



St MINVER LOWLANDS PARISH COUNCIL

MINUTES OF THE ADVISORY COUNCIL MEETING

HELD VIRTUALLY ON MONDAY, 16th AUGUST 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. Mould (Chair), Ms Boswell-Munday, Leitch, Richards, Williams and Mrs Thompson (Clerk).	
	<p>Meeting Chair – in the absence of Cllr. Gisbourne, Cllr. Mould took the chair.</p> <p>Chairman’s Welcome and Public Forum – Cllr. Mould opened the meeting and welcomed those present.</p> <p>Mr Alex Roads asked if discussion of PA21/02066, Land off Trewiston Lane St Minver (Minute 149a/2021 refers) could be deferred to the September meeting and this was agreed.</p> <p>Ms Sara Frison was present regarding 149c/2021 and said she and her neighbours feared the disruption.</p> <p>Ms Keir also objected to this application. Her main concern was with the “pool house”, which she said contained bedrooms and she feared it could become a separate dwelling.</p> <p>Another resident of Greenbanks had concerns about the trees on the site and access to the site during building. There are believed to be bats living in the eaves.</p>	Clerk
146/2021	Apologies for Absence – Cllr. Crowdy, Davis, Gisbourne, and Medland.	
147/2021	<p>Members’ Declarations –</p> <p>a. <i>Registerable Declarations of Interests</i> – none.</p> <p>Cllrs. Davis and Leitch to provide the Clerk with a copy of their Financial Interests form.</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>	Cllrs. Davis / Leitch
148/2021	<p>Minutes of Meetings –</p> <p>a. <i>Full Council Meeting</i> – 5th July 2021, AGREED as a true record.</p>	
149/2021	<p>Casual Vacancy – Members accepted, with regret, the resignation of Cllr. Sharon Gilbert and declared the resulting casual vacancy. The Clerk to report this to Cornwall Council.</p> <p>Members to appoint a Vice Chair deferred to the September meeting.</p>	Clerk Clerk

