

# ST MINVER HIGHLANDS PARISH COUNCIL

Parish Clerk: J. Wilson  
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 St Merryn,  
 Padstow.  
 PL28 8TQ  
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## Council Meeting – 9<sup>th</sup> May 2023

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

Ref		Action
191/05 /2023	<p><b>AGM</b>  <b>Election of Chair</b>  <b>ELECTED</b> Cllr J Richards as the Chair of the Council.                      Proposed Cllr H Mably, seconded Cllr M Parnell. Unanimous.</p>	Acceptance of office signed.
192/05 /2023	<p><b>Election of Vice Chair</b>  <b>ELECTED</b> Cllr D Hutley as the Vice Chair of the Council.                      Proposed Cllr N Mably, seconded Cllr D Meagor. Unanimous.</p>	Acceptance of office signed.
193/05 /2023	<p><b>Appointment of members as representatives on outside bodies</b>                      Cllr N Mably proposed and Cllr H Mably seconded that this will be done in closed session at the end of the meeting. All agreed.</p>	
	<p><b>Monthly Meeting</b></p> <p>It was noted that Mr Harvey Lander, a longstanding and well-respected member of the community passed away recently. The Parish Council sends its heartfelt condolences to the family at this sad time.</p>	
194/05 /2023	<p><b>Persons Present:</b> Cllr. J. Richards, Chair, Cllr D Hutley, Vice-Chair, Cllr. H. Mably, Cllr. D. Meagor, Cllr. N. Mably, Cllr. R. Whitehead, Cllr. D. Jones, Cllr. V. Darnell, Cllr. M. Parnell.</p>	
195/05 /2023	<p><b>Apologies:</b>, Cllr. C. Jenrick, County Cllr C. Mould.</p>	
196/05 /2023	<p><b>In attendance:</b> Andy Stewart (Beach Ranger). Three members of the public. J Wilson, Clerk, &amp; minute taker.</p>	
197/05 /2023	<p><b>Declarations of Interest / Dispensations applied for from Members:</b>                      None</p>	
198/05 /2023	<p><b>SPEAKER: Andy Stewart, Beach Ranger</b>                      Andy Stewart, in his capacity as Polzeath Beach Ranger gave a brief presentation on the benefits of installing CCTV in Polzeath. St Minver Lowlands PC have covered the cost of the main part of the system. Andy Stewart is requesting an amount of £500 from Highlands PC to cover an additional single fixed camera to look at the shopping arcade. Statement of need and risk assessment completed. Andy will be the data controller, covered by GDPR. Discussion followed. It was suggested that the Beach Management Group should have first agreed this as a group decision; going forward both parishes will be involved in the decisions before funding is requested.</p>	

