

# ST MINVER HIGHLANDS PARISH COUNCIL

Parish Clerk: J. Wilson  
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## Council Meeting – 12<sup>th</sup> December 2023

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

Ref		Action
512/12 /2023	<b>Persons Present:</b> Cllr. J. Richards (Chair), Cllr. D. Hutley (Vice-Chair), Cllr. C. Jenrick, Cllr. N. Mably, Cllr. H. Mably, Cllr. R. Whitehead, Cllr. D. Jones, Cllr. M. Parnell, Cllr. D. Meagor. County Cllr C. Mould.	
513/12 /2023	<b>Apologies:</b> Cllr. V. Darnell.	
514/12 /2023	<b>In attendance:</b> Eight parishioners. J Wilson, Clerk, & minute taker.	
515/12 /2023	<b>Declarations of Interest/Dispensations applied for from Members:</b> Cllr M Parnell declared an interest in planning application PA23/04740.	
516/12 /2023	<b>Public Participation:</b> Jenny Truelove and Corinne Tournay attended as they thought Sun Cove would be discussed at this meeting. This is possibly going to be discussed at the January meeting, if the agents attend. Containers have already been seen at Sun Cove.	
517/12 /2023	Jane Forster raised concerns about the application PA23/04740 as this is an application for a business yet is situated in a residential area. She was attending to hear what others had to say about it.	
518/12 /2023	Peter Watson was interested in the CIC for the Beach Management group and said there is to be a Beach Management group meeting on 13 <sup>th</sup> December to discuss the way forward for the group.	
519/12 /2023	Mr Watson also raised concerns about PA23/04740, regarding the selling of food and drink to customers on the beach, having a mobile kitchen parked in the garden, and he also questioned the need for any more food outlets.	
519/12 /2023	Ros Renwick is a neighbour to this semi-detached property and raised concerns about smells, noise, and rubbish/litter, mentioning that there is only a low wall separating the gardens of the two neighbouring properties. She felt it was unacceptable to have such a business in a residential area.	
520/12 /2023	Sue Le Marchand, from Neighbouring Tides Reach also raised objections regarding this application, voicing concerns about the associated smells and noise from a food outlet with a large seating capacity and with expected queues of people. Dennis Le Marchand also objected on these grounds.	
521/12 /2023	Matt Hawken attended to make the case for funding for St Minver school, wishing to request an amount of £15k towards the project to replace the play equipment (total project cost £50k) This is be added to the January agenda.	Add to January 2024 agenda.
522/12 /2023	Cllr M Parnell reminded Mr Hawken that the Parish Council will require accounts/figures to back up his request, please.	
523/12 /2023	Andrew Millington attended to pass on his thanks to Councillors and all those who helped put up the Christmas lights around the Perceval Institute.	

