

# ST MINVER HIGHLANDS PARISH COUNCIL

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## Council Meeting – 08<sup>th</sup> November 2022

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

Ref		Action
535/11 /2022	<b>Persons Present:</b> Cllr D Hutley, Chair, Cllr. V. Darnell, Vice-Chair, Cllr. C. Jenrick, Cllr. D. Jones, Cllr. N. Mably, Cllr. H. Mably, Cllr. D. Meagor, Cllr. J. Richards, Cllr. R. Whitehead. County Cllr C. Mould.	
536/11 /2022	<b>Apologies:</b> Cllr. M. Parnell.	
537/11 /2022	<b>In attendance:</b> Five members of the public. J Wilson, Clerk, & minute taker.	
538/11 /2022	<b>Declarations of Interest / Dispensations applied for from Members:</b> None	
539/11 /2022	<b>Public Participation:</b> The parishioners raised several issues as follows: Guy Stewart raised the issue of the destruction of a protected area of grassland in the area by the beach at Baby Bay, where a digger has driven right on to SSSI/AONB designated land owned by the National Trust.	
540/11 /2022	Cllr V Darnell proposed and Cllr C Jenrick seconded that the Parish Council write to the owner indicating the Parish Council's disappointment that his has damaged the grassland. Majority in favour, two against.	Clerk to action
541/11 /2022	It was also mentioned that the amount of signage has increased – can anything be done to stop this?	Clerk to action
542/11 /2022	Jane Forster also raised the issue of the signage: i) on the corner of Menefreda Way – can this be taken up with Highways re a hoc signage and ii) at Port Quin crossroads, where the advertising signage is distracting.	
543/11 /2022	Several parishioners attended to raise the issue of speeding at Port Quin crossroads and requested that within the consultation for the Highways scheme that covers this area, the speed limit be reduced to 30mph and extended to cover the junction and up to the Bee centre. Correspondence from another two parishioners supported this view. It was stated by the parishioners in attendance that. they would rather have a delay in order to get a scheme that was meaningful	
544/11 /2022	It was agreed that this information will be included in the feedback from the Parish Council to Highways on the consultation regarding the proposed Highways scheme for this area.	Clerk to action
545/11 /2022	The Chair thanked everyone for their comments and then moved on to the next item on the <b>agenda</b> which was the County Councillor's report.	
546/11 /2022	<b>Cornwall Councillor's report:</b> Cllr Mould reported on the following issues: <ul style="list-style-type: none"> <li>• Surfside – fence has been done.</li> <li>• Meet the Leader event was held on 7th. Cllr D Jones attended.</li> </ul>	

