

ST MINVER HIGHLANDS PARISH COUNCIL

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Council Meeting – 14th March 2023

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

Ref	Action
092/03 /2023	Persons Present: Cllr D Hutley, Chair, Cllr. V. Darnell, Vice-Chair, Cllr. D. Jones, Cllr. H. Mably, Cllr. M. Parnell, Cllr. C. Jenrick, Cllr. J. Richards, Cllr. R. Whitehead, County Cllr C. Mould.
093/03 /2023	Apologies: Cllr. D. Meagor, Cllr. N. Mably.
094/03 /2023	In attendance: Three members of the public. J Wilson, Clerk, & minute taker.
095/03 /2023	Declarations of Interest / Dispensations applied for from Members: None.
096/03 /2023	Public Participation: Sue Hollands spoke regarding her request for funding for a street party in Harwood Close in St Minver Village on Sunday 7 th May to celebrate the Coronation of King Charles III. This would be aimed more at the older residents in the village. Something similar had been held to celebrate the Queen's Jubilee and had been well attended with around 40 residents attending.
097/03 /2023	Cllr D Jones spoke on behalf of Jo Jones regarding the Community Party to be held on 8 th May at the Cricket Club in St Minver to celebrate the King's Coronation. This event would be aimed more at families with children and would be open to residents from the whole Parish.
098/03 /2023	The Chair suggested bringing forward item 12 on the agenda – proposed by Cllr H Mably, seconded by Cllr C Jenrick, and all agreed.
099/03 /2023	Standing Orders applied.
100/03 /2023	To CONSIDER the requests for funding for any Coronation events within the parish and RESOLVE on payment. The Councillors requested that the two parishioners could look at working together on the events so one amount of funding could perhaps cover both events. The Councillors requested the parishioners come back to the April meeting when the Councillors would then consider the funding requests again.
101/03 /2023	Return to Public session.
102/03 /2023	George Stoy came to talk about the Polzeath Surf Club, which offers Community Surf Clubs that cater for different groups within the community eg Ladies Surf Club, Gents Surfing, surfing for 14-19 year olds, and they are trying to build cross generational links for sustainable communities.

103/03 /2023	<p>Chloe Pitt spoke in support of Planning Application PA23/01515 and provided details on the roof height and the single storey extension.</p> <p>The Chair thanked everyone for attending and for their comments and then invited the County Cllr to give her report for this month.</p>	<p>CC notified of Parish Council's comments re planning applications</p>
104/03 /2023	<p>Cornwall Councillor's report: Cllr C Mould reported on the following issues:</p> <ul style="list-style-type: none"> • Beach parking at Surfside – this is private land with vehicle allowances. • Pop ups – Cllr Mould should have more information on this by the April meeting. New Polzeath pop up – Cllr Mould will contact Kay Roberts at Cornwall Council for clarification on what is happening with the tenders for New Polzeath car park. • Discussion on the consultation for the Devolution Deal and the Mayor. More information should be available at the April meeting. • New Polzeath toilets. The Chair asked Cllr Mould to chase up the £30k due for dilapidations. 	
105/03 /2023	<p>Standing Orders now applied.</p>	
106/03 /2023	<p>Council Minutes: To RECEIVE and APPROVE the minutes of the meeting held on 14th February 2023.</p> <p>It was RESOLVED 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 V Darnell, seconded by Cllr H Mably, all in favour. Signed by the Chair.</p>	
107/03 /2023	<p>Matters Arising: None. Mrs S Hollands left the meeting.</p>	
108/03 /2023	<p>Planning applications for consultation: Application: PA23/01515 Proposal: First floor extension and alterations to existing dwelling. Location: Osprey Tinnars Drive New Polzeath Wadebridge Cornwall PL27 6UD. Cllr J Richards proposed support, Cllr V Darnell seconded, all in favour. Ms C Pitt left the meeting.</p>	
109/03 /2023	<p>Application: PA23/01141 Proposal: Proposed extension and alterations including re-location of vehicle entrance and driveway. Location: Coppers Corner Pityme Old School Road St Minver Wadebridge Cornwall PL27 6PF. Cllr M Parnell proposed support, Cllr R Whitehead seconded, all in favour.</p>	
110/03 /2023	<p>Application: PA23/00771 Proposal: Demolition of existing double garage and storage building and the construction of new one bedroomed annex, integrated single garage and Games room. Location: Epp Haven House Epp Haven St Minver Wadebridge Cornwall PL27 6RB. Cllr J Richards proposed objection, seconded by Cllr H Mably, one abstention, majority agreed to object, on the following grounds: The Parish Council objects as the Councillors believe this is not an annex as it is not attached to the building, and it is creating another separate dwelling.</p>	
111/03 /2023	<p>Pre-applications and Prior Notifications - for information only. To RECEIVE any Planning Pre-Applications/Prior Notifications that may arrive. None.</p>	