524/12 /2023	<p><b>Cornwall Councillor's report:</b></p> <p>A meeting was held with Carol, Sarah Sims, and Jacqui Rapier (Highlands and Lowland clerks attended) to get clarification on the CIC application and get the funding application underway (for £7k). Sarah will sort the paperwork, Carol will bring Andy up to date.</p> <p>Toilets – likely to be a huge increase in the costs from CC, just a head's up from Carol on this issue.</p> <p>Sun Cove – no info received by Carol yet.</p>	
525/12 /2023	<p>Gut Hill – We had the email from Highways about the red tarmac, Email forwarded to Carol so she can find out what is happening on this issue.</p>	
526/12 /2023	<p>Sunset House – Cllr Jenrick agreed to draft a letter of her concerns about Q class developments, including Sunset House, and the issues around them. Clerk will email it to Oliver Monk and Louise Wood in planning.</p> <p>Cllr D Jones raised the issue of the PROW and whether it would be eligible for s106 open space funding. Cllr Mould agreed it wouldn't hurt to try applying.</p> <p>Cllr M Parnell noted that The Hangar had been granted planning permission. Standing Orders applied.</p>	<p>Email sent. Reply received from Gavin Smith on 02/01/24.</p>
527/12 /2023	<p><b>Council Minutes:</b> To <b>RECEIVE</b> and <b>APPROVE</b> the minutes of the meeting held on 14<sup>th</sup> November 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 H Mably, seconded by Cllr C Jenrick, All in favour. Minutes were signed by the Chair.</p>	
528/12 /2023	<p><b>Matters Arising:</b></p> <p>None.</p>	
529/12 /2023	<p><b>Cornwall Council Planning applications for consultation:</b></p> <p>Application: <a href="#">PA23/07405</a></p> <p>Proposal: Replacement dwelling and annexe</p> <p>Location: 13 Tinnars Way New Polzeath Wadebridge Cornwall PL27 6UH</p> <p>Cllr D Hutley proposed support provided that: it has Permanent Residence attached to it in line with the NDP; the annexe remains attached to house and can't be sold separately; neither can be used as a holiday let. Seconded by Cllr M Parnell. All in favour.</p>	<p>Any planning decisions were notified to CC planning dept.</p>
530/12 /2023	<p>Application: <a href="#">PA23/09391</a></p> <p>Proposal: Change rear window of property to a door to allow access to garden</p> <p>Location: 6 Treglyn Farm Cottages St Minver Wadebridge Cornwall PL27 6RG</p> <p>Cllr H Mably proposed support, seconded by Cllr C Jenrick, all in favour.</p>	
531/12 /2023	<p>Cllr M Parnell declared an interest and left the meeting.</p> <p>Application: <a href="#">PA23/04740</a></p> <p>Proposal: Change of Use to Class E(b) for the sale of food and drink, including the introduction of a mobile kitchen unit, servery and outdoor seating area and associated development.</p> <p>Location: Land Adj Waves End Polzeath Wadebridge Cornwall</p> <p>Cllr C Jenrick proposed objection on the following grounds: it will have a substantial adverse effect on the neighbouring residents and their ability to enjoy their homes and gardens, due to odour, noise, and lack of privacy. Seconded by Cllr D Hutley, all in favour of objection.</p> <p>Cllr M Parnell returned to the meeting.</p>	
532/12 /2023	<p>Eight parishioners then left the meeting.</p>	
533/12 /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>None</p>	

<b>Cornwall Council Planning Decisions Received:</b>	
534/12 /2023	To <b>NOTE</b> any Planning Decisions received from Cornwall Council. Application: <a href="#">PA23/07693</a> Proposal: Single-storey flat roof side extension and conversion of the existing integral garage into a new kitchen. Various internal alterations throughout along with the removal of the chimney. Location: An - Garrek St Minver Wadebridge Cornwall PL27 6QN <b>Approved</b>
535/12 /2023	Application: <a href="#">PA23/01270/PREAPP</a> Proposal: Exception notice for works to remove a fallen mature eucalyptus lost in the storm. Location: The Old Vicarage Church Town Hill St Minver Wadebridge Cornwall PL27 6QH <b>Closed - advice given.</b>
536/12 /2023	Application: <a href="#">PA23/08009</a> Proposal: Construction of residential dwelling with garden studio & associated site works. Location: Land Adj To Bishops Corner Bishops Hill Road New Polzeath Wadebridge Cornwall PL27 6UF <b>Approved</b>
537/12 /2023	Application: <a href="#">PA23/07805</a> Proposal: Variation of Condition 2 (approved plans) of Application No. PA16/11108 dated 29th December 2016 (Interventions/alterations to the dwelling including demolition of the existing garage and the construction of a replacement garage in a new location) with non- compliance of condition 1 in relation to decision notice PA21/09779 dated 10.12.2021 Location: Pennywilgie House Epphaven St Minver Wadebridge PL27 6RB. <b>Approved</b>
538/12 /2023	Application: <a href="#">PA23/07640</a> Proposal: Agricultural building for housing Livestock Location: Land East Of Higher Carruan St Minver Wadebridge PL27 6QU <b>Approved</b>
539/12 /2023	Application: <a href="#">PA23/07585</a> Proposal: Modifications and extensions to existing residential dwelling including associated site works Location: Polmeor Dunder Park Polzeath Wadebridge Cornwall PL27 6SX <b>Approved</b>
540/12 /2023	Application: <a href="#">PA23/07212</a> Proposal: Relocation of entrance, square off the overhanging window, reduction in height of side window, roof terrace with glass porch and external timber cladding. Location: Flat 3 Cranfield Atlantic Terrace New Polzeath Wadebridge PL27 6UG <b>Approved</b>
541/12 /2023	Application: <a href="#">PA23/05902</a> Proposal: Application for a Lawful Development Certificate for an existing use as an agricultural building. Location: Trenant Hangar St Minver Wadebridge Cornwall PL27 6QX <b>Granted (CAADs, PIPs and LUs only)</b>
542/12 /2023	Application: <a href="#">PA23/05640</a> Proposal: Submission of details to discharge conditions 4,5,6,7,10,11,12 of decision notice PA21/08632 dated 05.12.22 Location: St Minver House Holiday Park St Minver Wadebridge PL27 6RR <b>S52/S106 and discharge of condition apps</b>

