

# ST MINVER HIGHLANDS PARISH COUNCIL

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## Council Meeting – 13<sup>th</sup> June 2023

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

Ref	Action
241/06 /2023	<b>Persons Present:</b> Cllr. J. Richards, Chair, Cllr D Hutley, Vice-Chair, Cllr. H. Mably, Cllr. D. Meagor, Cllr. R. Whitehead, Cllr. D. Jones, Cllr. V. Darnell, Cllr. M. Parnell. County Cllr C. Mould.
242/06 /2023	<b>Apologies:</b> , Cllr. C. Jenrick, Cllr. N. Mably.
243/06 /2023	<b>In attendance:</b> Three members of the public. J Wilson, Clerk, & minute taker.
244/06 /2023	<b>Declarations of Interest / Dispensations applied for from Members:</b> None
245/06 /2023	<b>Public Participation:</b> Lisa Solly from Situ8 spoke in support of application PA22/11008 and explained that the accommodation is for essential staff ie they are essential to the successful running of the campsite and farm and assist Mr and Mrs Mably greatly. The Mably's also spoke in support of this application.
246/06 /2023	Standing Orders applied.
247/06 /2023	<b>Cornwall Councillor's report:</b> Cllr C Mould raised the following issues: <ul style="list-style-type: none"> <li>• A Homechoice review is being carried out . There will be a Teams meeting on 20<sup>th</sup> July at 10am and it is suggested it would be useful for Councillors to attend.</li> <li>• Cllr Mould has a £3k community chest fund should any groups need funding.</li> <li>• Rural England prosperity fund is available – aimed at nature-based solutions.</li> </ul>
248/06 /2023	<b>Council Minutes:</b> To <b>RECEIVE</b> and <b>APPROVE</b> the minutes of the meeting held on 9 <sup>th</sup> May 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 D Hutley, seconded by Cllr R Whitehead, all in favour. Signed by the Chair.
249/06 /2023	<b>Matters Arising:</b> None.

To remind  
Councillors  
about this  
review

250/06 /2023	<p><b>Cornwall Council Planning applications for consultation:</b> Application: <a href="#">PA23/03817</a> Proposal: Proposed rear first floor balcony. Location: Park House Quakers Road St Minver Wadebridge Cornwall PL27 6QS Cllr M Parnell proposed support, seconded by Cllr R Whitehead. All in favour.</p>	Planning decisions notified to CC planning dept
251/06 /2023	<p>Application: <a href="#">PA22/11008</a> Proposal: Restrospective application for the siting of a park home within the grounds of campsite and farm (essential staff accommodation) re-submission of Application No. PA21/08089. Location: Blakes Keiro Farm St Minver Wadebridge Cornwall PL27 6RP Cllr M Parnell proposed support under the following grounds: Policy 4.5 of the NDP supports this application. Cllr H Mably seconded. All in favour.</p>	
252/06 /2023	<p><b>Pre-applications and Prior Notifications - for information only. To RECEIVE any Planning Pre-Applications/Prior Notifications that may arrive.</b> None</p>	
253/06 /2023	<p><b>Cornwall Council Planning Decisions Received:</b> To <b>NOTE</b> any Planning Decisions received from Cornwall Council. Application: <a href="#">PA23/02906</a> Proposal: Single storey extension to existing residential property Location: Endelienta Gulland Road New Polzeath PL27 6UG <b>Approved.</b></p>	
254/06 /2023	<p>To <b>CONSIDER</b> the Closure of St Breward Post Office and associated services – see link: <a href="https://www.postofficeviews.co.uk/national-consultation-team/st-breward-mobile-service-pl30-4pp-428555">https://www.postofficeviews.co.uk/national-consultation-team/st-breward-mobile-service-pl30-4pp-428555</a>. Cllr Mould was able to provide an update – someone else has now taken this on so it will likely continue, although the service is likely to be on a different day.</p>	
255/06 /2023	<p>To <b>CONSIDER</b> Community Enforcement Officer cover in St Minver Highlands in view of the departure of the current CEO, and possible re-negotiation in December 2023 for April 2024 start. Cllr V Darnell reported that Cornwall Council are currently recruiting for a replacement CEO. It was noted that the parking/traffic system is a complaints-based system, therefore if there are any issues then we should report/send in evidence. The Casework Assist will work well for this. The Yellow lines may need revisiting/monitoring.</p>	Any highways issues to be reported via Casework Assist.
256/06 /2023	<p>To <b>CONSIDER</b> the recent decision on CCTV and any actions necessary to a) ensure compliance with code of practice, b) ensure decision is justified. In his capacity as a parishioner Cllr Hutley requested justification from Highlands for the CCTV being installed in Polzeath. This request was supported by the “Surveillance Camera Code of Practice - Guidance for Councillors” which lists 12 guiding principles. Cllr Hutley, again as a resident rather than a Councillor, had asked the same of Lowlands at their meeting in June and they had agreed to ask the Beach Ranger to provide a justification report. It was agreed That Highlands should also request from the Beach Ranger a written justification report and licences so that this information can be added to the website.</p>	Clerk has requested this information.
257/06 /2023	<p>It was further suggested that it would be helpful if the Beach Management meetings were more structured, by having a Chair, Vice Chair and a minute-taker to bring the group together. Cllr M Parnell proposed and Cllr V Darnell seconded to write to Lowlands to suggest this. All agreed.</p>	Clerk has written to Lowlands requesting their views
258/06 /2023	<p><b>To CONSIDER</b> any updates regarding the Tredrizzick Green build and excavations and <b>RESOLVE</b> on any actions, including possible indemnity insurance.</p>	