547/11 /2022	<ul style="list-style-type: none"> <li>• PA22/07760 Planning protocol – currently waiting for Planning officer to speak with Manager. Cllr Mould is supporting the Parish Council on this, but it is currently still ongoing.</li> </ul>	Clerk to contact Jolyon Sharpe and invite to a meeting – Done – he will attend Jan meeting
548/11 /22	<ul style="list-style-type: none"> <li>• Shepherds Hut with chimney - Cllr Mould will ask enforcement to get involved.</li> </ul>	
549/11 /2022	<ul style="list-style-type: none"> <li>• Road schemes – the next round will be in Spring 2023 – suggestions for schemes were: possible rumble strips on Gut Hill.</li> </ul>	
550/11 /2022	<ul style="list-style-type: none"> <li>• Coronation Gardens – these are now the responsibility of Cornwall Council - they are looking for suggestions from the Beach Management Group (and therefore both Parish Councils) on how this area can be used and how it can link with the Making Space for Sand project. Note – Cllr Mould stated it will <u>not</u> be a Car Park. Cllr Mould suggested asking Jolyon Sharpe to come and talk to the Parish Council on the Making Space for Sand initiative if possible before the Parish Council puts forward any ideas/suggestions re Coronation Gardens. All agreed.</li> </ul>	
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552/11 /2022	<p>Standing Orders now applied. 2 Parishioners left the meeting.</p>	
553/11 /2022	<p><b>Council Minutes:</b> To <b>RECEIVE</b> and <b>APPROVE</b> the minutes of the meeting held on 11<sup>th</sup> October 2022. It was <b>RESOLVED</b> that the Minutes of the meeting held on the above date having been previously circulated, were approved by the Councillors as a true record of the business discussed. Proposed by Cllr H Mably, seconded by Cllr J Richards, all in favour.</p>	
554/11 /2022	<p><b>Matters Arising:</b> To be considered under relevant agenda items.</p>	
555/11 /2022	<p><b>Planning applications for consultation:</b> Application: <a href="#">PA22/08525</a> Proposal: Change of Use of extension to a separate residential unit to be known as 5A Sun Cove, Polzeath (approved under Application No. E1/2003/0899 dated 26th June 2003) Location: 5A Sun Cove Polzeath Wadebridge Cornwall PL27 6ST Cllr J Richards proposed objection, seconded by Cllr H Mably, on the grounds that the original planning for the extension included the condition that it must stay as one unit. All agreed.</p>	All planning application decisions notified to CC
556/11 /2022	<p><b>Pre-applications and Prior Notifications - for information only. To RECEIVE any Planning Pre-Applications/Prior Notifications that may arrive.</b> Application: <a href="#">PA22/01819/PREAPP</a> Proposal: Pre application advice for the remodelling of the existing dwelling. Location: The Beach House Polzeath Wadebridge Cornwall PL27 6SS</p>	
557/11 /2022	<p><b>Cornwall Council Planning Decisions Received:</b> To <b>NOTE</b> any Planning Decisions received from Cornwall Council. Application: Application: <a href="#">PA22/07397</a> Proposal: Prior Approval for Change of Use from agricultural building to dwelling (amended design to permitted conversion of single storey stone barn) Location: Barn North West Of Tredrizzick House Tredrizzick St Minver Wadebridge Cornwall PL27 6PB <b>Prior approval not required.</b></p>	
558/11 /2022	<p>Application: <a href="#">PA22/05972</a> Proposal: Retrospective application for the erection of metal frame store/workshop for caravan site owners. Location: Little Dinham Woodland Caravan Park Camel Road St Minver Wadebridge Cornwall PL27 6RH <b>Approved.</b></p>	

559/11 /2022	<p>Application: <a href="#">PA22/05434</a>          Proposal: Refurbishment and extension of existing farmhouse, and demolition and rebuilding of existing adjacent stone barn to create outbuilding for incidental use.          Location: Moyles Farm Access To Moyles Farm St Minver Wadebridge Cornwall PL27 6QT  <b>Approved.</b></p>	
560/11 /2022	<p><b>To CONSIDER the correspondence from Friends of Wadebridge Leisure Centre and their REQUEST for funding assistance.</b> Confirmed that the Parish Council can precept for leisure outside of their precept area (Local Council 1976 (Miscellaneous Provisions) Act s19. To <b>RESOLVE</b> on any action. It was agreed that this item would be considered when considering the budget and precept.</p>	<p>Considered under Budget and Precept item</p>
561/11 /2022	<p>To <b>CONSIDER</b> providing a seat at the Trenant Bus Stop. To <b>RESOLVE</b> on any action.          It was proposed by Cllr V Darnell and seconded by Cllr J Richards not to take this further at this time. All in favour.</p>	<p>Clerk to reply re this issue.</p>
562/11 /2022	<p>To <b>DISCUSS</b> the request for Grant Funding from Jane Evans for funding of Christmas lights and trees for Polzeath and <b>RESOLVE</b> on funding and payments accordingly.          Cllr V Darnell proposed an amount of £300 under s137. Cllr H Mably seconded. All in favour.</p>	<p>Forward chq to PARA</p>
563/11 /2022	<p>To <b>DISCUSS</b> the request for Grant Funding from St Minver group for funding of Christmas lights and trees for St Minver and <b>RESOLVE</b> on the amount of funding and payment accordingly.          Cllr V Darnell proposed an amount of £300 under s137. Cllr H Mably seconded. All in favour.</p>	<p>Forward chq to St Minver group</p>
564/11 /2022	<p><b>Consultation</b> on Landscape Character Assessment.          Cllr D Hutley will look into whether to complete this consultation.</p>	<p>D Hutley to action.</p>
565/11 /2022	<p>To <b>CONSIDER</b> the information on the Shared Prosperity Fund and <b>RESOLVE</b> on any action. See the links: <a href="#">About - Shared Prosperity Fund (ciosgoodgrowth.com)</a> and also: <a href="#">Council approves £132m plan to boost business, communities and skills - Cornwall Council</a>          Cllr D Jones had looked into this. This funding seems not to be aimed at Parish Councils, but Parish Councils could signpost other organisations with projects towards this funding. There will be opportunities next year as well to apply for the funding.</p>	
566/11 /2022	<p>It was suggested that we could put in an EOI for the toilets. The Chair suggested all Councillors have a think about possible projects and report back next time.          Cllr C Mould left the meeting.</p>	<p>Clerk to draft an EOI. Cllrs to look into other projects that could benefit</p>
567/11 /2022	<p>It was proposed and agreed to bring forward item 18 on the agenda due to interest in this item by members of the public.</p> <p><b>Reports from outside bodies:</b>  <b>a. Beach Management Committee.</b>          To receive any updates, to <b>CONSIDER</b> any new information that may be available.          Cllr R Whitehead provided an update on the last Beach Management Committee meeting.</p>	
569/11 /2022	<ul style="list-style-type: none"> <li>The police will be more involved with the management of the beach – they will provide cameras and lighting.</li> </ul>	