543/12 /2023	<p>Application: <a href="#">PA23/04893</a>          Proposal: Proposed construction of 2 dwellings in lieu of class q approval          Location: Sunset House St Minver Wadebridge Cornwall PL27 6QX  <b>Approved</b>  <b>Note this application went to committee where the Parish Council, with the support of our ward member, spoke against it. The decision of the committee meeting was 7 in favour and 4 against resulting in approval of the application.</b></p>	
544/12 /2023	<p>Application: <a href="#">PA23/04531</a>          Proposal: Proposed replacement dwelling and annexe with associated landscaping.          Location: The Choughs Clifden Drive New Polzeath Wadebridge PL27 6UF  <b>Approved</b></p>	
545/12 /2023	<p>Application: <a href="#">PA23/02695</a>          Proposal: Prior Approval for Proposed Change of Use of an agricultural barn into 2 dwellings with associated building operations          Location: Land And Shed South East Of Lundynant St Minver Wadebridge Cornwall PL27 6QX  <b>Prior approval not req'd (AF/TEL/DEM)</b></p>	
546/12 /2023	<p><b>To CONSIDER</b> any updates regarding Tredrizzick Green and <b>RESOLVE</b> on any actions.          The solicitors have looked into this, and advised it is a complicated situation. It was agreed not to register it at this time.</p>	
547/12 /2023	<p><b>To CONSIDER</b> the request for Grant Funding from Wadebridge Leisure Centre and <b>RESOLVE</b> on the amount of funding and payment accordingly.          Cllr D Meagor proposed a donation of £5000, seconded by Cllr N Mably. A counter proposal was made by Cllr D Hutley for £2500, seconded by Cllr M Parnell, due to other commitments. Three voted for the first proposal and four voted in favour of the counter proposal. Therefore, a donation of £2500 will be forwarded to the leisure centre.</p>	
548/12 /2023	<p><b>To AGREE</b> payment to St Minver Lowlands PC of the full amount of the cemetery precept for 2023/24 of £4600.00          Cllr N Mably proposed and Cllr C Jenrick seconded for the whole precept to be sent immediately. All agreed.</p>	
549/12 /2023	<p><b>To CONSIDER the POLZEATH BRIEF</b> received from Sarah Sims and <b>RESOLVE</b> on any actions.          It was agreed to wait until after the Beach Management committee meeting before making any comments or decisions regarding this issue.</p>	To be included on Jan agenda
550/12 /2023	<p>To <b>CONSIDER</b> the request for a contribution towards the costs for the Beach Ranger/ Assistants and <b>RESOLVE</b> on any action.          Cllr R Whitehead proposed a donation of £2000, seconded by Cllr N Mably. Cllr H Mably made a counter proposal of £0 donation, seconded by Cllr M Parnell. The vote was four in favour of the first proposal and 5 in favour of the Counter proposal The Counter proposal for no donation was carried. Clerk will notify Lowlands.</p>	Further correspondence relating to this has been received providing more detailed costing information.
551/12 /2023	<p><b>Budget 2024/2025</b>          To <b>DISCUSS</b> and <b>RESOLVE</b> on proposed Budget and Precept for 2024/25 (staffing element already discussed &amp; agreed by staffing committee.)          Cllr D Hutley proposed to accept the Budget, including the £28k for the cleaning &amp; £5k for the CEO, and £2.5k for elections. Seconded by Cllr C Jenrick, all agreed.</p>	
552/12 /2023	<p>The Staffing level was agreed as per the new NALC level, backdated as per NALC agreement, and is included in the budget.</p>	