199/05 /2023	Cllr V Darnell proposed support for donating the £500 for the camera, seconded by Cllr D Meagor. Five councillors in favour, three against (Cllrs M Parnell, H Mably, D Hutley) Carried. Cllr D Jones requested a statement about the CCTV from Andy so we can include it on the Highlands website. Andy Stewart then left the meeting.	Bacs payment sent
200/05 /2023		
201/05 /2023	<b>Public Participation:</b> Bobby Arnell spoke about the trench that has been dug across Parish Council land at Tredrizzick Green. Western Power and South West Water utilities have pipes/cables in the trench, which was ordered by National Grid. Checks for registration of the land were carried out by them and the land registry formal records currently indicate the Green is unregistered with no legally recorded owner. Therefore National Grid went ahead with the works. Although unregistered, this land is owned by the Parish Council and permission hadn't been given for the trench to be dug. Cllr Hutley had been to look at the works and reported back on this to the Council. Cllr M Parnell suggested that the Parish Council should look into getting compensation, seconded by Cllr H Mably. It was agreed to contact the Parish Council solicitors for advice. Bobby Arnell left the meeting.	Cllr Hutley has some maps/ documentation re the site.  Minutes revised before being approved, to include note that the Green is unregistered
202/05 /2023		Solicitors engaged and their advice sought. But as not registered Council agreed it is not appropriate to look in to compensation.
203/05 /2023	Mr and Mrs Le Marchand wished to raise a complaint about the Rum Bar and the live music acts that take place in this venue. It had been agreed that live music outside would stop after 10pm but this doesn't seem to be happening. It is just the Rum Bar that is causing issues.	
204/05 /2023	Cllr D Hutley suggested the Parish Council write to Claire Green the licencing officer, to ask her to review the times and noise levels at the Rum Bar (not Surfside) due to complaints about the outside music. Seconded by Cllr D Meagor. All agreed. The Le Marchands left the meeting.	Clerk to contact licencing
205/05 /2023	Standing Orders applied.	
206/05 /203	<b>Cornwall Councillor's report:</b> No report available this month.	
207/05 /2023	<b>Council Minutes:</b> To <b>RECEIVE</b> and <b>APPROVE</b> the minutes of the meeting held on 11 <sup>th</sup> April 2023. 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 R Whitehead, seconded by Cllr N Mably, all in favour. Signed by the Chair.	
208/05 /2023	<b>Matters Arising:</b> None.	
209/05 /2023	<b>Planning applications for consultation:</b> Application: <a href="#">PA23/02906</a> Proposal: Single storey extension to existing residential property. Location: Endelienta Gulland Road New Polzeath PL27 6UG Cllr R Whitehead proposed support, Cllr D Meagor seconded, All in favour.	CC notified of Parish Council's comments re planning applications
210/05 /2023	<b>Pre-applications and Prior Notifications - for information only. To RECEIVE any Planning Pre-Applications/Prior Notifications that may arrive.</b> None	
211/05 /2023	<b>Cornwall Council Planning Decisions Received:</b> To <b>NOTE</b> any Planning Decisions received from Cornwall Council. Application <a href="#">PA23/01515</a> Proposal: First floor extension and alterations to existing dwelling Location: Osprey Tinnens Drive New Polzeath Wadebridge Cornwall PL27 6UD <b>Approved</b>	

