

# ST MINVER HIGHLANDS PARISH COUNCIL

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## Council Meeting – 12<sup>th</sup> September 2023

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

Ref		Action
373/09 /2023	<b>Persons Present:</b> Cllr. J. Richards, Chair, Cllr D Hutley, Vice-Chair, Cllr. H. Mably, Cllr. C. Jenrick, Cllr. N. Mably, Cllr. D. Jones, Cllr. M. Parnell. County Cllr C. Mould.	
374/09 /2023	<b>Apologies:</b> Cllr. R. Whitehead, Cllr. D. Meagor, Cllr. V. Darnell.	
375/09 /2023	<b>In attendance:</b> Two representatives of Gilbert and Goode. J Wilson, Clerk, & minute taker.	
376/09 /2023	<b>Declarations of Interest/Dispensations applied for from Members:</b> None.	
377/09 /2023	<b>Public Participation:</b> None.	
378/09 /2023	<b>Gilbert and Goode: To DISCUSS with the Parish Council the format and approach to their next public consultation, regarding their site in St Minver Highlands Parish.</b> Caroline Wheeleker from Gilbert and Goode, and Mark Dawe from CAD Architects attended and gave a brief outline of their proposed public consultation and what they hoped to achieve. Their public meeting is likely to be in November and will be in the form of a drop in session, between 4pm and 7pm, and they hope to introduce the idea of the housing and hear the views of what people are looking for in the development. After the public meeting they will return with the results and discuss next steps. They are keen to see the results of the St Minver Affordable Housing Needs survey when they are available. The Chair thanked them for their attendance. We hope to hear back from them soon regarding the date of the public meeting. Ms Wheeleker and Mr Dawe then left the meeting.	Provisional date 16 <sup>th</sup> November  It was agreed to forward the report when available.
379/09 /2023	<b>Cornwall Councillor's report:</b> Cllr C Mould raised the following issues: <ul style="list-style-type: none"> <li>PA23/04893 – the Parish Council has requested that this application go to committee. Cllr Mould has agreed to speak to the planning officer to clarify the Parish Council's reasons for wanting to go to committee. Cllr C Jenrick has agreed to draft the email response to the planning officer.</li> <li>Cllr D Hutley raised a query regarding the bridge/cattle grid at the Point but this is not a Parish Council matter.</li> </ul> The Chair thanked Cllr Mould for attending/ Cllr Mould then left the meeting.	
380/09 /2023		
381/09 /2023	Standing Orders applied.	

382/09 /2023	<p><b>Council Minutes:</b> To <b>RECEIVE</b> and <b>APPROVE</b> the minutes of the meeting held on 8<sup>th</sup> August 2023.</p> <p>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 D Jones, all in favour Signed by the Chair.</p>	
383/09 /2023	<p><b>Matters Arising:</b> None.</p>	
384/09 /2023	<p><b>Cornwall Council Planning applications for consultation:</b> None.</p>	Any planning decisions are notified to CC planning dept.
385/09 /2023	<p><b>Pre-applications and Prior Notifications - for information only. To RECEIVE any Planning Pre-Applications/Prior Notifications that may arrive.</b></p> <p>Application: <a href="#">PA23/00990/PREAPP</a> Proposal: Pre-application for a new replacement dwelling. Location: Stepper View Gulland Road New Polzeath Wadebridge Cornwall PL27 6UG</p>	No comments requested by CC for these applications.
386/09 /2023	<p><b>Cornwall Council Planning Decisions Received:</b></p> <p>To <b>NOTE</b> any Planning Decisions received from Cornwall Council. Application: <a href="#">PA23/04964</a> Proposal: Proposed construction of holiday let following demolition of manager's dwelling without compliance of Condition 6 in relation to Decision Notice PA21/12547 dated 25/02/2022 Location: Valley Cott The Park Polzeath Wadebridge Cornwall PL27 6ST <b>Approved.</b></p>	
387/09 /2023	<p>Application: <a href="#">PA23/04472</a> Proposal: Replacement agricultural building for the storage of machinery and fodder. Location: Higher Rosewin St Minver Wadebridge Cornwall PL27 6RE <b>Approved.</b></p>	
388/09 /2023	<p>To <b>CONSIDER</b> the information received regarding current CEO cover in the Parish, and <b>RESOLVE</b> on any Action. Correspondence had been received from the Lowlands Clerk asking if the Parish Council's could work together on securing future CEO Cover for 24/25 for both parishes. It was agreed that the St Monver Parish Council's should work together on this.</p>	Email sent to Lowlands clerk to confirm this. Lowlands clerk will contact Tracey French to arrange an initial meeting.
389/09 /2023	<p>To <b>CONSIDER</b> the Consultation on the Rock Road, Pityme- New Bus Stop and Footway. To <b>RESOLVE</b> on any action..The Parish Council objected to this as it will cause a restricted view at a busy road/junction; there is already a bus stop just a short distance way.</p>	Objection sent in in time for the deadline on 14 <sup>th</sup> .
390/09 /2023	<p>To <b>CONSIDER</b> the request for a donation from the Rock Methodist Church and <b>RESOLVE</b> on any action. It was agreed to take no action at this time. Clerk to inform church.</p>	Emailed.
391/09 /2023	<p>To <b>CONSIDER</b> any updates regarding the Tredrizzick Green build and excavations and <b>RESOLVE</b> on any actions. The solicitors are looking into the registration of the land. Clerk to ask for update.</p>	Update requested.
392/09 /2023	<p><b>Finance Report: 12<sup>th</sup> September 2023.</b></p> <p>It was <b>RESOLVED</b> to authorise the payment of accounts outstanding to the sum of £3,366.30. Proposed by Cllr N Mably, seconded by Cllr C Jenrick, all in favour. Payments by BACS / DD were as follows:</p>	