150/2021	<p>Planning Applications – Members considered the following:</p> <p>a. PA21/02066, Land off Trewiston Lane St Minver – deferred from the June meeting. Deferred to the September meeting (see Public Forum above). Clerk</p> <p>b. PA21/01797/PREAPP, Rosemain Rock Road St Minver – pre-application advice for the construction of 2 detached dwellings. COMMENT: Members raised concerns regarding [1] the access and [2] that the garden may be outside the development boundary. (Should that be the case then they would object in accordance with Policy 2.1 of the St Minver NDP.) It is also pointed out that there should be a permanent residency clause on both new dwellings in accordance with Policy 3.2 of the St Minver NDP. Clerk</p> <p>c. PA21/06228, Bolywinky Rock Road Rock – proposed demolition of existing dwelling and construction of replacement dwelling, to include open air swimming pool, pump house outdoor kitchen and pool house with associated works. OBJECT on the grounds that [1] the pool house is actually a separate dwelling, which in any event should have a permanent residency clause (Policy 3.2 of the St Minver NDP); [2] it is believed the application contravenes correct separation distances; [3] overlooks neighbouring properties; [4] Members object to any proposal that would mean site building traffic would use the access line from Greenbanks Road (which appears to already be happening) and [5] the whole of the garden including the site of the pool and pool house are outside the development boundary and, therefore, contravenes Policy 2.1 of the St Minver NDP. Finally, Members request that a check is made to ensure none of the trees are covered by TPOs. Clerk</p> <p>d. PA21/06754, Upper Trehayl Rock Road Rock – works to trees namely:- (G1) Sycamore, reduce height - (G2) Sycamore, reduce height - (T1) and (T2) Macrocarpa, reduce height - (T3) Macrocarpa, remove - subject to a Tree Preservation Order (TPO). NO OBJECTION providing the Tree Officer has no objection, but Members would like to receive a copy of his/her report, giving reasons for their decision. Clerk</p> <p>e. PA21/06098, Land E of Windermere Trebetherick – new detached dwelling, garage, associated access, parking and landscaping. There are three objections online. Members note that it appears there is a civil matter with the land, which is clearly not a Parish Council issue. However, Members are concerned to ensure that the new dwelling does not compromise Windermere and that the annexe is clearly defined and should not become a second dwelling. Members point out that there should be a permanent residency clause on both new dwellings in accordance with Policy 3.2 of the St Minver NDP. Clerk</p> <p>Cllr. Leitch joined the meeting at this point.</p> <p>f. PA21/06064, 3 The Anchorage Slipway Rock – extension to balcony. NO OBJECTION in principle but Members wish to ensure there is no overlooking or noise nuisance to neighbours. Clerk</p> <p>g. PA21/06376, Croft Elms Trewint Hill Trebetherick – loft extension to existing bungalow and single storey side extension to form enlarged entrance. NO OBJECTION but Members request that obscure glazing is provided to alleviate overlooking issues. Clerk</p> <p>h. PA21/06476, Paddlers Rest Rock Road Rock – proposed extension incorporating garden room with associated dormer to create a home study area with associated works. NO OBJECTION. Clerk</p> <p>i. PA21/02091/PREAPP, 26 Trelyn Rock – pre-application advice to extend existing porch to the front of the house to enable a redesign of the kitchen and provision of a new porch/entrance vestibule. NO OBJECTION. Clerk</p> <p>j. PA21/04936, Land Off Francis Road Trebetherick – variation of Condition 5 of Application PA18/11257 dated 30/01/2019 namely to change the wording as follows :- "The development hereby permitted shall be used as holiday</p>	
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	<p>accommodation only and shall not be occupied as a person's sole or main place of residence nor shall the unit be sold off separately for any purpose from the Highcliffe Holiday complex, unless the sale of a freehold interest includes covenants in perpetuity which require the house to be used for holiday purposes only and ties the future management of the property exclusively to the Highcliffe Holiday Complex as shown edged red on the plan PD343/17. The owners/occupiers shall maintain an up-to-date register of the names of all owners/occupiers of each individual unit on the site and of their main home addresses and shall make this information available at all reasonable times to the Local Planning Authority. Reason: To support the expansion of the existing Highcliffe Holiday Complex in accordance with policy 5, criterion 3, of the Cornwall Local Plan and to aid in implementation of Policy STMNDP of the St. Minver Neighbourhood Plan 2015- 2030 which seeks to support the expansion of existing businesses, particularly those based on tourism and to avoid the circumvention of Policy STMNDP 3.2 of the St. Minver Neighbourhood Development Plan 2015-2030". NO OBJECTION provided "reasonable" is deleted as indicated above.</p> <p>k. PA21/07872, Land S of Ferryside Rock Road Rock – Non Material Amendment (1) to Application No. PA19/10724 dated 2nd April 2020 for the Erection of a new 5 bedroom dwelling and garage without compliance with Conditions 2 and 6 of Decision Notice PA17/05185 dated 6th September 2017, namely, amendments to show new windows at lower ground floor level on the west and eastern elevations and the merging of two windows into one at ground floor level on the southern elevation. NO OBJECTION providing there are no overlooking issues.</p> <p>l. PA21/02113/PREAPP, Downholme Sycamore Close St Minver – pre-application advice for the demolition of private single-dwelling and replacement with new private single-dwelling and addition of new pool and plant outbuilding. OBJECT on the grounds of over development of the site, potential overlooking issues, over massing and that the proposal changes the street scene and completely changes the appearance of the estate.</p> <p>m. PA21/04642, Kendall Rock Road St Minver – proposed new open porch and new extension to comprise bedrooms 4 and 5 with ensuites and a rear extension. Ms Megan Arnold declined an extension. Members were consulted via email and a "No objection" response submitted to CC.</p> <p>n. PA21/07103, 29 Higher Tristram Polzeath – Non-Material Amendment (2) to Application No. PA19/10998 dated 18th June 2020 for the Erection of replacement dwelling, namely, Change external claddings from horizontal cedar board to vertical larch; Reduce kitchen window size (1st floor southeast elevation); Reduce front upper window size and Introduce store room door facing north east. NOTE – Members were consulted on this via email and a NO OBJECTION response was submitted to CC. See Minute 150m/2021 below.</p> <p>o. PA21/06697, St Enodoc View Daymer Lane Trebetherick – erection of cabin in rear garden, providing ancillary annexe accommodation to house. NO OBJECTION providing it remains as an annexe to the main property.</p> <p>p. Planning Appeal: PA20/09411, Lower Cockmoyle Porthilly Lane Rock – application for works to a tree subject to a tree preservation order - Felling of an Ash (T40).</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
151/2021	<p>Planning Applications Approved by CC – information only.</p> <p>a. PA21/02710, Roskarnon House Golf Course Hill Rock – Certificate of Lawful Development for an Existing Use for continued use of Roskarnon House as an independent residential property. APPROVED by CC CAADs, PIPs and LUs only.</p> <p>b. PA21/03134, Azime Court Rock Road Rock – alterations to existing garage building to provide first floor residential accommodation and associated rationalisation of rear parking area.</p>	