112/03 /2023	<p>Cornwall Council Planning Decisions Received: To NOTE any Planning Decisions received from Cornwall Council. Application: PA22/01538/PREAPP Proposal: Pre-application advice for the construction of two dwellings in lieu of Class Q approval. Location: Land South Of Sunset House St Minver Wadebridge Cornwall Closed advice given.</p>
113/03 /2023	<p>Application: PA23/00280 Proposal: Demolish the existing conservatory and replace with a single storey extension that connects with the cottage. Location: Park Cottage 4 Trevanger Cottages Quakers Road St Minver Wadebridge Cornwall PL27 6QS. Approved</p>
114/03 /2023	<p>Application: PA23/00058 Proposal: Variation of Condition 2 (approved plans) of Application No. PA22/04717 dated 20th July 2022 (Proposed demolition of the existing bungalow and construction of new replacement dwelling). Location: Dolphins Cliff Lane New Polzeath Wadebridge Cornwall PL27 6UE. Approved</p>
115/03 /2023	<p>Application: PA22/10985 Proposal: Prior Approval for the change of use of an agricultural building to a dwellinghouse (Class C3). Location: The Coach House And Stable The Green Tredrizzick St Minver Wadebridge Cornwall PL27 6QB. Prior approval not req'd (AF/TEL/DEM)</p>
116/03 /2023	<p>Application: PA22/10788 Proposal: Demolition of existing conservatory and garages, followed by proposed extensions and internal alterations. Location: Treverden Cliff Lane New Polzeath Wadebridge Cornwall PL27 6UE Approved</p>
117/03 /2023	<p>Application: PA22/08525 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. Approved</p>
118/03 /2023	<p>Application: PA22/07760 Proposal: Variation of Condition 2 (approved plans) to Application No. PA21/03804 dated 4th November 2021 (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 PL27 6QJ. Approved</p>
119/03 /2023	<p>Application: PA22/03528 Proposal: Construction of a new double garage with attached workshop & store Location: The Farmhouse Roserrow Farmhouse Lane St Minver Wadebridge Cornwall PL27 6QT Approved</p>
120/03 /2023	<p>To CONSIDER and AGREE the date for the Annual Parish Meeting (must be between 1st March and 1st June) It was agreed that the Annual Parish meeting will be held on 9th May at 7pm immediately before the AGM and monthly May Parish Council meeting.</p>

121/03
/2023

To **CONSIDER** the information received regarding parking on Polzeath Beach (and not in the beach car park) and **RESOLVE** on any action. It was noted that the area mentioned is private land with vehicle allowance for this area of private land on the beach. The Parish Council agreed that they would monitor the situation and revisit at the May meeting.

Parishioner who raised this issue has been notified of this decision.

122/03
/2023

To **CONSIDER** and **AGREE** the Chair's Honorarium. The Chairman left the meeting, and the Vice Chair led the meeting whilst this item was discussed. It was agreed to award an amount of £250 in consideration of the additional work undertaken each month by the Chairman. Proposed by Cllr J Richards, seconded by Cllr C Jenrick, all in favour. The Chairman returned to the meeting.

123/03
/2023

Finance Report: 14th March 2023.

It was **RESOLVED** to authorise the payment of accounts outstanding to the sum of £1397.89. Proposed by Cllr C Jenrick, seconded by Cllr H Mably, all in favour. Payments were as follows:

Chqs sent.

Payee	Gross £	Vat £	Net £	Description	Chq/ Bacs
J Wilson	41.95	-	41.95	Clerk's Expenses	Chq 122
J Wilson	734.07	-	734.07	Clerk's Salary	Chq 122
Pension Fund	218.33	-	218.33	Cornwall Pension Fund	Chq 123
HMRC	63.79	-	63.79	PAYE and NI	Chq 124
D Hutley	250.00	-	250.00	Chair's Honorarium	Chq 127
		-			
Sub total	1308.14	0.00	1308.14		
SeaDog IT	29.95	-	29.95	Website support	stripe
Google	59.80	-	59.80	Hosting/Emails/ Workspace	D/D
Sub total	89.75	-	89.75		
TOTAL	1397.89	0.00	1397.89		

124/03
/2023

The following reports were provided: Feb/Mar expenditure for 2022/23; Actual to Budget to Mar 14th 2023; Income Report; Bank reconciliation to Feb 28th 2023.