553/12 /2023	It was also agreed to separate the footpath and grass cutting for ease of reference.																																																																																																																															
554/12 /2023	Re the Cleaning contract, Cllr D Hutley will consult with Lowlands to see if it is possible to get alternative reduced quotes for the cleaning.	Cllr D Hutley																																																																																																																														
555/12 /2023	Cllr C Jenrick proposed, and Cllr D Meagor seconded, to set the precept at £56,000. All agreed.	Precept details sent to CC																																																																																																																														
556/12 /2023	<b>Finance Report: 12<sup>th</sup> December 2023.</b> It was <b>RESOLVED</b> to authorise the payment of accounts outstanding to the sum of £10,015.73. Proposed by Cllr H Mably, seconded by Cllr R Whitehead, all in favour. Payments by BACS / DD were as follows:																																																																																																																															
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558/12 /2023	The following reports were provided: Nov/Dec expenditure for 2023/24; Actual to Budget to Dec 12 <sup>th</sup> , 2023; Income Report; Bank reconciliation to Nov 30 <sup>th</sup> 2023.																																																																																																																															
559/12 /2023	<b>Correspondence received from 13<sup>th</sup> November to 10<sup>th</sup> December 2023 - for your information. For the meeting to be held on Tuesday 12<sup>th</sup> December 2023:</b> <ul style="list-style-type: none"> <li>• 16/11/23 me PA23/04531 The Choughs – clarification</li> <li>• 17/11/23 me Query Re Dolphins, Cliff Road.</li> <li>• 17/11/23 Kathryn Paice Weekly List</li> <li>• 17/11/23 PSS Planned work interruption.</li> <li>• 17/11/23 Cornwall AONB Nature recovery and farming in Cornwall</li> <li>• 17/11/23 Alex Crossthwaite Decision list</li> <li>• 19/11/23 planning Committee notification PA23/04893</li> <li>• 22/11/23 RSN Rural Bulletin</li> <li>• 24/11/23 Clean Cornwall Clean Cornwall newsletter</li> <li>• 24/11/23 Rachel Dark Weekly decision list</li> <li>• 24/11/23 NALC NALC Newsletter</li> <li>• 24/11/23 Rebecca Whitaker Weekly list</li> <li>• 24/11/23 Rachel Williams Food waste, recycling, rubbish collections</li> <li>• 27/11/23 NALC Chief Exec's Bulletin</li> </ul>																																																																																																																															

- 27/11/23 CALC Steve Parkinson courses
- 27/11/23 CNL Cornwall National Landscapes
- 27/11/23 Elisabeth Allcorn CAP meeting
- 30/11/23 CALC Breakthrough Spring training courses
- 30/11/23 Pam Hicks Harbour Commissioner minutes
- 30/11/23 Philippa Day Weekly list
- 30/11/23 Fionna Catlin PA23/08009
- 01/12/23 me Feedback from parishioner re G&G proposal
- 01/12/23 NALC NALC Newsletter
- 01/12/23 Joshua McDonald Off street parking order consultation
- 05/12/23 Sarah Sims Polzeath Briefing Note
- 06/12/23 NALC NALC Newsletter
- 06/12/23 William Tarrant Local Govt Finance policy statement
- 06/12/23 RSN Rural Funding Digest
- 06/12/23 Rachel Dark Weekly decision list
- 06/12/23 Jo Howard N Cornwall Lanes – CCF Application
- 06/12/23 Mr A Jeal PA23/04740 Waves End
- 07/12/23 Rowena Brebner Minutes East SubArea Planning mting 27/11
- 08/12/23 FOWLC Donation request
- 10/12/23 parishioner PA23/04740 Food van

560/12  
/2023

**Planning Consultations received from 13<sup>th</sup> November to 10<sup>th</sup> December 2023 - for your information. For the meeting to be held on Tuesday 12<sup>th</sup> December 2023:**

- 13/11/2023 Cornwall Council Planning Consultation ref PA23/07405
- 27/11/2023 Cornwall Council Planning Consultation ref PA23/09391
- 30/11/2023 Cornwall Council Planning Consultation ref PA23/04740