212/05 /2023	<p>Application <a href="#">PA23/01141</a>          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.  <b>Approved</b></p>																																																																									
213/05 /2023	<p>Application PA23/02207          Proposal The conversion of barn to a dwelling and formation of new access, with an enlarged extension and curtilage to that previously approved under PA18/10681:          Location: Land North Of Trevine Farm Chapel Amble Wadebridge PL27 6ES  <b>Withdrawn</b></p>																																																																									
214/05 /2023	<p>Application <a href="#">PA23/00771</a>          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 PL27 6RB  <b>Withdrawn.</b></p>																																																																									
215/05 /2023	<p><b>To CONSIDER</b> the Tredrizzick Green build and excavations and <b>RESOLVE</b> on any actions. Already covered – see above.</p>																																																																									
216/05 /2023	<p><b>To RECEIVE</b> an update on the Coronation celebrations held at the Cricket Club in St Minver on 8<sup>th</sup> May and <b>RESOLVE</b> on payment of donation as agreed at the April meeting. An amount of £235 was raised for the Cricket club and the hub through this community event. Thanks to those that sponsored this event enabling it to go ahead.</p>																																																																									
217/05 /2023/	<p>Cllr H Mably proposed the donation of £500, seconded by Cllr R Whitehead, all in favour.</p>	Bacs payment sent																																																																								
218/05 /2023	<p>To <b>CONSIDER</b> the request for a donation from St Minver Cricket Club and <b>RESOLVE</b> on any action.          Cllr D Hutley proposed the donation of £500, seconded by Cllr V Darnell, all in favour.</p>	Bacs payment sent																																																																								
219/05 /2023	<p>To <b>CONSIDER</b> and <b>AGREE</b> the insurance renewal for 23/24.          Cllr D Hutley proposed acceptance of the insurance renewal of £741.11, seconded by Cllr V Darnell, all agreed.</p>																																																																									
220/05 /2023	<p><b>Finance Report: 9<sup>th</sup> May 2023.</b>          It was <b>RESOLVED</b> to authorise the payment of accounts outstanding to the sum of £3,208.62. Proposed by Cllr H Mably, seconded by Cllr R Whitehead, all in favour. Payments were as follows:</p>																																																																									
221/05 /2023	<table border="1"> <thead> <tr> <th>Payee</th> <th>Gross £</th> <th>Vat £</th> <th>Net £</th> <th>Description</th> <th>Chq/ Bacs</th> </tr> </thead> <tbody> <tr> <td>J Wilson</td> <td>68.43</td> <td>-</td> <td>68.43</td> <td>Clerk's Expenses</td> <td>BACS</td> </tr> <tr> <td>J Wilson</td> <td>620.82</td> <td>-</td> <td>620.82</td> <td>Clerk's Salary</td> <td>BACS</td> </tr> <tr> <td>Pension Fund</td> <td>175.72</td> <td>-</td> <td>175.72</td> <td>Cornwall Pension Fund</td> <td>BACS</td> </tr> <tr> <td>HMRC</td> <td>9.40</td> <td>-</td> <td>9.40</td> <td>PAYE and NI</td> <td>BACS</td> </tr> <tr> <td>Source for Business</td> <td>3.39</td> <td>-</td> <td>3.39</td> <td>Toilets – water charges</td> <td>BACS</td> </tr> <tr> <td>Jo Jones</td> <td>500.00</td> <td>-</td> <td>500.00</td> <td>Coronation Event</td> <td>BACS</td> </tr> <tr> <td>St Minver Cricket Club</td> <td>500.00</td> <td>-</td> <td>500.00</td> <td>Donation towards Kit</td> <td>BACS</td> </tr> <tr> <td>Zurich Municipal</td> <td>741.11</td> <td>-</td> <td>741.11</td> <td>Insurance 23/24</td> <td>BACS</td> </tr> <tr> <td>Lowlands PC</td> <td>500.00</td> <td>-</td> <td>500.00</td> <td>Contribution towards camera in Polzeath</td> <td>BACS</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Sub total</b></td> <td><b>3118.87</b></td> <td><b>-</b></td> <td><b>3118.87</b></td> <td></td> <td></td> </tr> </tbody> </table>	Payee	Gross £	Vat £	Net £	Description	Chq/ Bacs	J Wilson	68.43	-	68.43	Clerk's Expenses	BACS	J Wilson	620.82	-	620.82	Clerk's Salary	BACS	Pension Fund	175.72	-	175.72	Cornwall Pension Fund	BACS	HMRC	9.40	-	9.40	PAYE and NI	BACS	Source for Business	3.39	-	3.39	Toilets – water charges	BACS	Jo Jones	500.00	-	500.00	Coronation Event	BACS	St Minver Cricket Club	500.00	-	500.00	Donation towards Kit	BACS	Zurich Municipal	741.11	-	741.11	Insurance 23/24	BACS	Lowlands PC	500.00	-	500.00	Contribution towards camera in Polzeath	BACS							<b>Sub total</b>	<b>3118.87</b>	<b>-</b>	<b>3118.87</b>			
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SeaDog IT	29.95	-	29.95	Website support	stripe
Google	59.80	-	59.80	Hosting/Emails/ Workspace	D/D
<b>Sub total</b>	<b>89.75</b>	<b>-</b>	<b>89.75</b>		
<b>TOTAL</b>	<b>3208.62</b>	<b>-</b>	<b>3208.62</b>		

222/05  
/2023

The following reports were provided:  
April/May expenditure for 2022/23; Actual to Budget to May 9<sup>th</sup> 2023; Income Report; Bank reconciliation to April 30<sup>th</sup> 2023.