125/03
/2023

It was proposed by Cllr V Darnell, seconded by Cllr J Richards, with all in favour to agree the Earmarked Reserves, based on expected receipts for 2022/23, as below:

Earmarked Reserves	£
Beach Ranger	6,000
Public Toilets – New Polzeath	66,000
Highways and Footpaths	10,000
CIL Projects	10,406
Marketing	1,000
CEO	5,000
Future Projects	30,000
Total	128,406

126/03
/2023

Correspondence received from 14th February to 14th March 2023 - for your information. For the meeting to be held on Tuesday 14th March 2023:

- 13/02/23 Rowena Brebner Agenda for planning meeting 20th Feb
- 13/02/23 Calc enquiries s137 22/23 limit
- 13/02/23 Calc Enquiries Invitation -Community Housing event 19/4
- 13/02/23 Isabelle Risner Invite to safeguarding event.
- 13/02/23 NALC Chief execs bulletin
- 13/02/23 Positive planning Council planning Climate emergency DPD

• 14/02/23	J Tatum	Affordable housing letter
• 15/02/23	RSN	Rural Bulletin
• 15/02/23	CALC	Invite to Pennon let's talk water event
• 17/02/23	CALC	Reminder – CALC AGM 21/2
• 24/02/23	Alice Cunliffe	Weekly list
• 24/02/23	Planning System Support	Weekly decision list.
• 24/02/23	CIOS Good growth fund	Good growth newsletter
• 24/02/23	Positive planning	Govt consultation on planning – CC Response
• 24/02/23	Jane Ripley	Weekly list
• 24/02/23	Kevin Isaaks	Speed awareness wheelie bin stickers
• 24/02/23	RSN	Rural Bulletin 21/2
• 24/02/23	Sally Sanders	Community Network meeting 09/03
• 24/02/23	RSN	Rural cost of living survey
• 24/02/23	NALC	Newsletter
• 24/02/23	CALC	Info request – local housing schemes
• 24/02/23	Ocean Housing	Newsletter
• 27/02/23	E Allcorn	Draft Action notes W&P CNM 12/01/23
• 27/02/23	Training CALC	Training - planning enforcement
• 01/03/23	RSN	Rural Bulletin 28/02
• 01/03/23	Wadebridge&Padstow CN	Virtual meeting cancelled.
• 01/03/23	me	Affordable housing meeting minutes
• 01/03/23	CALC	Civility and respect newsletter
• 01/03/23	Helen Fincham	Social prescribing activities.
• 01/03/23	Affordable Housing (CC)	New affordable housing team newsletter
• 02/03/23	Rachel Dark	weekly decision list
• 03/03/23	Claire Green	Surfside Polzeath – important.
• 03/03/23	NALC	Newsletter
• 03/03/23	RSN	Rural Funding Digest
• 06/03/23	me	Updated affordable housing minutes.
• 02/03/23	Imogen Day	Housing needs survey quote
• 06/03/23	Kay Roberts	Pop up sites New Polzeath car park
• 06/03/23	Sally Sanders	Agenda W&P CNP meeting 9/3 TC offices.
• 06/03/23	Parishioner	Parking on beach
• 06/03/23	me	Rough costing re affordable housing survey.
• 08/03/23	Claire Green	Licensing Act2003 Surfside Notice Of Hearing
• 08/03/23	Gemma	Surfside license proposal
• 14/03/23	A Williams	PA23/00615 Marford re traffic plan.
• 08/03/23	JohnPaul Robertson	Proposed upgrade of base station site
	Trenant Stebbing	
• 08/03/23	Helen Fincham	Time2move
• 08/03/23	NALC	NALC Events
• 08/03/23	RSN	Rural Bulletin
• 09/03/23	me	Agenda and minutes
• 14/03/23	Rowena Brebner	Minutes: planning committee meeting 20/2

Planning Consultations received from 14th February to 14th March 2023
- for your information. For the meeting to be held on Tuesday 14th

March 2023:

- 15/02/23 Cornwall Council Planning Consultation ref PA23/01141
- 24/02/23 Cornwall Council Planning Consultation ref PA23/00771
- 06/03/23 Cornwall Council Planning Consultation ref PA23/01515
- 14/03/23 Cornwall Council Planning Consultation ref PA23/01735

Various other correspondence dealt with during the month:

- Planning meeting re PA22/07760
- Affordable Housing Needs Survey/Gilbert and Goode
- Surfside license application and meetings
- Pension/year end
- Coronation Celebrations
- The Bench at Trenant
- Windmill road scheme – speed data