All BACS payments sent.

Payee	Gross £	Vat £	Net £	Description	Chq/Bacs
J Wilson	31.38	-	31.38	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
Corserv	1001.21	166.87	834.34	Cleaning INV 034389	BACS
Business Source	480.22	34.37	445.85	Water	BACS
Starboard Systems	561.60	93.60	468.00	Scribe a/cs annual subs	BACS
BDO LLP	378.00	63.00	315.00	External auditor fees	BACS
<b>Sub total</b>	<b>3,258.35</b>	<b>357.84</b>	<b>2,900.51</b>		
SeaDog IT	29.95	-	29.95	Website support	stripe
Google	78.00	-	78.00	Hosting/Emails/Workspace	D/D
<b>Sub total</b>	<b>107.95</b>	<b>-</b>	<b>107.95</b>		
<b>TOTAL</b>	<b>3,366.30</b>	<b>357.84</b>	<b>3,008.46</b>		

393/09 /2023

394/09 /2023

395/09 /2023

The following reports were provided:  
 Aug/Sept expenditure for 2023/24; Actual to Budget to Sept 12th, 2023;  
 Income Report; Bank reconciliation to Aug 31<sup>st</sup>, 2023.

396/09 /2023

**Correspondence received from 9<sup>th</sup> August to 11<sup>th</sup> September 2023 - for your information. For the meeting to be held on Tuesday 12<sup>th</sup> September 2023:**

- 10/08/2023 Rachel Dark Weekly decision list
- 10/08/2023 Mandy Burleigh Weekly planning list
- 10/08/2023 Wendy McFarlane s278 Adoptn notice: Devt at Pentireglazefarm
- 10/08/2023 Fionna Catlin PA23/04964 5 Day protocol
- 11/08/2023 Samantha Hewitt PA23/04893 5 Day protocol
- 17/08/2023 Sam Hewitt Request extension - protocol PA23/04893
- 18/08/2023 Bethany Graham Weekly planning list
- 19/08/2023 Rachel Dark Weekly decision list
- 24/08/2023 Sophie Thomas Weekly list
- 24/08/2023 NALC Newsletter
- 24/08/2023 Karen White Weekly decision list
- 24/08/2023 Training CALC Planning training courses for Autumn
- 24/08/2023 RSN Rural Bulletin
- 25/08/2023 Donna Latham Refuse Bins and Dog Waste Bins
- 25/08/2023 Adam Knuckey New Bus stop and footway
- 25/08/2023 NALC Chief Execs Bulletin
- 25/08/2023 Elizabeth Allcorn Shared Prosperity fund events
- 25/08/2023 Elizabeth Allcorn Invitation to CAP meeting 18<sup>th</sup> Sept
- 25/08/2023 Sam Hewitt PA23/04893 5day protocol - final decision
- 27/08/2023 Investigation Andy Stewart
- 31/08/2023 Cllr C Mould PA23/04893 - Protocol
- 31/08/2023 Jayne Stimson Weekly list
- 31/08/2023 Rachel Dark Weekly decision list
- 04/09/2023 me Re Polzeath WC Condition/ SLA/CEO Cover
- 04/09/2023 Andy Stewart Monthly Beach Ranger Report
- 04/09/2023 Parishioner Polzeath - loud music at night 18/19 Aug
- 04/09/2023 Polzeath Beach Hol Park Parking in Polzeath
- 04/09/2023 A Stewart/S Sims CEO Cover for New Polzeath and Polzeath

