

ST MINVER HIGHLANDS PARISH COUNCIL

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Council Meeting – 14th December 2021

Minutes of the meeting of the Council held on the above date.
 at The Perceval Institute at 19:00hrs.

Ref		Action
465/12 /2021	Persons Present: Cllr. D. Hutley, Chairman, Cllr. C. Jenrick, Cllr. H. Mably, Cllr. N. Mably, Cllr. D. Meagor, Cllr. J. Richards. Cllr C. Mould	
466/12 /2021	Apologies: Cllr. V. Darnell, Vice-Chair, Cllr. M. Dingle, Cllr. M. Parnell.	
467/12 /2021	In attendance: 7 members of the public. J Wilson, Clerk, and minute taker.	
468/12 /2021	The Chairman welcomed everyone to the meeting, wishing all a Merry Christmas. He then went through the fire safety procedures.	
469/12 /2021	Declarations of Interest / Dispensations applied for from Members: Cllr D Hutley declared an interest in planning application PA21/08632.	
470/12 /2021	In the absence of the Vice Chair, Cllr N Mably agreed to take the chair for discussion of this planning application. Seconded by Cllr C Jenrick with all in favour.	
471/12 /2021	Public Participation: Several parishioners spoke against the Surfside application PA21/10287: Mrs S Le Marchand raised the issue that works have already commenced, with vegetation having been cleared around the site and the cliff path. She also raised concerns about the proposed changes to the outside area of the venue, and mentioned the likelihood of increased noise, carrying on till midnight. Mr P Watson raised concerns about possible damage to the SSSI area as the vegetation has already been stripped by the path and steps. He also said that the drawings appeared to be incomplete, with no disabled access, no external lighting, and no fire escapes visible on the plans. Mrs J Forster raised objections to the site due to overdevelopment, citing the fold increase in the public area. She raised concerns regarding the disturbance of residents and the disturbance to the beach area. Ms Millington voiced her support for Mr Le Marchand and Mrs Forster. She felt this was out of scale for an expansion in a small village and raised concerns about the likely increase in noise disturbance. Mr G Ball, a resident of Cliff Lane, bordering the coastal path raised concerns over the lack of regard by the applicant to the planning process. Generally the concerns related to possible increase in noise, lack of parking for the increased numbers of people attending the venue, impact on the SSSI and SW Coastal path, lack of detail on the plans, concerns over the change of use of the upper floors, the impact on residents of anti-social behaviour extending to the earlier hours of the morning and concerns relating to the detrimental impact on the beach environment. It was suggested that a site visit by the planning officer would be of benefit.	
	One Parishioner spoke to raise concerns about the Parkdean application PA21/08632:	

	<p>Mrs L Hutley raised concerns that this application is situated very close to the Grade I listed Church in St Minver, and is worried that the tranquillity of this area, an important part of the appreciation of the church, could be lost. There is nothing in the plans to mitigate the effects of increased noise and lighting. Further concerns relate to the sewage system which runs through the middle of the proposed site. There is also another area for yet further possible expansion which would put further pressure on the area. Other issues raised were the rubbish and dog mess around the site which is not cleared away. The final question raised was what benefits would the site give back to the village in return?</p> <p>The Chairman thanked everyone and confirmed that all comments had been noted.</p>	
472/12 /2021	<p>Cornwall Councillor's report from Cllr C. Mould: Cllr Mould raised the following issues:</p> <ul style="list-style-type: none"> • Surfside – areas of concern are: a) problem of site rubbish being left on the beach; b) concerns regarding the connection to mains drainage; c) change of use may be required for the flat above; d) external lighting; e) size of the development. • Looking into prohibiting fires on the beach • The sleepers around the green areas need replacing. • Lowlands are looking into refurbishing the Polzeath toilets • Cabinet is still in the process of setting a budget and are having to make some difficult decisions. • Wadebridge Leisure Centre - there have been some very good expressions of interest. 	
473/12 /2021	<p>Standing Orders now applied.</p>	
474/12 /2021	<p>Council Minutes: To RECEIVE and APPROVE the minutes of the meeting held on 9th November 2021. It was RESOLVED that the Minutes of the meeting held on the above date having been previously circulated, were then approved as a true record of the business discussed. Proposed by Cllr H Mably, seconded by Cllr J Richards, all in favour.</p>	
475/12 /2021	<p>Matters Arising:</p> <ol style="list-style-type: none"> 1. Trees from the Woodland Trust – full access by public is required in any areas being considered for the free trees. 2. Signatures re the bank – 2 more have now been added. 3. Location of the verges that the Parish Council has responsibility for – emailed to all Councillors re planting of the Jubilee seeds. 4. National Trust/ Jubilee Beacons. No reply therefore unknown if local NT area will hold any Jubilee events. 5. s137 – amount for each elector in 21/22 is £8.41. Highlands currently has 643 people on the electoral roll, so the maximum available amount is £5407.63. 6. Stiles – different responsibilities depending on the location of the stile. For the footpath in question Cornwall Council would supply the stile kit (free) to enable the users to get over the sheep fence but it would be up to the landowner to install it. To contact landowner. 	<p>Clerk to notify Cllr Parnell</p> <p>Clerk to contact Cllr Parnell for landowners contact details.</p>
476/12 /2021	<p>Planning applications for consultation:</p> <p>Cllr D Hutley declared an interest in the following application and left the room. Cllr N Mably took the chair.</p>	<p>Parish Council's decisions notified to CC</p>

