



## St MINVER LOWLANDS PARISH COUNCIL

### MINUTES OF THE FULL COUNCIL MEETING HELD IN THE METHODIST CHURCH ROCK ON MONDAY, 6<sup>th</sup> DECEMBER 2021

| Minute   | AGENDA ITEMS   | Action                  |
|----------|--|-------------------------|
|          | <b>Present</b> – Cllrs. Boswell-Munday, Davis, Hancock, Leitch, Meneer, Richards and Turner; County Cllr. Mould and Mrs Thompson (Clerk).  |                         |
|          | <b>Chairman’s Welcome and Public Forum</b> – Cllr. Richards was elected to the Chair. He opened the Meeting and welcomed those present.<br><br>Mrs Celia Bishop was present i.r.o. 203d/2021. Her property neighbours this site. She said it would have an adverse impact on her home. The block plan shows the increased footprint would mean a loss of her light. It would also make it difficult to carry out maintenance to her property. Mrs Bishop pointed out that the extension / garage is to be insulated and queried if this would mean it could be used for accommodation. |                         |
| 198/2021 | <b>Casual Vacancies</b> –<br><br>a. Members <b>RESOLVED</b> to co-opt Mr Charlie Turner to fill the vacancy created by the Resignation of Cllr. Mould from the PC.<br><br>b. Members <b>RESOLVED</b> to co-opt Mr Paul Hancock to fill the vacancy created by the Resignation of Cllr. Crowdy from the PC.<br><br>The Clerk to advise CC and forward the relevant paperwork to the New Members.  | Clerk                   |
| 199/2021 | <b>Apologies for Absence</b> – Cllr. Gisbourne, Medland and Williams.  |                         |
| 200/2021 | <b>Members’ Declarations</b> –<br><br>a. <i>Registerable Declarations of Interests</i> – none.<br><br>NOTE – new Members to provide the Clerk with a copy of their Financial Interests form.<br><br>b. <i>Non-registerable interest</i> – none.<br><br>c. <i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds.<br><br>d. <i>Dispensations</i> – none.   | Cllrs. Turner / Hancock |
| 201/2021 | <b>Minutes of Meetings</b> –<br><br>a. <i>Full Council Meeting</i> – 1 <sup>st</sup> November 2021, <b>AGREED</b> as a true record.  |                         |
| 202/2021 | <b>Outside Bodies / Reports</b> –<br><br>a. <i>St Minver Community Hub (CIO)</i> – Cllr. Boswell-Munday reported the Bernard Sunley Trust had made a grant of £35K. Other funding sources are being pursued.   |                         |