Solicitors have been asked to look into this matter. The decision at the May meeting was based on the Parish Council's belief that the land at Tredrizzick Green was registered but, as it is not registered, the Parish council will not be seeking compensation. Cllr Hutley has passed the relevant documents to the solicitors to register the land if possible. We will await information from the solicitors before taking any further action.

Awaiting info from Macmillan's solicitors

259/06 /2023

To **CONSIDER** and **RESOLVE** to action any issues raised in the internal Audit Report for 22/23

Aalgaard Renshaw Ltd had completed the internal Audit for 22/23 and one issue was raised as follows: it was suggested that the External Audit Report, when received from the External Auditors, should be brought to the attention of a meeting, and a formal acceptance/ rejection of the same be recorded. Cllr V Darnell requested the Internal Audit report be emailed to all Councillors, seconded by Cllr D Hutley. Cllr H Mably proposed and Cllr D Hutley seconded to accept the Internal Audit report for 22/23. All agreed.

Clerk sent copy to all Cllrs

260/06 /2023

To **AGREE** and **SIGN** the Annual Governance Statement for 22/23

Cllr R Whitehead proposed, seconded by Cllr H Mably, to agree and sign the Annual Governance Statement. All in favour. The Chair and clerk signed and dated it.

Minute refs added to Annual Gov. Statement and Annual Return And sent with letter to BDO LLP prior to 30<sup>th</sup> June 2023

261/06 /2023

To **AGREE** and **SIGN** the Annual Return for 22/23

Cllr H Mably proposed, seconded by Cllr R Whitehead, to agree and sign the Annual Return. All in favour. The Chair and clerk signed and dated it.

262/06 /2023

To **AGREE** and record in the minutes that there is no conflict of interest with the external auditors BDO LLP.

Cllr H Mably proposed and Cllr M Parnell seconded that there was no conflict of interest between the St Minver Highlands Parish Council and BDO LLP External Auditors. All agreed. The Chair and clerk signed and dated the relevant form.

263/06 /2023

**Finance Report: 13<sup>th</sup> June 2023.**

It was **RESOLVED** to authorise the payment of accounts outstanding to the sum of £1,331.87. Proposed by Cllr R Whitehead, seconded by Cllr D Hutley, all in favour. Payments by BACS / DD were as follows:

Payee	Gross £	Vat £	Net £	Description	Chq/ Bacs
J Wilson	56.80	-	56.80	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
Aalgaard Renshaw	330.00	55.00	275.00	Internal Audit 22/23	BACS
ICO	40.00	-	40.00	Annual fee 23/24	BACS
<b>Sub total</b>	<b>1232.74</b>	<b>55.00</b>	<b>1177.74</b>		
SeaDog IT	29.95	-	29.95	Website support	stripe
Google	69.18	-	69.18	Hosting/Emails/ Workspace	D/D
<b>Sub total</b>	<b>99.13</b>	<b>-</b>	<b>99.13</b>		
<b>TOTAL</b>	<b>1331.87</b>	<b>55.00</b>	<b>1276.87</b>		

All BACS payments sent

264/06 /2023

The following reports were provided:

May/June expenditure for 2022/23; Actual to Budget to June 13<sup>th</sup> 2023; Income Report; Bank reconciliation to May 31<sup>st</sup> 2023.