Application: [PA21/08632](#)

Proposal: Change of use of land to holiday accommodation including the creation of 35no. new hard standing bases for static caravan/lodges with associated internal roads, parking, and landscaping

Location: St Minver House Holiday Park St Minver Wadebridge PL27 6RR
Cllr J Richards proposed objection, Cllr C Jenrick seconded, and the majority were in favour of refusal, with one against, on the following grounds:

1. It will have an adverse effect on the local historic landscape which is the setting for the Grade I listed Church of St Menefreda. This historic building is in a quiet and peaceful area, allowing it to be fully appreciated in an appropriate tranquil setting.
2. It is overdevelopment of the site, and this development is situated too close to the Grade I listed church.
3. There will also be an adverse impact on the local residents due to the light and noise from the proposed development.
4. There are concerns regarding the water run-off from this field, which will run into the stream then on to the beach (erosion, oil, etc.)
5. There are further concerns regarding the sewage system and whether it will be able to cope with the increase in number of holiday units.
6. It was suggested that the lower field, by the entrance would provide a more suitable site for development.

Cllr D Hutley returned to the meeting and took the chair.

Application: [PA21/10287](#)

Proposal: Redevelopment of site consisting of refurbishment and construction of a replacement single-storey rear extension, amphitheatre, and decking areas.

Location: Surf Side Polzeath Wadebridge PL27 6TB

Cllr H Mably proposed support and Cllr J Richards seconded. No other Councillors voted for this proposal. A counter proposal was made. Cllr D Meagor proposed objection, Cllr C Jenrick seconded. 3 were in favour of refusal, 2 were against and 1 Councillor abstained. Therefore the result was refusal on the following grounds:

1. It is overdevelopment of the site, and it is too big for the area.
2. The negative impact due to noise will be felt by many residents and it will be extensive.
3. There are likely to be many people leaving the venue all at the same time when it closes at night leading to increased disturbance to residents due to noise, anti-social behaviour, and litter.
4. The upper floor of this venue was previously a flat so will require a change of use.
5. There is no disabled access.
6. It doesn't comply with the St Minver NDP ' Policy 4.5(b), which states that the development should ' not have a significant adverse impact on the residents or the local landscape character'

Concerns were raised regarding the use of the Southwest Coast Path as an access point for this venue. There were also concerns raised regarding the impact of this development on the flora and fauna in the area and it was suggested an assessment of the area should be carried out before works begin, as the adjacent beach area is an SSSI.

Application: [PA21/10506](#)

Proposal: Proposed detached annex and carport as ancillary accommodation to the main house

Location: Rosevarlock Dunders Hill Polzeath Wadebridge PL27 6SR.

Cllr C Jenrick proposed objection, Cllr N Mably seconded, all in favour of refusal on the following grounds:

There is a condition attached to the car port from the earlier planning application PA20/07226 and this condition states that "Before any of the development hereby permitted is brought into use, parking and turning areas

shall be laid out and constructed in accordance with approved drawing no. PD663/02 and the said areas shall not thereafter be obstructed or used for any other purpose. Reason: To ensure adequate parking and turning facilities off the adjoining highway and in accordance with the aims and intentions of Policy 27 of the Cornwall Local Plan - 2010-2030." Therefore the Parish Council is unable to support this application.

Application: [PA21/11431](#)

Proposal: wo new extensions to an existing building. Minor works to the exterior to include the replacement of 2 existing dormers. Minor works to the existing ground floor. Replacement and extension of an existing balcony.
Location: Furze House Cliff Lane New Polzeath Wadebridge PL27 6UE.
Cllr H Mably proposed support, Cllr J Richards seconded, all in favour.

477/12
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Pre-applications and Prior Notifications - for information only. To RECEIVE any Planning Pre-Applications/Prior Notifications that may arrive.