	<ul style="list-style-type: none"> c. PA21/03565, Land S of Highclere House Broad Park Close St Minver – Reserved Matters application following Outline approval PA18/00995 dated 5th April 2018 for access, appearance, landscaping, layout (including drainage scheme) and scale for a proposed detached dwelling. The outline planning application was not an environmental impact assessment application. d. PA21/04035, Lowarth Chy Green Lane Rock – crown raise of Ash tree and removal of any dead, dying and crossing/rubbing branches. e. PA21/04080, Tomhara Golf Course Hill Rock – works to trees covered by a Tree Preservation Order namely G20 Trees - 25% reduction and thinning in the top half of the tree grouping and remove one significant branch at base level and T18 Holm Oak - 25% reduction and thinning and removal of significant branch and fell two additional Holm Oaks. f. PA21/04157, Trees Trewint Lane Rock – replacement residential dwelling. g. PA21/04680, 3 Samphire Place Rock – proposed extension and garden conservatory room to existing dwelling. h. PA21/04800, Cambrea Worthy Hill Trebetherick – removal of existing dilapidated outbuilding and separate summerhouse and erection of games room. Installation of fenced tennis court in rear garden. i. PA21/04813, Pipers End Rock Road Rock – extension and re-ordering works to existing single dwelling house. j. PA21/05015, 9 Brea Road Rock – renovation and extension to existing house. k. PA21/05567, 4 Ham Field Trebetherick – construction of a single storey side extension to the dwelling. l. 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. m. PA21/07103, 29 Higher Tristram Polzeath – Non-Material Amendment (2) to Application No. PA19/10998 dated 18th June 2020 for the Erection of replacement dwelling, namely, Change external claddings from horizontal cedar board to vertical larch; Reduce kitchen window size (1st floor southeast elevation); Reduce front upper window size and Introduce store room door facing north east. 	
152/2021	<p>Withdrawn Planning Applications – information only.</p> <ul style="list-style-type: none"> a. PA21/04993, Brynia Trebetherick – Certificate of Lawful Development for an Existing Use namely the use of a former quarry as part of the private residential garden at Brynia. 	
153/2021	<p>Amenity / Environmental Matters – including any items received after the agenda is published.</p> <ul style="list-style-type: none"> a. <i>Serious Pollution at Polzeath Beach</i> – a letter, including suggestions, from a resident had previously been emailed. It was understood Mr Stewart had replied to this. No further action. b. <i>Trewint</i> – Mr Meneer advised the broken picnic table / bench is beyond repair. It was AGREED to purchase a replacement. The Clerk to circulate some examples for Members to make a choice. c. <i>Polzeath WCs</i> – advice from Mr Andrew Bedding, Came & Co. had been obtained and Ms Chantal Golden, CC Lawyer had subsequently been asked to amend the “tenancy at will” document and a hardcopy signed. Mr Simon Clargo Cormac advised on 22nd July 2021 that he had asked the Cleaning Manager to expedite provision of the Service Level Agreement (SLA) and invoices. The Clerk and Cllr. Mould to pursue. 	<p>Clerk</p> <p>Clerk / Cllr. Mould</p>