|          |  |   |
|----------|--|---|
|          | <p>b. <i>Cornwall Council</i> – Cllr. Mould reported she is pursuing a PSPO to ban bonfires on Polzeath Beach. The Clerk to liaise with Mr Andy Stewart and then to contact CC’s Licensing Dept. to ascertain the next step. Cllr. Mould had dealt with a query i.r.o. keeping access to the Golf Club clear during building work.</p> <p><i>Wadebridge Leisure Centre</i> – Cllr. Mould confirmed she will support any viable and sustainable proposal to keep Wadebridge Leisure Centre open. She cannot at this time commit to stating that any funds from Cornwall Council will be available. The Clerk to advise Mr Alex Roads.</p> <p>c. <i>Network Panel Meeting</i> – Cllr. Boswell-Munday had attended the virtual meeting held on 11<sup>th</sup> November 2021. Mr Andy Stewart had spoken about the Beach Ranger Service.</p> <p>d. <i>Police</i> – details previously emailed:</p> <ul style="list-style-type: none"> <li>• <i>Police and Crime Plan</i> – the Police and Crime Commissioner, Alison Hernandez, published her new Plan on 12<sup>th</sup> November 2021. View on: <a href="https://www.devonandcornwall-pcc.gov.uk/about-us/police-and-crime-plan-2021-2025/">https://www.devonandcornwall-pcc.gov.uk/about-us/police-and-crime-plan-2021-2025/</a></li> <li>• <i>A Guide to Recognising, Recording and Reporting Anti-Social Behaviour (ASB)</i> – published by the Neighbourhood Watch Network and circulated via email.</li> <li>• <i>Bodmin/Wadebridge Neighbourhood Police Team Newsletter</i> – October 2021.</li> </ul>  | <p>Clerk</p> <p>Clerk</p>   |
| 203/2021 | <p><b>Planning Applications</b> – Members considered the following:</p> <p>a. PA21/08901, Dennis View Rock Road Rock – raising the roof of the Linhay to provide loft space for home office. <b>OBJECT</b> on the grounds of over development and the lack of parking and amenity space. Members query why a bathroom and utility room is needed for a home office and point out there would appear to be an issue with the public footpath crossing the site.</p> <p>b. PA21/10074, The Cottage Rock Road Rock – extension to side and rear including internal re-ordering. Alteration to dormer roofs and enlargement of porch to roadside elevation. <b>SUPPORT</b> but Members request a robust Traffic Management Plan.</p> <p>c. PA21/10476, 7 Cricketers Hollow Splatt – works to trees protected by TPO. 1 - raise crown to 5 metres to clear high sided van and lorry traffic. 2 and 3 remove to ground level due to Ash die back. 4 and 5 Elm reduce excessive height by 1/3. 6 raise crown to clear house to approximately 9 metres. <b>NO OBJECTION</b> provided the Tree Officer has no objection.</p> <p>d. PA21/10535, Heol-Y-Mor Rock Road St Minver – Variation of Condition 2 (approved plans) of Application No. PA21/02128 dated 5<sup>th</sup> August 2021 (Demolition of existing rear garage, remodelling of house and car port incorporating rear extension). <b>NO OBJECTION</b> providing separation distances are maintained and there are no privacy or overlooking issues; or loss of light to neighbouring properties.</p> <p>e. PA21/10589, Kernow 16 Sandyhills Rock – works to a Macracarpa tree subject to a TPO - crown raise the branches away from the house and reduce the height 10 - 15 feet. <b>NO OBJECTION</b> provided the Tree Officer has no objection.</p> <p>f. PA21/10896, Brea Heights Access to Rear of St Moritz Hotel Trebetherick – conversion of existing garage into a self-contained annex. Mr Turner declared an interest. <b>NO OBJECTION</b> providing there is a condition to keep as an annexe and not to be sold separately.</p> <p>g. PA21/11184, Dinham Cottage Rock Road St Minver – replacement of existing conservatory with new single storey garden room extension. <b>NO OBJECTION</b>.</p> | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |

|          |  |                             |
|----------|--|-----------------------------|
|          | <p>h. PA21/11388, 2 Cricketers Close Rock – improvements to existing residential property including construction of new detached garage. <b>NO OBJECTION.</b></p> <p>i. PA21/11639, 15 Higher Tristram Polzeath – replacement dwelling and associated site works. <b>NO OBJECTION.</b></p>   | <p>Clerk</p> <p>Clerk</p>   |
| 204/2021 | <p><b>Planning Applications Approved by CC</b> – including any decisions received after the agenda had been published. Information only.</p> <p>a. PA21/07457, Sanderlings Road from St Moritz Hotel to Daymer Lane Trebetherick – first floor extension to create an additional bedroom and new chimney.</p> <p>b. PA21/09078, Petherwicks Rock Road Rock – single storey garage extension, modifications to elevations and fenestration and new entrance gates.</p> <p>c. PA21/09253, 5 Gul Rock Rock Road Rock – works to a Poplar and a Sycamore.</p> <p>d. PA21/09290, 9 Brea Road Rock Wadebridge – renovation and extension to existing house.</p> <p>e. PA21/09655, Curlew Highcliff Polzeath – replacement roof with rooms in the roof.</p>   |                             |
| 205/2021 | <p><b>Planning Applications Refused by CC</b> – including any decisions received after the agenda had been published. Information only.</p> <p>a. PA21/02066, Land off Trewiston Lane St Minver – Self Build Moderately Priced Local Residence.</p>  |                             |
| 206/2021 | <p><b>Other Planning Matters</b> – Members considered:</p> <p>a. <i>St Minver NDP</i> – Members <b>RESOLVED</b> to adopt the draft Terms of Reference previously circulated via email. The Clerk to advise Highlands. Noted the first meeting was held on 30<sup>th</sup> November 2021.</p> <p>Lowlands representatives to the NDP WG – Cllrs. Ange Medland, Brian Gisbourne and Mark Richards.</p> <p>Highlands representatives are – Cllrs. Mike Parnell, Henry Mably and Natalie Mably.</p> <p>b. <i>PA21/00016/NDP, Padstow Parish Council</i> – plan proposal submitted for Padstow Neighbourhood Development Plan.</p> <p>c. <i>Prosperous Cornwall 2050</i> – A Plan for Our Places (the Spatial Strategy). Survey can be found on: <a href="http://letstalk.cornwall.gov.uk/pc2050">letstalk.cornwall.gov.uk/pc2050</a>. Details emailed. Members were encouraged to complete the survey.</p> <p>d. <i>Planning Appeal</i> – PA20/09912, Land at Bodieve – outline application for residential development including access of up to 245 new homes (to include 30% affordable homes), new relief road from Ball Roundabout to B3314, new public open space (including play area and community orchard and cycle path/amenity walkway), etc.</p> | <p>Clerk</p> <p>Members</p> |
| 207/2021 | <p><b>Trewint Playing Fields</b> – 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&amp;S Inspection Reports</u> – no issues raised.</p> <p>ii. <u>New Piece of Equipment</u> – Cllr. Leitch said he had contacted three local companies and it was apparent that the money available would not buy very much. For further consideration in January.</p> <p>NOTE – Cllrs. Leitch, Meneer and Medland form the Committee.</p>   | <p>Clerk</p>                |