None

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Cornwall Council Planning Decisions Received:

Application: [PA21/02174/PREAPP](#)

Proposal: Pre application advice for demolition and rebuild of dwelling.
Location: Tredenham Dunders Hill Polzeath Wadebridge Cornwall PL27 6SU
Closed – advice given

Application: [PA21/03804](#)

Proposal: Proposed new dwelling and associated works, resubmission of approved schemes PA17/07643 and PA19/02453.
Location: Land North East Of Corner Cottage Church Town Road St Minver Wadebridge Cornwall.

Approved

Application: [PA21/05849](#)

Proposal: Extension to nos. 3 and 4 Trevanger Cottages, construction of annex to no. 3 and construction of new access to properties (resubmission of withdrawn application no. PA20/11416)
Location: 3 And 4 Trevanger Cottages Quakers Road St Minver Wadebridge PL27 6QS

Approved

Application: [PA21/06631](#)

Proposal: Outline application with all matters reserved for proposed live/work unit

Location: Land North Of Higher Treglyn St Minver Wadebridge PL27 6RG

Refused

Application: [PA21/06762](#)

Proposal: Proposed replacement dwelling and associated works
Location: Steppes Access To Low Tide Polzeath Wadebridge PL27 6ST

Refused

Application: [PA21/08509](#)

Proposal: Removal of condition 2 of 95/2368 dated 11th December 1995 (Renewal of permission for siting 10 no static caravans)
Location: Carlyon Farm Caravan Park St Minver Wadebridge PL27 6RJ

Approved

Application: [PA21/09215](#)

Proposal: Alterations to alter existing window to form patio doors and window
Location: Flat 9 Polzeath Court New Polzeath Wadebridge PL27 6UA

Approved

479/12 /2021	<p>Application: PA21/09995 Proposal: Application for works to a tree covered by a Tree Preservation Order - Removal of dead branch and branches overhanging 4 Harwood Close. Location: The New Vicarage Church Town Hill St Minver Wadebridge Cornwall PL27 6QH Approved</p> <p>Other Planning Items For Information <u>Appeal</u> Appeal ref: APP/D0840/W/21/3285995 Application: PA20/09912 Proposal: 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), extensive new tree planting and new habitat creation (including 1.75ha. of new woodland planting and 0.25ha of new wildlife ponds). Location: Land at Bodieve, Bodieve, Wadebridge, Cornwall. Appeal start date: 19 November 2021</p>	
480/12 /2021	<p><u>5-day Planning Protocol</u> Application: PA21/06956 Proposal: Proposed demolition of existing building and subsequent construction of four, three storey dwellings with subterranean car park. Location: Marford Dunders Hill Polzeath Wadebridge PL27 6SU Option chosen – 2-Agree to Disagree</p>	CC notified of Parish Council's decision
481/12 /2021	<p>Cllr D Hutley queried whether a 5-day planning protocol should have been sent to the Parish Council for PA21/05849 Trevanger Cottages. Clerk to query this with the relevant planning officer. Cllr C Mould and all the parishioners left the meeting.</p>	Clerk to contact CC Planning officer
482/12 /2021	<p>To DISCUSS the request from Cllr C Mould to find a site for the proposed Jubilee floral display and AGREE who will install and maintain the display. this item was carried forward from November agenda. All Councillors had been sent the information on which verges are maintained by the Parish Council. Cllr H Mably kindly offered to plant the seeds in March 2022 on the verge at Rosewin Junction (Site C) Clerk to notify contractor so that the verge is not cut from March onwards. If anyone else wishes to plant any of the seeds, then site R would be suitable. Clerk to be notified if going ahead at site R so that Contractor can be informed in good time.</p>	Clerk to notify Contractor
483/12 /2021	<p>To CONSIDER the request from Wadebridge Town Council for support in searching for a solution to prevent closure of the Wadebridge Leisure Centre and RESOLVE on whether to support it. Cllr J Richards proposed supporting Wadebridge TC, Cllr C Jenrick seconded, all in favour. Clerk to write and notify Wadebridge TC of the Parish Council's support for them searching for a solution for the Wadebridge Leisure Centre</p>	To notify Wadebridge TC of the Parish Council's support.
484/12 /2021	<p>Appointment of members as representatives on committees To APPOINT members to represent the Council as above.</p>	To notify Gillian.
485/12 /2021	<ol style="list-style-type: none"> 1. Cemetery Committee - one additional member required. Cllr D Meagor volunteered, proposed by H Mably seconded by Cllr Richards, all agreed 2. Staffing Committee – one additional member required, Cllr C Jenrick volunteered, proposed by H Mably seconded by Cllr Richards all agreed. 	
486/12 /2021	<p>Code of Conduct Reminder To issue a reminder that all Councillors should have completed their Code of Conduct training and informed the clerk that they have watched the relevant training video. If anyone has not watched it, please can they do so. (Here is the link: https://www.youtube.com/watch?v=qal-LRkwinE)</p>	

