



St MINVER LOWLANDS PARISH COUNCIL
MINUTES OF THE FULL COUNCIL MEETING HELD IN THE
METHODIST CHURCH ROCK
ON WEDNESDAY, 5th JANUARY 2022 @ 7pm

Minute	AGENDA ITEMS	Action
	Present – Cllrs. Gisbourne (Chair), Boswell-Munday (via Zoom), Hancock, Leitch, Medland, Meneer, Richards, and Turner; County Cllr. Mould and Mrs Thompson (Clerk).	
	Chairman’s Welcome and Public Forum – the Chair opened the Meeting and welcomed those present. Mrs Grand met with Members i.r.o. Minute 12c/2022 (Daymer Bay defibrillator). Her request followed an incident when a windsurfer had sadly died. She asked Members to contribute to the purchase cost of £2,600 plus the annual fee.	
1/2022	Apologies for Absence – Cllr. Williams. Cllr. Davis was not present.	
2/2022	Members’ Declarations – a. <i>Registerable Declarations of Interests</i> – none. Cllrs. Hancock and Turner had provided a copy of their Financial Interests form, which had subsequently been forwarded to CC. b. <i>Non-registerable interest</i> – none. 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.	
12c/2022	Daymer Bay Defibrillator – Minute 12c/2022 was held at this point. Cllr. Medland said there were several defibrillators in the parish and all had been purchased through public fundraising. Members felt unable to make a grant to the initial purchase but would consider a payment towards the annual fee.	
3/2022	Minutes of Meetings – a. <i>Full Council Meeting</i> – 6 th December 2021, AGREED as a true record.	
4/2022	Outside Bodies / Reports – a. <i>St Minver Community Hub (CIO)</i> – Cllr. Boswell-Munday reported £273K had been raised to date. She asked for suggestions for further fundraising sources and events. The Doombar sign had been damaged. Cllr. Boswell-Munday to approach the Football Club. Mr Meneer had cut the hedges. The Hub Committee wished to erect a new sign for The Hub, just below the Doom Bar sign. Members were happy with this proposal. b. <i>Cornwall Council</i> – Cllr. Mould reported the budget will be set at the next Full Council meeting. A public consultation will shortly be held regarding dogs on beaches. She is pursuing various issues at Polzeath. CC’s priority	Cllr. Boswell-Munday

	<p>on PROWs will change and there will be fewer regular checks. Cllr. Medland spoke of erosion on the coastal path from Polzeath to The Greenaway – just below the start of Tristram Car that had never been dealt with despite several reports having been made.</p> <p>c. <i>Network Panel Meeting</i> – next meeting scheduled to be held on Thursday 20th January 2022.</p> <p>d. <i>Padstow Harbour Commission</i> – nil to report.</p> <p>e. <i>Police</i> – details previously emailed:</p> <ul style="list-style-type: none"> • <i>Bodmin/Wadebridge Neighbourhood Police Team Newsletter</i> – October 2021. • <i>Police and Crime Commissioner Budget Survey</i> – deadline 9th January 2022. See: https://www.surveymonkey.co.uk/r/KB2FHGZ 	
5/2022	<p>Planning Applications – Members to consider the following, including any applications received after the agenda had been published:</p> <p>a. PA21/11758, The Garden House Shores Lane Rock – construction of single storey extension and alterations. NO OBJECTION.</p> <p>b. PA21/11803, West Winds Rock – removal of Ash Tree located near the boundary of Cappa Lodge and Rock Institute due to Ash 'Die Back'. NO OBJECTION providing the Tree Officer has no objection.</p> <p>c. PA21/12052, Camel Point Rock Road Rock – proposal to raise height of part of the existing wall along the Eastern boundary of the property and remove some of the existing hedge. OBJECT. Members feel the wall is too high. Cllr. Hancock declared an interest.</p> <p>d. PA21/12121, Carndu Woods Golf Course Hill Rock – works to trees subject to a Tree Preservation Order (TPO), works include removing 1 x beech, 1 x sycamore and 1 x oak and reducing 1 x beech. NO OBJECTION providing the Tree Officer has no objection.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
6/2022	<p>Planning Applications Approved by CC – including any decisions received after the agenda had been published. Information only.</p> <p>a. PA21/07943, Grey Gables Daymer Lane Trebetherick – proposed extension and parking bay.</p> <p>b. PA21/09075, Kendall Rock Road St Minver – proposed new open porch and new extension to comprise bedrooms 4 and 5 with ensembles and a rear extension.</p> <p>c. PA21/09221, Roscarrock 58 Little Trelyn Rock – felling of an Ash subject to a TPO.</p>	
7/2022	<p>Planning Applications Refused by CC – including any decisions received after the agenda had been published. Information only.</p> <p>a. PA21/04936, Land Off Francis Road Trebetherick – variation of Condition 5 of Application PA18/11257 dated 30/01/2019...</p>	
8/2022	<p>Withdrawn Planning Applications – information only.</p> <p>a. PA21/08041, Sandy Corner Porthilly Lane Rock – new residential dwelling and associated site works.</p>	
9/2022	<p>Other Planning Matters – Members considered:</p> <p>a. <i>St Minver NDP</i> – nil to report.</p> <p>Lowlands representatives to the NDP WG – Cllrs. Ange Medland, Brian Gisbourne and Mark Richards.</p>	

