Clerk
143/2021	<p>Closed Session – in view of the special/confidential nature of the business about to be transacted, it was RESOLVED that it is advisable in the public interest that the press and public be temporarily excluded and they were instructed to withdraw.</p>	
144/2021	<p>Beach Ranger’s Salary – Members considered and agreed to increase Mr Stewart’s salary to £26,000 to commence on 6th July 2021. Cllr. Richard voted against because this is more than was declared on the agenda.</p>	Clerk

	<p>Beach Ranger Seasonal Support – three new seasonal Beach Rangers had been appointed. Cllr. Gisbourne will issue Contracts of Employment.</p> <p>Beach Ranger – Cllr. Gisbourne will provide the Clerk with a bank statement to better monitor the financial situation.</p>	<p>Cllr. Gisbourne Cllr. Gisbourne</p>
145/2021	Meeting Closed – 20:40pm.	

NOTE – all Members’ recommendations, made above, were subsequently ratified by the Chair and Clerk.

Signature: (Cllr. Brian Gisbourne)
Parish Council Chair

Date: 16th August 2021