|          |   |                      |
|----------|---|----------------------|
| 208/2021 | <p><b>Highway Matters</b> – including any items received after the agenda is published.</p> <p>a. <i>Trenint Hill</i> – Mr Pentland had agreed to participate in the Jubilee “seed sowing” project and had liaised with County Cllr. Mould.</p>   |                      |
| 209/2021 | <p><b>Amenity / Environmental Matters</b> –</p> <p>a. <i>Polzeath WCs</i> – Members received an update regarding:</p> <ul style="list-style-type: none"> <li>i. <u>Heads of Terms Lease</u> – the lease had been signed and returned to Cornwall Council.</li> <li>ii. <u>Service Level Agreement (SLA)</u> – the SLA had been received from Mr Darren Keelor, Cormac (previously emailed). It is more than 3.5 times the quotation provided by Cormac in March and accepted by the PC on 7<sup>th</sup> April 2021. Mr Rob Andrew, CC is negotiating with Cormac on the PC’s behalf.</li> <li>iii. <u>Devolution Grant</u> – Members had <b>AGREED</b> via email to accept £10K (half of the promised WC refurbishment grant). The remainder to follow on completion of the Lease by CC.</li> <li>iv. <u>Toilet Block Valuation</u> – the WC toilet block is being added to the PC’s insurance policy (Ms Jo Keene, CC estimated value at £370K). This will increase the annual cost by £710.98 including Insurance Premium Tax.</li> <li>v. <u>Cleaners</u> – Members <b>RESOLVED</b> to seek alternative tenders.</li> </ul> <p>b. <i>Sandyhills Waste Bin</i> – the Sandyhills Resident Association had provided a map showing the bin is on private land. They suggest placing the bin at the entrances to Sandyhills both at Little Trelyn and on the Rock Road. Details previously emailed. County Cllr. Mould advised she had monitored the bin closely and there had been no issues.</p> <p>c. <i>Treverrow to Porthilly Lane PROW</i> – a fallen tree, at the point where it crosses the stream, had been removed by the Countryside Access Team.</p> <p>d. <i>Trebetherick Notice Board</i> – Cllr. Boswell-Munday reported the new notice board had been installed. Cllr. Leitch had sort out a sign.</p> | Clerk                |
| 210/2021 | <p><b>Beach Ranger</b> – Members received the BR’s report.</p> <p><i>Polzeath Bank Stand</i> – a quote had been received to add topsoil and returf the area. Cllr. Mould said she has a meeting with Cormac to discuss what needed to be done, which will include installation of retaining boards. For further consideration.</p>  | Clerk                |
| 211/2021 | <p><b>Administrative Matters</b> – 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.</p> <p>NOTE – Cllrs. Boswell-Munday, Richards, Williams and the Clerk had undertaken the training. Cllrs. Gisbourne, Davis, Hancock, Leitch, Medland, Meneer and Turner were reminded of the need to watch:<br/> <a href="https://youtu.be/gal-LRkwinE">https://youtu.be/gal-LRkwinE</a>.</p> <p>b. <i>Governance Review</i> – Members to consider whether to pursue the proposal to merge Lowlands and Highlands Parish Councils. Deferred to the January meeting. County Cllr. Mould will draw up a briefing note ahead of that meeting.</p> <p>Noted the Constitution and Governance Committee of the Council will be considering the deferred proposals so that final recommendations and decisions can be made by Cornwall Council in respect of the same. Details previously emailed.</p>   | Clerk<br>Cllr. Mould |