	<p>d. <i>Footpath from Trefresa Farm to Treverrow Farm</i> – partially blocked by a fallen tree and reported to the Countryside Access Team.</p> <p>e. <i>Waste Bin</i> – the bin had been received. Cllr. Mould will liaise with Mr Meneer regarding the correct site for installation.</p> <p>f. <i>Lowlands Brewery</i> – incidents of anti-social behaviour at the Pityme Industrial Estate had been reported to CC's Licensing Dept. and their response circulated via email. County Cllr. Mould will instigate the review process under the Act where a responsible authority, or any other person, may ask the licensing authority to review the licence or certificate because of a matter arising at the premises in connection with any of the four licensing objectives.</p> <p>g. <i>Porthilly Lane, Rock</i> – adverse camber may have contributed to vehicular damage to 1 Porthilly Cottages. The owner had been advised to report this to Highways.</p>	<p>Cllr. Mould</p> <p>Cllr. Mould</p> <p>Clerk</p>
154/2021	Yellow Lines, Polzeath – the proposal for additional yellow lines from where they end now right down the hill into Trebetherick will be considered further at the September meeting.	Clerk
155/2021	<p>Beach Ranger – Members received the BR's report.</p> <p>Following anti-social behaviour on Polzeath Beach it had been agreed, via email, to fund additional Beach Ranger cover, i.e. 2 operatives for three hours per night, seven days per week for the next 6 weeks. (That will take us up to around 20th August.) The total cost is estimated to be £2,500. It was further AGREED to use the Polzeath Group account to fund additional cover to the end of September.</p> <p>Work on the creation of a CIC will be undertaken during the winter months.</p> <p>It was further RESOLVED to purchase a heater for the BR hut at a cost of £69+VAT from the Polzeath Group account.</p>	Clerk
156/2021	<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. NOTED – Cllrs. Boswell-Munday, Gilbert, Mould, Williams and the Clerk had undertaken the training.</p>	
157/2021	<p>Documentation / Correspondence – not covered elsewhere on the agenda, including any items received after the agenda had been published.</p> <p>a. <i>Clerks & Councils Direct</i> – July 2021.</p> <p>b. <i>AONB</i> – newsletter circulated via email.</p> <p>c. <i>CC's Ash Dieback briefing note</i> – previously emailed.</p> <p>d. <i>Bodmin/Wadebridge Neighbourhood Police Team Newsletter</i> – July 2021, previously emailed.</p> <p>e. <i>Climate Literacy Training Course</i> – details previously emailed: https://vimeo.com/502214146</p> <p>f. <i>Learning Hub Accounts</i> – two free accounts will also provide access to the other online training that is available within the Council's Learning Hub, including: Equality and Diversity Awareness; Information Governance; An Introduction to The Human Rights; Safeguarding in Cornwall; Cyber Security; and Workplace H&S. Details emailed</p> <p>g. <i>Shaping Future Support: The Health and Disability Green Paper</i> – consultation deadline is 11th October 2021. Details previously emailed.</p>	

	h. <i>Cornwall's Local Transport Plan</i> – to comment, please see: www.cornwall.gov.uk/connectingcornwall .	
158/2021	<p>Diary Dates – including items received after the agenda had been published.</p> <p>a. <i>Full Council Meeting</i> – 6th September 2021. Members AGREED to hold future meetings in the Rock Methodist Church, with kind permission of Mr John Godwin. Meetings will commence at 7pm. The Clerk to attend virtually and to cancel the bookings for the Rock Institute.</p> <p>b. <i>Clerk's Leave</i> – 21st–30th August 2021 (inclusive).</p>	Clerk
159/2021	<p>Information Only/Future Agenda Items –</p> <p>a. None.</p>	
160/2021	<p>Financial Matters – including items received after the agenda is published.</p> <p>a. <i>Accounts for Payment</i> – Schedule 2021/22-05 to a value of £12,245.60 was APPROVED for payment. The Clerk to place a list of payments on the PC's website.</p> <p>b. <i>Insurance Renewal</i> – the Clerk to liaise with Cllr. Gisbourne to confirm the information (previously emailed) is correct and that they wish to renew their policy cover.</p> <p>c. <i>Bank Accounts</i> – in the absence of Cllr. Gisbourne this was deferred.</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 <p>NOTE – the bank had confirmed that only signatures can set up and authorise BACS payments.</p> <p>d. <i>2020/21 Accounts</i> – Members AGREED and ACCEPTED the External Auditors report, which was made without comment. The Clerk to post a copy of the Auditor's report on the PC's website.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr. Gisbourne</p> <p>Clerk</p>
161/2021	Meeting Closed – 19.51pm.	

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

Signature: (Cllr. Brian Gisbourne)
Parish Council Chair

Date: 6th September 2021