	Highlands representatives are – Cllrs. Mike Parnell, Henry Mably and Natalie Mably.	
10/2022	<p>Trewint Playing Fields – including any items received after the agenda had been published.</p> <p>a. <i>Children’s Play Area</i> – Members considered:</p> <ol style="list-style-type: none"> i. <u>Fortnightly H&S Inspection Reports</u> – no issues raised. ii. <u>New Piece of Equipment</u> – Cllr. Leitch reported he had sought ideas / quotations from three play equipment suppliers. The Committee’s preferred supplier is Rhino Play. The slide is well used and their proposal includes a new tower and slide, new swing baskets, renewing some other parts of the unit including new flooring. The estimated cost will be approximately £38K. Cllr. Medland said the facility serves the whole parish and she felt it would breathe new life into the area. Decision deferred to 18c/2022 below. <p>Cllrs. Leitch, Meneer and Medland formed the Committee.</p>	
11/2022	<p>Highway Matters – including any items received after the agenda is published.</p> <p>a. <i>Road Closure</i> –</p> <ul style="list-style-type: none"> • Trewint Lane, Rock. 25th to 27th January 2022 (09:30 to 15:30 hours daily). • Trebetherick. Proposal to close road 14th February 2022 to 1st April 2022 (24 hours). Details emailed. <p>b. <i>PROW 547/7/1</i> – The Point to Splatt PROW. Issues had been reported to the landowner and Countryside Access Team and details emailed to Members.</p>	
12/2022	<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 regarding:</p> <ol style="list-style-type: none"> i. <u>Lease</u> – Ms Chantel Golden, CC advised they had now received heads of terms to enable us to put a lease in place. A copy of a draft lease for your Member’s consideration together with a copy of this Council’s title which evidences ownership was previously emailed. ii. <u>Service Level Agreement (SLA)</u> – Members were grateful an offer from Mr Rob Andrew to pick up the cleaning costs for the summer and St Minver Lowlands for the winter under an SLA with Cormac until 31st March 2022 at a cost of £623.96 p.m. (total cost of £3,119.80 for the 5 months). <p>NOTE – the SLA received from Mr Darren Keelor, Cormac is more than 3.5 times the quotation provided by Cormac in March and accepted by the PC on 7th April 2021.</p> <ol style="list-style-type: none"> iii. <u>Cleaners</u> – refer to closed session below. <p>b. <i>Polzeath Band Stand</i> – County Cllr. Mould’s discussion with Cormac to consider to add topsoil and turf the area is ongoing. Cllr. Medland will forward a copy of the original quotation to the Clerk.</p> <p>c. <i>Daymer Bay Defibrillator</i> – covered above. NOTE – Mr Tony Bayliss, the shop owner, is happy to host it and provide the electricity.</p> <p>d. <i>Bin Emptying</i> – Cllrs. Meneer, Turner and Richards were appointed to a working Party to consider adjusting the frequency of bin emptying.</p> <p>e. <i>Replacement Trees</i> – a resident had asked if there are any plans to plant an area of saplings to replace those lost through development. The Clerk to approach St Minver School to enquire if they have any suitable land.</p>	<p>Clerk</p> <p>Cllr. Mould Cllr. Medland</p> <p>Clerk</p> <p>Clerk</p>