570/11 /2022	<ul style="list-style-type: none"> <li>• Cllr A Medland had taken minutes at the meeting, and these will be circulated shortly.</li> </ul>	
571/11 /2022	<ul style="list-style-type: none"> <li>• The Committee wants the Parish Council's opinions/suggestions on what Coronation Gardens can be used for over the next 2-3 years now that Cornwall Council have taken back responsibility for it. Cllrs to send suggestions to Cllr R Whitehead. Suggestions so far-mainly for pitches.</li> </ul>	Cllr to forward their suggestions to Cllr R Whitehead before 1 <sup>st</sup> December.
572/11 /2022	<ul style="list-style-type: none"> <li>• It has been suggested that the Parish Council should invite Jolyon Sharpe to speak at the next meeting in December on the Making Space for Sand initiative, as this could help the Councillors in formulating sustainable suggestions for Coronation Gardens.</li> </ul>	Done. attending in Jan.
573/11 /2022	<p><u>Flagpole</u> – to <b>RECEIVE</b> any updates and <b>RESOLVE</b> on any actions</p> <ul style="list-style-type: none"> <li>• No further details Cllrs J Richards and R Whitehead will provide information at the December meeting</li> </ul>	Cllrs J Richard and R Whitehead.
	<b><u>b. New Polzeath Public Toilets.</u></b>	
574/11 /2022	<ul style="list-style-type: none"> <li>• The Parish Council have signed the relevant documentation to take on the toilets from Cornwall Council and are waiting for Cornwall Council to complete the signing process.</li> </ul>	
575/11 /2022	<ul style="list-style-type: none"> <li>• Sustainable Prosperity Fund - may be able to provide funding re any possible updating/refurbishing of the toilet block. Councillors to report back at the December meeting with suggestions.</li> </ul>	All Councillors
	<b><u>c. Highways and Footpaths.</u></b>	
	To <b>REPORT</b> any problems requiring attention.	
576/11 /2022	<ul style="list-style-type: none"> <li>• There are problems again at the bottom of Trevanger Hill</li> <li>• The public footpath sign has fallen down.</li> </ul>	Clerk to report to highways
577/11 /2022	<ul style="list-style-type: none"> <li>• Advertising signage – there has been a proliferation of signage throughout the parish. It was proposed by Cllr V Darnell and seconded by Cllr D Jones to report this to enforcement. All agreed.</li> </ul>	Clerk to contact enforcement
578/11 /2022	<ul style="list-style-type: none"> <li>• <b>Tinners Way in New Polzeath.</b> Highways were notified and have reported back as follow: Currently Tinners Way isn't included within the restricted parking zone. To include it would require a new TRO &amp; residents would lose their on-street parking. Double yellow lines not suitable. To include this area in a restricted zone (if all residents had off street parking) needs a TRO. The Community Network is already processing a TRO so unlikely to be another funded one for the next 3-4 years. Cost is approx £10k. Another option could be an overnight restriction – but this also needs funding. There is at present no funding available for this project.</li> </ul>	Clerk to reply to highways and parishioner.
	<b>To CONSIDER the draft plans for the Windmill Road Scheme EDG2117_SN11 in view of the additional information received from residents of Windmill Road.</b>	
579/11 /2022	<ul style="list-style-type: none"> <li>• It was agreed that the draft plans for the Highways scheme for Windmill Road, based on past history of the area, should follow the suggested speed limit of 30mph and should include the junction as per Mr Tony Jeals updated plan. Mr Jeal and the residents attending gave permission for this information to be used by the Parish Council</li> </ul>	Clerk to notify highways of support for parishioners revised scheme.
580/11 /2022	<ul style="list-style-type: none"> <li>• Cllr J Richards proposed and Cllr C Jenrick seconded to support the residents and request that Highways use Mr Jeals suggested amendments to the scheme. All in favour. 3 Parishioners left the meeting.</li> </ul>	
	<b><u>d. Affordable Housing Working Party</u></b>	
581/11 /2022	<ul style="list-style-type: none"> <li>• The first meeting of this group will take place on Wednesday 23<sup>rd</sup> November 2022 at 7pm in the Perceval Hall.</li> </ul>	
582/11 /2022	<ul style="list-style-type: none"> <li>• Terms of reference have been provided. Cllr H Mably proposed to accept and adopt the terms of reference, seconded by Cllr N Mably all agreed.</li> </ul>	