487/12 /2021	<p>To CONSIDER the Civility and Respect Newsletter and RESOLVE on the suggestion to include the Bullying and Harassment statement on the Parish Council's website.</p> <p>Cllr C Jenrick proposed and Cllr N Mably seconded to add this statement to the website. All in favour.</p>	To add to the website
488/12 /2021	<p>To CONSIDER the request for Grant Funding from St Minver School for funding of the all-weather Playing Field and RESOLVE on funding and payment accordingly.</p> <p>It was agreed that more information is required before making a decision on the request for funding. To be postponed and added to January agenda. Clerk to contact Sarah to ask her to attend the January meeting.</p>	To contact Sarah.
489/12 /2021	<p>Finance Report: 9th December 2021.</p> <p>It was RESOLVED to authorise the payment of accounts outstanding in the sum of £885.77 The following reports were provided: November/December expenditure for 2021, Actual to budget and Income; Bank reconciliation to November 30th 2021; copy of bank statement to 30/11/2021.</p> <p>Cllr N Mably proposed, and Cllr H Mably seconded to sign the cheques. All agreed.</p>	Cheques posted.
490/12 /2021	<p>Final Budget 2022/2023</p> <p>To DISCUSS and RESOLVE on proposed budget for next year.</p> <p>The amendments as agreed last month have been included, and it was also agreed to add an additional Covid /Contingency amount of £5773. This budget was proposed by Cllr H Mably seconded by Cllr N Mably and agreed by all being adopted as the Final budget for 22/23.</p>	
491/12 /2021	<p>Precept 2022/2023</p> <p>To DISCUSS and RESOLVE on proposed precept for next year.</p> <p>Following on from the Final Budget figures, it was agreed that the precept should remain the same as last year at £52,885.00. Proposed by Cllr J Richards, seconded by Cllr C Jenrick and agreed by all. Amount to be notified to Cornwall Council by 31/12/2021.</p>	CC Notified.
491/12 /2021	<p>Correspondence received from 9th November to 14th December 2021:</p> <ul style="list-style-type: none"> • 09/11/2021 Cllr Mould Info on Jubilee seeds • 09/11/2021 Cllr Mould NDP Meetings • 11/11/2021 The Rural Bulletin PSE Daily News • 11/11/2021 Shelter Online Housing Advice • 11/11/2021 Fay Warne Weekly Planning reports • 11/11/2021 Simon Mansell Monitoring Officer meeting – Code of conduct • 12/11/2021 Highways & Environment Speeding down Menefreda Way • 12/11/2021 Paul Holden Latest news on Cornwall's Buildings at risk • 18/11/2021 Jacquie Rapier Planning Policy Team Update • 18/11/2021 Sally Sanders Panel Notes Wadebridge & Padstow Community Network • 19/11/2021 Sally Sanders National Lottery Community Fund Press release • 19/11/2021 Fay Warne Weekly Planning reports • 19/11/2021 Forest for Cornwall newsletter National Tree week – • 19/11/2021 Jacquie Rapier List of Dilapidations - Offer of £30,000 • 19/11/2021 CALC Civility & Respect Newsletter – Anti-Bullying Statement 	