223/05  
/2023

**Correspondence received from 12<sup>th</sup> April to 9<sup>th</sup> May 2023 - for your information. For the meeting to be held on Tuesday 9<sup>th</sup> May 2023:**

- 20/04/23 Rachel Dark Advanced notice of system unavailability
- 20/04/23 NALC NALC Newsletter
- 20/04/23 Philippa Day Planning weekly list
- 20/04/23 Rachel Dark Weekly decision list
- 20/04/23 Lieutenancy Invitation to Coronation service
- 20/04/23 RSN Rural Bulletin 18<sup>th</sup> April
- 20/04/23 S Trudgian Weekly planning list
- 20/04/23 R Whitehead Fwd – Polzeath Beach Management meeting
- 20/04/23 Karen White Weekly decision list
- 21/04/23 Forest for Cornwall Newsletter
- 21/04/23 Helen Newton DuchyHealthCharity Cost of living crises fund
- 28/04/23 Rachel Dark Weekly decision list
- 28/04/23 Bobby Arnell Tredrizzick build+excavations on parish gn ds
- 28/04/23 Helen Fincham Section 106 and CIL Quarterly info Jan-March
- 28/04/23 Mandy Burleigh Weekly planning list
- 28/04/23 Lee Lidstone Tamar Toll Action Group
- 28/04/23 Planning System Support Notice of public access unavailability
- 28/04/23 Positive Planning Planning news for local councils
- 03/05/23 Justine Rolfe Affordable Housing newsletter May 23
- 03/05/23 NALC NALC Events
- 03/05/23 Helen Fincham Climate Change Training
- 04/05/23 PSS Planned work
- 04/05/23 Gemma Parnell Weekly List
- 04/05/23 Loker Drone inspection
- 04/05/23 RSN The Rural Bulletin
- 04/05/23 NALC NALC Newsletter
- 04/05/23 Rachel Dark Weekly decision list
- 05/05/23 RSN Rural Bulletin
- 05/05/23 Amy Crawford Free CPR and Defib training
- 05/05/23 CALC Info request Armed Forces Day
- 05/05/23 Claire Green Surfside contact details
- 05/05/23 NALC Chief Execs Bulletin
- 05/05/23 Elizabeth Allcorn Invitation – CAP nomination
- 05/05/23 Elizabeth Allcorn Community Area Partnerships - Update
- 05/05/23 Joanna Richards St Minver Cricket Club
- 05/05/23 Fionna Catlin PA23/02695 – query re prior approval
- 09/05/23 Megan Arnold Wave End and Dinham Farm

Cllr V Darnell  
nominated, D  
Hutley to be  
second.

224/05  
/2023

**Planning Consultations received from 12<sup>th</sup> April to 9<sup>th</sup> May 2023 - for your information. For the meeting to be held on Tuesday 9<sup>th</sup> May 2023:**

- 14/04/23 Cornwall Council Planning Consultation ref PA23/02906
- 05/05/23 Cornwall Council Planning Consultation ref PA22/11008

225/05  
/2023

Various other correspondence dealt with during the month:

- Affordable Housing Needs Survey – emails
- Cemetery Committee
- PCC Letter
- LMP/SWCP Maintenance/grass cutting.