**e. Any other reports** from outside bodies as required.

- The next Cemetery Committee meeting will be on Thursday 17th November 2022.
- It was proposed that 4 lumps of granite may be more suitable than 4 planters to prevent overnight parking by camper vans in the layby. Cllr D Meagor will put this to the Cemetery Committee at the meeting on the 17<sup>th</sup> of Nov.

Cllr D Meagor will attend.

**Budget 2023/2024**

To **DISCUSS** and **RESOLVE** on proposed budget for next year (staffing element to be discussed separately by staffing committee):  
The first draft of the budget was used as a starting point and the following amendments were made:

1. The quote from A1 had been received. The new amount of £3220 plus vat was included. It was proposed by Cllr V Darnell and seconded by Cllr R Whitehead to accept the quote. All in favour.
2. The amount included for other costs re the toilets was rounded up to £2k and it was agreed that a contingency of around £3365 should be included.
3. It was proposed by Cllr J Richards and seconded by Cllr H Mably that Wadebridge Leisure centre be notified that this year we have other priorities for the precept but request that they keep us up to date with their progress. All in favour.
4. Revised budget to be sent out to Councillors to check so that Precept and Budget for 23/24 can be finalised at the December meeting.

Clerk to notify A1

Clerk to notify leisure centre

Clerk to action.

**Finance Report: 8<sup>th</sup> November 2022.**

It was **RESOLVED** to authorise the payment of accounts outstanding to the sum of £1718.49. Proposed by Cllr R Whitehead seconded by Cllr J Richards, all in favour. Payments were as follows:

Payee	Gross £	Vat £	Net £	Description	Chq/Bacs
J Wilson	40.37	-	40.37	Clerk's Expenses	Chq 099
J Wilson	565.21	-	565.21	Clerk's Salary	Chq 099
Pension Fund	164.28	-	164.28	Cornwall Pension Fund	Chq 100
HMRC	11.20	-	11.20	PAYE	Chq 101
Macmillans Solicitors	247.68	-	247.68	Professional fees	Chq 102
PARA	300.00	-	300.00	s137 Christmas lights	Chq 103
St Minver Christmas Lights fund	300.00	-	300.00	s137 Christmas lights	Chq 105
					Chq104 is void
<b>Sub total</b>	1628.74	-	1628.74		
SeaDog IT	29.95	-	29.95	Website support	stripe
Google	59.80	-	59.80	Hosting/Emails/Workspace	D/D
<b>Sub total</b>	89.75	-	89.75		
<b>TOTAL</b>	<b>1718.49</b>	-	<b>1718.49</b>		

The following reports were provided:  
Oct/Nov expenditure for 2022; Actual to Budget to Nov 8<sup>th</sup> 2022; Income Report; Bank reconciliation to Oct 31<sup>st</sup> 2022, revised October payments list to include the payment of £942.72 chq 00098 to Macmillan's Solicitors.

The Chair raised the issue of the amount of funds currently in the account. It was agreed that the clerk would look into setting up a second account at a different bank in order to safeguard funds.

Clerk to action.