|          |   |  |
|----------|---|--|
|          | <p>c. <i>Monitoring Officers Meeting</i> – an email from Mr Simon Mansell, CC and regarding the Code of Conduct for Members was circulated via email.</p> <p>d. <i>Bullying and Harassment Statement</i> – Members <b>RESOLVED</b> to adopt the Civility and Respect Working Group’s suggested wording for display on the PC’s website. Details previously circulated.</p>  | Clerk  |
| 212/2021 | <p><b>Documentation / Correspondence</b> – not covered elsewhere on the agenda, including any items received after the agenda had been published.</p> <p>a. <i>Jubilee Lottery Funding</i> – details found on:<br/> <a href="https://www.tnlcommunityfund.org.uk/news/press-releases/2021-11-17/over-22million-the-queens-platinum-jubilee">https://www.tnlcommunityfund.org.uk/news/press-releases/2021-11-17/over-22million-the-queens-platinum-jubilee</a></p> <p>b. <i>Forest for Cornwall</i> – for details of how to get involved in the Forest for Cornwall see: <a href="https://www.cornwall.gov.uk/forestforcornwall">https://www.cornwall.gov.uk/forestforcornwall</a></p> <p>c. <i>Adult Social Care Strategies</i> – survey closes on 10<sup>th</sup> December 2021. Further details on: <a href="https://letstalk.cornwall.gov.uk/delivering-better-care">https://letstalk.cornwall.gov.uk/delivering-better-care</a></p> |  |
| 213/2021 | <p><b>Diary Dates</b> – including items received after the agenda had been published.</p> <p>a. <i>Full Council Meeting</i> – 5<sup>th</sup> January 2022, 7pm in the Rock Methodist Church Meeting Room.</p> <p>b. <i>Planning Meeting</i> – TBC.</p> <p>c. <i>Clerk’s Leave</i> – 24<sup>th</sup> December 2021 – 3<sup>rd</sup> January 2022 (inclusive).</p>  |  |
| 214/2021 | <p><b>Information Only/Future Agenda Items</b> –</p> <p>a. <i>St Minver Village Lights</i> – <b>RESOLVED</b> to make a donation of £100. Cllr. Richards declared an interest.</p> <p>b. <i>Polzeath Beach Management Group</i> – a draft budget had been circulated and will be considered when the Full Council considers its budget at the January meeting.</p>   |  |
| 215/2021 | <p><b>Financial Matters</b> – including any items received after the agenda is published.</p> <p>a. <i>Accounts for Payment</i> – Schedule 2021/22-09 to a value of £31,820.70 was <b>APPROVED</b> for payment. A copy is available on the PC’s website.<br/> Members <b>RESOLVED</b> to make a grant of £10,900.95 towards the cost of an outdoor gym for St Minver School (included in the above).</p> <p>b. <i>New Laptop</i> – Cllrs. Leitch and Williams had purchased a new laptop + Microsoft Suite, which will be available for use at the January meeting.</p> <p>c. <i>Bank Accounts Signatures</i> – Cllrs. Medland and Boswell-Munday to be added as signatures. Cllr. Gisbourne reported he is dealing with this and hopes to have it set up shortly.</p> <p>d. <i>CIL Payment</i> – a total of £25,900.94 had been received. Covered by 215a/2021 above. £15K had been pledged to The Hub.</p>                            | <p>Clerk</p> <p>Clerk</p> <p>Cllrs. Leitch / Williams</p> <p>Cllr. Gisbourne</p> |
| 216/2021 | <b>Meeting Closed</b> – 8.37pm.   |  |

Signature: ..... (Cllr. Brian Gisbourne)  
Parish Council Chair

Date: 5<sup>th</sup> January 2022