	<ul style="list-style-type: none"> • 19/11/2021 Anne Minnis Wadebridge TC Response to CC Leisure Consultation • 26/11/2021 Rural Services Network Rural Bulletin 23/11/2021 • 26/11/2021 CALC Query on publishing agendas • 26/11/2021 Fay Warne Weekly Planning reports • 26/11/2021 Jacquie Rapier 20mph – Phase 1 • 26/11/2021 Donna Moore Consultation on Planning Validation • 27/11/2021 Jacquie Rapier Drugs & Alcohol needs assessment survey • 30/11/2021 Anne Minnis Wadebridge TC Query re Hand Dryers • 26/11/2021 Sam Ferry Thrii Hand Washer/Dryer • 26/11/2021 Aimee Williams (Planning) Marford PA20/06956 <p>Additional info</p> <ul style="list-style-type: none"> • 01/12/2021 Sandra Oram Appeal Notification PA20/09912 (Representations to be received by 29/12/21) • 02/12/2021 CALC Urgent Covid & virtual meetings – call for evidence • 02/12/2021 Public Sector Daily News Govt announce funding for brownfield homes. • 03/12/2021 Jacquie Rapier Avian flu – important info • 03/12/2021 Fay Warne Weekly planning reports • 03/12/2021 CALC Personal safety for Councillors - online 08/12/21 • 05/12/2021 Dominique Bray Land at Cockmoyle Rock – review of NDP • 07/12/2021 Sarah Bray St Minver school request for funding • 10/12/2021 Fay Warne Weekly planning report • 11/12/2021 Stephen Foster Important info – scams targeting local councils • 14/12/2021 CC Verges included in Parish Council agency agreement. 	
492/12/2021	<p>Reports from outside bodies:</p> <p>a. Beach Management Committee. To receive any updates, to CONSIDER any new information that may be available. Cllr J Richards attended the latest meeting, and one of the issues raised was parking outside the parade of shops in Polzeath. This area has changed and is now a private parking area, so public parking is now taking place on the highway and is causing congestion. Clerk to notify highways of this new problem.</p>	To Notify Highways
493/12/2021	<p>b. New Polzeath Public Toilets. To receive any updates on progress</p> <ul style="list-style-type: none"> • To CONSIDER having a Levy for the New Polzeath Car Park. Cllr C Mould is looking into this and will keep us updated. • To CONSIDER any further correspondence and RESOLVE on any action. <ol style="list-style-type: none"> 1) It was agreed to chase up the HOTs response from Cornwall Council 2) It was agreed to inform Cornwall Council that the Parish Council is willing to accept the £30k towards the dilapidations on completion of Heads of Terms. 3) Cllrs J Richards and D Meagor carried out an inspection of the toilet block and reported that all seemed to be in good condition and in a reasonably tidy state. 	Contact J Rapier
494/12/2021		
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497/12 /2021	<p>c. Highways and Footpaths. To note any problems requiring attention. The following issues were raised:</p> <ol style="list-style-type: none"> 1) Trevanger Cottages – Road repairs needed, report to CC again. 2) New Polzeath – post at bottom of steps going down to next set of steps – the marker post is loose 3) Coastal footpath just below steps going down towards Polzeath, near Surfside – there is erosion down the side of the footpath there. <p>d. Any other reports from outside bodies as required.</p> <ul style="list-style-type: none"> • NDP: to REPORT on the NDP Working Party meeting held on 30th Nov 2021 	Notify Highways and Access Team
498/12 /2021	<ol style="list-style-type: none"> 1) To formally ADOPT the terms of reference. Cllr H Mably proposed and Cllr N Mably seconded to formally adopt the Terms of reference, all in favour. 	
499/12 /2021	<ol style="list-style-type: none"> 2) Cllr N Mably and Cllr H Mably gave an update on how the first meeting went which was held on 30th Nov. 	Contact Housing.
500/12 /2021	<ol style="list-style-type: none"> 3) It was requested to find out if there is a log of the numbers of houses that have been built and to find out the actual number if possible. 	Already written to them.
501/12 /2021	<ol style="list-style-type: none"> 4) 2 letters have been received from members of the public regarding possible changes to the NDP. Clerk to write back notifying them that, together with Lowlands, a working party has been set up to carry out a review of the NDP and any correspondence relating to this. 	
502/12 /2021	<ul style="list-style-type: none"> • Governance review (Parish Boundaries): to AGREE the Parish Council's view on the Highlands proposal and notify CC. It was agreed to carry this over to next month's meeting. 	
503/12 /2021	<p>Facebook and website postings: To consider what information should be posted onto the website and Facebook for this month:</p> <ul style="list-style-type: none"> • A new list of current Councillors is needed for the noticeboards. • The Vacancy notice can be put up on the noticeboards and on the website. 	Send to Dan with the Agenda and minutes
504/12 /2021	<p>Matters of Public Interest/Date of next meeting: Tuesday 11th January 2022 in the Perceval Institute.</p>	
505/12 /2021	<p>It was proposed by Cllr J Richards, seconded by Cllr N Mably & agreed by all to go into closed session. Any remaining members of the public left the meeting.</p>	
506/12 /2021	<p>Public Bodies (Admission to Meetings) Act 1960 To RESOLVE that in view of the confidential or special nature of the business about to be transacted it is advisable that the press and public be excluded and instructed to withdraw during the discussion for the following items:</p> <ul style="list-style-type: none"> • Clerk's Pension <p>Cllr J Richards proposed and Cllr C Jenrick seconded to accept the pension which is the standard Cornwall Council pension. All in favour. Employment contract can now be signed.</p> <p>There being no further business, the meeting closed at 22:00 hr</p>	To Sign contract and return completed forms to Pension scheme administrator