	<ul style="list-style-type: none"> Affordable Housing – info for costings for the survey Grit box Licensing Tiny TJ’s – it was agreed to request further information New Polzeath toilets 	Tiny TJs -Info rec'd - fwded to all cllrs
127/03/2023	<p>Reports from outside bodies:</p> <p><u>a. Beach Management Committee.</u></p> <p>To receive any updates, and to CONSIDER any new information that may be available.</p> <ul style="list-style-type: none"> Updates received from Beach Ranger – to send to all Councillors. <u>Flagpole</u> – flagpole has been received and will be erected shortly. Cllr R Whitehead agreed to contact the Beach Ranger regarding the Blue Flag. 	Email fwded to all cllrs
128/03/2023	<p><u>b. New Polzeath Public Toilets.</u></p> <ul style="list-style-type: none"> To REPORT any updates on keys, cleaning and the £30k due from Cornwall Council and RESOLVE on any action. Continuing to chase all the above. 	Keys and cleaning invoice rec'd. Cllr Hutley arranging to speak with cleaning contractor.
129/03/2023	<ul style="list-style-type: none"> To REPORT on any other issues regarding the toilets and RESOLVE on any action. <p>Tidying up the site – Clerk to ask A1 to cut back this area and power wash round the back of the toilets.</p> <p>Cllr R Whitehead agreed to find out about the metal doors.</p> <p>Contact SWW to change account to be in name of Parish Council.</p> <p>Mr G Stoy left the meeting.</p>	A1 Contacted. SWW contacted
130/03/2023	<p><u>c. Highways and Footpaths.</u></p> <p>To REPORT any problems requiring attention.</p> <ul style="list-style-type: none"> To RECEIVE any updates, to REPORT any problems requiring attention and RESOLVE on any action. <p>Report issues at the following:</p> <ul style="list-style-type: none"> Quakers Road Wadebridge side of Trewornan Bridge. 	
131/03/2023	<ul style="list-style-type: none"> No news yet on the request for rumble strips for Gutt Hill. Clerk to contact Oliver Jones at Highways. 	Emailed Oliver for an update.
132/03/2023	<ul style="list-style-type: none"> Marford – planning officers reply stated that she will add a construction traffic management plan onto the approval. Speed Data for Windmill Road. The speed visors are in place so data will be available shortly. 	Emailed Sara for an update.
133/03/2023	<ul style="list-style-type: none"> Fore Dore Nursing Home in Trebetherick– complaints received. Clerk to contact Lowlands to see if there is any information on the development. 	Clerk unavailable, will contact Cllr Gisbourne instead.
134/03/2023	<p><u>d. Affordable Housing Working Party</u></p> <ul style="list-style-type: none"> The meeting was held on 22nd February and there was a good attendance. Several people had parcels of land that they could offer for use as sites for affordable housing in the parish. It was agreed to try and put them in contact with Gilbert and Goode who also attended the meeting and held a site meeting at their site on Menefreda Way beforehand for the Councillors. 	Further meeting held with CC Housing Team re the survey, emailed members re the questions and will arrange further meetings.
135/03/2023	<ul style="list-style-type: none"> The working party have agreed that a Housing Needs Survey is required to give an indication of how many and what sort of housing is needed. The cost for this is likely to be between £1500 and £2000. The Parish Council agreed to support this. Cllr Darnell proposed and Cllr C Jenrick seconded to allocate £1000 to this (Lowland s have allocated the same) All agreed. 	
136/03/2023	<p><u>e. Cemetery Committee Meeting</u></p> <ul style="list-style-type: none"> Date of next Cemetery Committee meeting – 25th April 2023, venue still tbc. 	
137/03/2023	<p><u>f. Any other reports</u> from outside bodies as required.</p> <ul style="list-style-type: none"> None 	

138/03 /2023	Facebook and website postings: Usual items to be posted: planning, news from meetings etc.	Updates ongoing
139/03 /2023	Matters of Public Interest/Date of next meeting: Tuesday 11 th April 2023, 7pm in the Perceval Institute. Affordable Housing meeting 24 th May 2023, 7pm in the Perceval Institute.	
140/03 /2023	Cllr R Whitehead proposed, and Cllr M Parnell seconded to go into closed session. All agreed and all members of the public left the meeting.	
141/03 /2023	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 any items.	
142/03 /2023	It was agreed that at least one Councillor should attend any future planning committee meetings when planning applications from St Minver Highlands Parish Council are being decided by the planning committee.	
143/03 /2023	Surfside Licence Hearing: Cllr D Jones agreed to attend.	
144/03 /2023	There being no further business, the meeting closed at 9.15pm.	

Signed:.....

Date: 11/04/2023