397/09 /2023

**Planning Consultations received from 9th August to 11th September 2023 - for your information. For the meeting to be held on Tuesday 12th September 2023:**

	<ul style="list-style-type: none"> <li>• 10/08/2023 Cornwall Council Planning Consultation ref PA23/04964 5-day planning protocol</li> <li>• 11/08/2023 Cornwall Council Planning Consultation ref PA23/04893 5-day planning protocol</li> <li>• 07/09/2023 Cornwall Council Planning Consultation ref PA22/11008 5-day planning protocol</li> <li>• 11/09/2023 Cornwall Council Planning Consultation ref PA23/06639</li> </ul>	
398/09/2023	<p>Various other correspondence dealt with during the month:</p> <ul style="list-style-type: none"> <li>• Various emails from visitors and parishioners</li> <li>• Affordable Housing meeting on 6th Sept</li> <li>• Casework Assist – help to find information re owner of verges on Gulland Road. (no answer yet)</li> <li>• Queries from external auditor.</li> <li>• CIL Reporting to CC</li> <li>• Cemetery committee email</li> <li>• Housing needs survey-update to website now the survey has closed.</li> <li>• New Polzeath bin provision.</li> <li>• Chase cleaning refund again.</li> </ul>	
399/09/2023	<p><b>Reports from outside bodies:</b>  <b>a. Beach Management Committee.</b>  To <b>RECEIVE</b> any updates, to <b>CONSIDER</b> any new information. Beach rangers report received No other updates received this month.  CCTV Reports – clerk to chase again.</p>	<p>Reports requested.</p>
400/09/2023	<p><b>b. New Polzeath Public Toilets.</b>  To <b>RECEIVE</b> any updates on progress</p> <ul style="list-style-type: none"> <li>• Credits still not received re missed cleans – clerk to chase again.</li> <li>• Nothing received yet re Doors and Windows. Doors are on order.</li> </ul>	
401/09/2023	<ul style="list-style-type: none"> <li>• Dog Bin – Quote received for the 50l bin as follows:  50L = £820.57 Year 1 – purchase * annual emptying) pro rata  50L = £186.97 Subsequent years annual cost of emptying  Cllr G Hutley proposed and Cllr C Jenrick seconded to accept the quote. 5 in favour, 1 against. Clerk to contact CC to arrange installation.</li> </ul>	<p>Quote accepted. Installation arranged.</p>
402/09/2023	<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.</p> <ul style="list-style-type: none"> <li>• To <b>CONSIDER</b> the correspondence re parking from Polzeath Beach Holiday Park. <b>RESOLVE</b> on any action. To consider at October meeting.</li> </ul>	<p>Clerk to obtain update from highways for Oct meeting.</p>
403/09/2023	<ul style="list-style-type: none"> <li>• Gap by Atlantic – needs a bollard. Contact highways to request this.</li> </ul>	<p>Contacted Highways.</p>
404/09/2023	<p><b>d. Affordable Housing Working Party</b></p> <ul style="list-style-type: none"> <li>• Formal Report not yet received from Cornwall Council therefore no update possible yet</li> </ul>	<p>Informal report received. Still waiting for formal report.</p>
405/09/2023	<p><b>e. Cemetery Committee Meeting</b> Date and venue of next meeting tbc.</p>	
406/09/2023	<p><b>f. Any other reports</b> from outside bodies as required. Nothing to report.</p>	
407/09/2023	<p><b>Facebook and website postings:</b>  Usual items to be posted: planning, news from meetings etc.</p>	
408/09/2023 409/09/2023	<p><b>Matters of Public Interest/Date of next meeting:</b>  Date of next Parish Council Meeting: Tuesday 10<sup>th</sup> October 2023.  Meeting closed at 8.30pm.</p>	

Signed:.....

Date: 10/10/2023