265/06 /2023	<p><b>Correspondence received from 10<sup>th</sup> May to 13<sup>th</sup> June 2023 - for your information. For the meeting to be held on Tuesday 13<sup>th</sup> June 2023:</b></p>	To write to those operating the trailer.
266/06 /2023	<ul style="list-style-type: none"> <li>• 12/05/23 Rachel Dark Weekly decision list</li> <li>• 12/05/23 CIOS Good growth fund Cornwall/Isles of Scilly Growth newsletter</li> <li>• 16/05/23 NALC NALC Newsletter</li> <li>• 16/05/23 RSN Rural Bulletin</li> </ul>	Clerk has requested information on obtaining more bins
267/06 /2023	<ul style="list-style-type: none"> <li>• 16/05/23 Oliver Jones Re- illegal trailer</li> <li>• 17/05/23 Helen Fincham Social Prescribing Activities</li> <li>• 18/05/23 me More Dog Bins/bins for beach area</li> <li>• 18/05/23 Sophie Thomas Weekly list 17 May</li> <li>• 18/05/23 NALC NALC Newsletter</li> <li>• 23/05/23 RSN Rural Bulletin 23/5</li> <li>• 23/05/23 PlanningSystemSupport Planned work – limited access</li> <li>• 23/05/23 Jonathan Helmn Peninsula Transport</li> <li>• 23/05/23 Rowena Brebner Minutes East sub Area Planning</li> <li>• 23/05/23 Clean Cornwall Team Clean Cornwall Newsletter Issue 4</li> <li>• 30/05/23 Training CALC CALC Training Bulletin</li> <li>• 30/05/23 CC Parking 2023 off street parking order</li> <li>• 30/05/23 Purple Ghecko events Boscastle Scramble – 10<sup>th</sup> June</li> <li>• 30/05/23 Cllr C Mould PO Ltd – Mobile service</li> <li>• 30/05/23 Bethany Graham Weekly list 24/05</li> <li>• 30/05/23 Rachel Dark Weekly decision list 17/05-23/05</li> <li>• 01/06/23 Training CALC CALC – being a good chair</li> <li>• 01/06/23 Andy Stewart Report for May from Beach Ranger</li> <li>• 01/06/23 Alice Cunliffe Weekly list 31/05</li> <li>• 01/06/23 Christine Boswell-Munday St Minver Community Hub – June Events</li> <li>• 02/06/23 Planning System Support Weekly Decision List</li> <li>• 02/06/23 RSN Rural Bulletin</li> <li>• 08/06/23 Positive Planning Local Council planning training - refresher</li> <li>• 08/06/23 Training CALC Code of conduct training 20<sup>th</sup> June</li> <li>• 08/06/23 NALC NALC Newsletter</li> <li>• 08/06/23 CALC Enquiries Free NALCt: Community Ownership fund</li> <li>• 08/06/23 me correspondence from parishioner - parking</li> <li>• 08/06/23 me correspondence from parishioner - footpaths</li> <li>• 09/06/23 me Minutes and agenda</li> </ul>	Events added to website
268/06 /2023	<p><b>Planning Consultations received from 10<sup>th</sup> May to 13<sup>th</sup> June 2023 - for your information. For the meeting to be held on Tues 13<sup>th</sup> June 2023:</b></p>	Cllrs agreed No action on parking.
269/06 /2023	<ul style="list-style-type: none"> <li>• 30/05/2023 Cornwall Council Planning Consultation ref PA23/00615 Marford planning protocol</li> <li>• 18/05/2023 Cornwall Council Planning Consultation ref PA23/03817</li> <li>• 05/05/2023 Cornwall Council Planning Consultation ref PA22/11008</li> </ul>	
270/06 /2023	<p>Various other correspondence dealt with during the month:</p> <ul style="list-style-type: none"> <li>• Affordable Housing Needs Survey – emails and meeting on 24<sup>th</sup> May</li> <li>• Licensing re Rum Bar emails to Licensing/Public Protection/parishioner</li> <li>• Residents parking – enforcement, planning</li> <li>• Correspondence re mini golf – emails</li> <li>• New Polzeath Toilets – cleaning contract/chasing£30k</li> <li>• Tredrizzick Green – emails to solicitor</li> <li>• Footpath queries – emails</li> <li>• Internal audit – preparing records/emails/delivering &amp; collecting records</li> </ul>	
271/06 /2023	<p><b>Reports from outside bodies:</b></p> <p><b>a. Beach Management Committee.</b> To receive any updates, to <b>CONSIDER</b> any information that may be available.</p> <ul style="list-style-type: none"> <li>• CCTV and meetings -Covered earlier in the meeting.</li> </ul>	See above
272/06 /2023	<p><b>b. New Polzeath Public Toilets.</b> To <b>RECEIVE</b> any updates on progress</p> <ul style="list-style-type: none"> <li>• Agency Agreement received for the £30k dilapidations – Cllr J Richards and Cllr D Hutley signed the agreement. Clerk to return to CC, then CC can forward the £30k.</li> </ul>	Signed Agreement returned to CC Awaiting £30k from CC