13/2022	Beach Ranger – nil to report.	
14/2022	<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.</p> <p>NOTE – Cllrs. Gisbourne, Davis, Leitch, Medland and Meneer were reminded of the need to watch: https://youtu.be/qal-LRkwinE.</p> <p>b. <i>Governance Review</i> – it was RESOLVED to invite Highlands to join us in setting up a Working Party to consider the pros and cons of merging Lowlands and Highlands Parish Councils, comprising three representatives from each PC. Cllrs. Boswell-Munday, Turner and Meneer were appointed as Lowlands' representatives.</p>	Clerk
15/2022	<p>Documentation / Correspondence – not covered elsewhere on the agenda, including any items received after the agenda had been published.</p> <p>a. <i>Empowering Local Communities</i> – this project is to enable targeted capacity building in local councils to deliver long term environmental growth and local nature recovery. Deadline 4th February 2022. See: https://letstalk.cornwall.gov.uk/empowering-local-communities</p> <p>b. <i>Duchy Defibrillators</i> – 2021 annual review, previously emailed.</p> <p>c. Citizens Advice Cornwall – newsletter (<i>circulated via email</i>): https://www.citizensadvicecornwall.org.uk/citizens-winter-2022-newsletter/</p>	
16/2022	<p>Diary Dates – including items received after the agenda had been published.</p> <p>a. <i>Full Council Meeting</i> – 7th February 2022, 7pm in the Rock Methodist Church Meeting Room.</p> <p>b. <i>Planning Meeting</i> – TBC.</p> <p>c. <i>Cornwall Community Flood Forum</i> – Flood Warden Taster Training Workshop, Thursday 10th February 2022 from 6-8.30 pm. To book a free space, please visit the Eventbrite booking page at: https://www.eventbrite.co.uk/e/cornwall-community-flood-forum-flood-warden-taster-training-workshop-tickets-228291846057</p>	
17/2022	<p>Information Only/Future Agenda Items –</p> <p>a. Cllr. Leitch kindly took the laptop to set it up.</p>	
18/2022	<p>Financial Matters – including any items received after the agenda is published.</p> <p>a. <i>Accounts for Payment</i> – Schedule 2021/22-10 to a value of £6,734.98 was APPROVED for payment. A copy is available on the PC's website.</p> <p>b. <i>Bank Accounts Signatures</i> – Members received an update regarding adding Cllrs. Medland, Williams and Boswell-Munday as signatures. Cllr. Gisbourne reported the new mandate had been submitted. It would take approximately four weeks and the online banking (BACS) cannot be started until this is completed.</p> <p>County Cllr. Mould left the meeting at this point.</p> <p>c. <i>2022/23 Budget</i> – Members RESOLVED to accept the draft budget, previously provided by the Clerk, with the following amendments:</p> <p>i. Employee's Salaries – a 2% rise was AGREED w.e.f. April 2022 for the Beach Ranger and Clerk.</p>	Clerk

	<p>ii. Play Equipment – AGREED to allocate £38K, if not spent this year to be carried forward to 2022/23. Cllr. Leitch to provide the Clerk with copy of the quote for formal acceptance.</p> <p>It was further RESOLVED to set the precept at £58,710 for 2022/23. The Clerk to advise CC.</p>	Cllr. Leitch / Clerk
19/2022	<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>	
20/2022	<p>Polzeath WC Cleaning – the Clerk advised she had approached five local cleaning companies via email on 10th December 2021, enclosing a copy of the Cleaning Schedule inviting Expressions of Interest.</p> <p>Closing date 28th January 2022.</p>	
21/2022	<p>Meeting Closed – 8.50pm.</p>	

Signature: (Cllr. Brian Gisbourne)
Parish Council Chair

Date: 7th February 2022