	<ul style="list-style-type: none"> <li>• Planning items</li> <li>• Insurance</li> <li>• Highways issues.</li> </ul>	
226/05 /2023	<p><b>Reports from outside bodies:</b></p> <p><b>a. Beach Management Committee.</b></p> <p>To receive any updates, and to <b>CONSIDER</b> any new information that may be available.</p>	
227/05 /2023	<ul style="list-style-type: none"> <li>• To <b>CONSIDER</b> information provided by Beach Ranger regarding CCTV and <b>RESOLVE</b> on any action. See above – it was agreed to fund the additional camera. Concerns raised that some decisions are being made without proper consultation with both Parish Councils.</li> </ul>	
228/05 /2023	<p><b>b. New Polzeath Public Toilets.</b></p> <ul style="list-style-type: none"> <li>• To <b>RECEIVE any updates on progress</b> <ul style="list-style-type: none"> <li>▪ To <b>RECEIVE</b> any updates re the £30k and <b>RESOLVE</b> on any action – Clerk to chase again.</li> <li>▪ To <b>RECEIVE</b> any updates regarding the cleaning contract for 23/24 and <b>RESOLVE</b> on any action – Clerk to chase again.</li> <li>▪ To <b>RECEIVE</b> any updates on new doors/windows and <b>RESOLVE</b> on any action. Waiting for a price on the doors – Cllr R Whitehead will forward any quotes when available.</li> </ul> </li> </ul>	<p>Contacted Martin Symons /Brian Skinner. New cleaning contract rec'd – to be agreed at June meeting.</p>
229/05 /2023		
230/05 /2023		
231/05 /2023	<p><b>c. Highways and Footpaths.</b></p> <p>To <b>RECEIVE</b> any updates, to <b>REPORT</b> any problems requiring attention and <b>RESOLVE</b> on any action.</p> <p>The following issues were reported:</p> <ul style="list-style-type: none"> <li>• Potholes by Carruan and on the bend before Roserrow old entrance</li> <li>• Pothole in between Ronnie Love's and National Pentire on left on Bishops Hill Road.</li> <li>• New Polzeath Car Park – rubble left in Car park and on pavement from Contractor's works. Request they remove it.</li> </ul>	<p>Clerk reported issues to CC</p>
232/05 /2023	<p><b>d. Affordable Housing Working Party</b></p> <ul style="list-style-type: none"> <li>• The group is working on the questionnaire, then it will be passed on to Cornwall Council Housing Team for feedback. It will take around 10-15 minutes to complete. The next meeting on 24<sup>th</sup> May will be attended by Imogen Day – Cornwall Housing officer, to go through questionnaire.</li> </ul>	<p>Meeting held on 24<sup>th</sup> May</p>
233/05 /2023	<p><b>e. Cemetery Committee Meeting</b></p> <ul style="list-style-type: none"> <li>• The signage regarding overnight parking is in place now and seems to be working.</li> <li>• CC have been filling any potholes in the layby, they'll carry on for now.</li> <li>• It was agreed at the meeting that the cemetery committee will pay the amount quoted to carry out the repairs to the 9 headstones in the new cemetery, that are wobbling, rather than chase families for it.</li> </ul>	
234/05 /2023	<p><b>f. Any other reports</b> from outside bodies as required.</p> <ul style="list-style-type: none"> <li>• Grass cutting – to find out if the contractor removes the grass cuttings.</li> <li>• Hedge cutting – Cllr M Parnell has agreed to cut back the hedge that is causing visibility issues on the road to New Polzeath.</li> <li>• It was agreed to ask Cllr Mould about the issue with the Shepherd Hut</li> <li>• Report of extension and removal of parking area for a property – planning enforcement to be notified.</li> </ul>	<p>Clerk contact A1</p> <p>Clerk contact Cllr Mould</p> <p>Enforcement notified – no action taken.</p>
235/05 /2023	<p><b>Facebook and website postings:</b></p> <p>Usual items to be posted: planning, news from meetings etc. posters for any community events.</p>	
236/05 /2023	<p><b>Matters of Public Interest/Date of next meeting:</b></p> <p>Date of next Parish Council Meeting: Tuesday 13<sup>th</sup> June 2023.</p>	

<p>237/05 /2023</p> <p>238/05 /2023</p> <p>239/05 /2023</p> <p>240/05 /2023</p>	<p>Date of next Cemetery Committee meeting: TBC Date of next Affordable Housing meeting: Wednesday 24<sup>th</sup> May 2023</p> <p>Cllr V Darnell proposed, and Cllr D Meagor seconded to go into closed session. All agreed. All members of the public had left the meeting.</p> <p><b>Public Bodies (Admission to Meetings) Act 1960</b> 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> <p>Appointment of members as representatives on outside bodies: To <b>APPOINT</b> members to represent the Council as follows: Beach Management Committee, : Cllrs R Whitehead, V Darnell, D Jones Public Toilets Management Committee: Cllrs D Hutley, D Meagor, V Darnell, R Whitehead Staffing Committee: Cllrs D Hutley, J Richards, C Jenrick, H Mably. Affordable Housing Working Party: Cllrs J Richards, N Mably, H Mably. Cemetery Committee: Cllrs D Hutley, D Meagor, N Mably. Emergency Committee: Cllr M Parnell.</p> <p>There being no further business, the meeting closed at 9.20pm.</p>	<p>Amended on the Council's website</p>

Signed:.....

Date: 13/06/2023