**Correspondence received from 11<sup>th</sup> October to 6<sup>th</sup> November 2022 - for your information. For the meeting to be held on Tuesday 8<sup>th</sup> November 2022:**

- 10/10/22 Amanda Pennington Wadebridge Sports and Leisure Centre
- 10/10/22 Helen Fincham Meet the Leader 7<sup>th</sup> November
- 11/10/22 Helen Fincham Wellness Hub and October activities
- 12/10/22 RSN Rural Bulletin 11/10/22
- 12/10/22 Karen Reid Landscape Character Assmt Consultation
- 15/10/22 Helen Fincham Community Network Review/Ext meeting
- 15/10/22 Planning System Support Weekly Decision List 5-12 Oct
- 15/10/22 CIL Enquiries CIL Neighbourhood Parish Payments
- 15/10/22 Rebecca Whittaker Weekly List
- 15/10/22 Sue Cooper Reminder re conference 22/10 (free event)
- 17/10/22 NALC NALC Events
- 17/10/22 Sally Sanders Highways Schemes update
- 19/10/22 RSN Rural Bulletin 18/10/22
- 19/10/22 Neighbourhood planning Housing needs reports.
- 20/10/22 Sally Sanders School Appeals Panels.
- 20/10/22 Planning System support Weekly decision list 12-19 Oct.
- 20/10/22 Sally Sanders Community Flood Forum
- 20/10/22 Kathryn Paice Weekly List 19/10/22
- 20/10/22 Helen Fincham No walk – upcoming activities.
- 20/10/22 me Getting a seat for Trenant Bus Stop
- 24/10/22 Planning Syst Support Public access unavailability
- 24/10/22 Carolyn Cadman Action and info Stanned Lake.
- 24/10/22 Helen Fincham Good Growth website.
- 27/10/22 Gillian Thompson Pre-app incl social housing
- 27/10/22 Kathryn Paice Weekly list for w/e 26/10/22
- 27/10/22 Helen Fincham Upcoming social prescribing activities
- 27/10/22 Planning System Support Weekly decision list 19/10/22
- 28/10/22 Positive Planning Planning news
- 28/10/22 me Minutes and action list
- 03/11/22 Rachel Dark Reminder re public access unavailability
- 03/11/22 Alice Cunliffe Weekly list 02/11/22
- 03/11/22 Helen Fincham Community Gateway is live.
- 03/11/22 Helen Fincham Meet the leader event
- 03/11/22 Helen Fincham Upcoming social prescribing activities
- 03/11/22 Tony Jeal EDG2117 SN11 Windmill Road
- 03/11/22 NALC White ribbon day

**Planning Consultations:**

- 10/10/22 Cornwall Council Planning ref PA22/0852
- 12/10/22 Cornwall Council Planning ref PA21/08632 Planning protocol
- 12/10/22 Cornwall Council Planning ref PA22/07760 Stop order
- 20/10/22 Cornwall Council Planning ref PA22/07760 - information
- 21/10/22 Cornwall Council Planning ref PA22/07760 – more information
- 20/10/22 Cornwall Council Planning ref PA22/07760 – planning protocol
- 24/10/22 Cornwall Council Planning ref PA22/07760 - photograph
- 27/10/22 Cornwall Council Planning ref PA22/07760 – response to planning protocol

Various other correspondence dealt with during the month:

- Paperwork re freehold acquisition of New Polzeath Toilets
- Planning enforcement re PA22/07760
- Quote requested re footpaths, verges and grass cutting.

**Facebook and website postings:**

To consider what information should be posted onto the website and Facebook for this month.

595/11  
/2022

**Matters of Public Interest/Date of next meeting:**

Tuesday 13<sup>th</sup> December 2022 in the Perceval Institute.

596/11  
/2022

Ongoing.

597/11 /2022	Cllr H Mably proposed, and Cllr R Whitehead seconded to go into closed session. All agreed and all members of the public had left the meeting.	
598/11 /2022	<p><b>Public Bodies (Admission to Meetings) Act 1960</b></p> <p>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 any items.</p>	
599/11 /2022	1. Chair has the information on clerk’s salary/contract review and will forward it to the personnel committee to consider at their meeting.	Cllr D Hutley & committee  Cllr H Mably to attend
600/11 /2022	2. It is Remembrance Sunday this Sunday 13 <sup>th</sup> November. Cllr H Mably agreed to attend and lay the wreath.	
601/11 /2022	There being no further business, the meeting closed at 21:25hrs.	