273/06 /2023	<ul style="list-style-type: none"> <li>To <b>RECEIVE</b> any updates regarding the cleaning contract for 23/24 and <b>RESOLVE</b> on any action – the cleaning contract quote has been received for £10,012.07 excl vat. Cllr H Mably proposed and Cllr R Whitehead seconded to accept the contract. All agreed.</li> </ul>	CC Notified of acceptance
274/06 /2023	<ul style="list-style-type: none"> <li>To <b>RECEIVE</b> any updates on new doors/windows and <b>RESOLVE</b> on any action. Cllr R Whitehead will forward any quotes when available. Cllr J Richards will also look into prices for doors. Toilet committee meeting to take place in 1<sup>st</sup> week in July to agree on doors. (£30k should be rec'd by then)</li> </ul>	Meeting of toilet committee in July
275/06 /2023	<ul style="list-style-type: none"> <li>Cllr D Meagor will meet with A1 to explain what is required re cutting/tidying of the area around the toilets.</li> </ul>	A1 agreed to meet Cllr Meagor on Tuesday 4 <sup>th</sup> July.
276/06 /2023	<ul style="list-style-type: none"> <li>Cllr D Hutley proposed an extra cut to be done (if less than £150) seconded by Cllr D Meagor. All in favour</li> </ul>	Requested price for extra cut but A1 have not yet provided one.
277/06 /2023	<p><b>c. Highways and Footpaths.</b> To <b>RECEIVE</b> any updates, to <b>REPORT</b> any problems requiring attention and <b>RESOLVE</b> on any action. The following issues were reported:</p> <ul style="list-style-type: none"> <li>Potholes by Carruan //middle.buggy.amps</li> <li>Sinking manhole – Bishops Hill Road //easygoing.muscular.nature</li> <li>Overgrown hedges at junction around Porteath Road. The Give Way sign is covered by the overgrown hedge The hedge needs cutting back And road markings at Port Quin cross need repainting. To be reported.</li> </ul>	Clerk reported issues to CC
278/06 /2023	<p><b>d. Affordable Housing Working Party</b></p> <ul style="list-style-type: none"> <li>Meeting held on 24<sup>th</sup> May. Modbox attended to give a presentation on a possible area in Rock for affordable housing. Imogen Day from Cornwall Housing also attended. Questionnaire was finalised and letter for households agreed. Cllr K Meneer agreed to arrange a poster to advertise the survey. It will start on 26<sup>th</sup> June and run for 6 weeks. A snap shot of the results will be taken at around 3 weeks.</li> </ul>	Survey went live on 26 <sup>th</sup> June. Info added to Highlands website. No poster received yet
279/06 /2023	<p><b>e. Cemetery Committee Meeting</b></p> <ul style="list-style-type: none"> <li>Date and venue of next meeting still tbc.</li> </ul>	
280/06 /2023	<p><b>f. Any other reports</b> from outside bodies as required. Nothing to report</p>	
281/06 /2023	<p><b>Facebook and website postings:</b> Usual items to be posted: planning, news from meetings etc. posters for any community events; the poster for the housing needs survey; also annual finance reports.</p>	Info added to website. Facebook not accessible without the Council laptop
282/06 /2023	<p><b>Matters of Public Interest/Date of next meeting:</b> Date of next Parish Council Meeting: Tuesday 11<sup>th</sup> July 2023. Review of Homechoice: Teams meeting on 20<sup>th</sup> July at 10am Date of next Affordable Housing meeting: 6<sup>th</sup> Sept 2023</p>	
283/06 /2023	Cllr V Darnell proposed seconded by Cllr D Hutley to go into closed session.	
284/06 /2023	<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. No further decisions were made regarding the structure of committees.</p>	
285/06 /2023	There being no further business, the meeting closed at 8.50pm.	

Signed:.....

Date: 11/07/2023