561/12  
/2023

Various other correspondence dealt with during the month:

- Various emails from visitors and parishioners
- Costing for CEO for 24/25
- Info re planning committee meeting 27<sup>th</sup> Nov. re Sunset House
- Domain registration letter
- Shilla Mill sapling planting – invitation
- Sun Cove Polzeath – correspondence with agent re attending PC meeting.
- Reply to parishioner re non-compliance with NDP of proposed development in St Minver
- Request for a memorial bench
- Query about graveyard wall
- Complaint about overgrown/obstructed pavements in New Polzeath
- Request for help with CC contact/authorizing New Polzeath event.
- Cemetery committee – assist with last times minutes/agenda.
- Invoice for verges rebate
- Housing need survey report feedback
- Polzeath CIC teams meeting 5/12/23.
- Staffing info – to committee
- Updates to budget based on correspondence received.

**Reports from outside bodies:**

**a. Beach Management Committee.**

To **RECEIVE** any updates, to **CONSIDER** any new information.

- November Beach Management report received from the Beach Ranger.
- Further information on the setting up of the CIC provided at a meeting with CC & Cllr Mould on 5<sup>th</sup> December – Lowlands will work with Sarah Sims and Jacqui Rapiere from CC to apply for the funding required to set up the CIC. If successful Lowlands will hold the funds in their account until the CIC is up and running. Beach Management Committee will receive further information as and when available at their meetings.

562/12  
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564/12 /2023	<p><b><u>b. New Polzeath Public Toilets.</u></b>  <b>To RECEIVE any updates on progress</b></p> <ul style="list-style-type: none"> <li>• Cllr R Whitehead provided an update on how the repairs are progressing, toilets will remain open over the winter.</li> <li>• The quote from Cormac for next year’s cleaning costs for the toilets has been received and discussed under the Budget section.</li> <li>• Groundworks around the toilet block should be completed this month.</li> </ul>	Inflated costs left in the budget for now.
565/12 /2023		
566/12 /2023	<p><b><u>c. Highways and Footpaths.</u></b>  <b>To RECEIVE any updates, to REPORT any problems requiring attention and RESOLVE on any action.</b></p> <ul style="list-style-type: none"> <li>• The ditch /foliage has been cleared at Tredrizzick Green.</li> </ul>	Action via online mapping
567/12 /2023	<ul style="list-style-type: none"> <li>• To <b>CONSIDER</b> complaint received from parishioner regarding pavements in New Polzeath being overgrown and impassable, requiring pedestrians to walk in road. <b>To RESOLVE</b> on any action. It was agreed to report this on the CC interactive map.</li> </ul>	
568/12 /2023	<ul style="list-style-type: none"> <li>• To <b>CONSIDER</b> CEO SLA if received and <b>RESOLVE</b> on any action. The CEO SLA was too costly - both Lowlands and Highlands are looking at £5-£6k rather than £12-£13k for each Council. It was agreed to ask for revised SLA around £10-£12k in total to cover both parishes.</li> </ul>	CEO contacted, requested costings.
569/12 /2023	<ul style="list-style-type: none"> <li>• No comments re the off-street parking consultation.</li> <li>• Potholes to report to CC: <code>///sampling.incorrect.mandolin</code>  <code>///scorecard.router.feast</code> <code>///parsnip.toast.display</code>  <code>///joystick.skinny.encoder</code> <code>///tingled.sketching.soup</code></li> </ul>	Potholes reported.
570/12 /2023	<p><b><u>d. Affordable Housing Working Party</u></b></p> <ul style="list-style-type: none"> <li>• Feedback sent to CC. Report should be completed soon.</li> </ul>	
571/12 /2023	<p><b><u>e. Cemetery Committee Meeting</u></b></p> <ul style="list-style-type: none"> <li>• No updates.</li> </ul>	
572/12 /2023	<p><b><u>f. Any other reports.</u></b> None.</p>	
573/12 /2023	<p><b>Facebook and website postings:</b> To consider what information should be posted onto the website and Facebook - usual item of news and planning applications to be posted.</p>	
574/12 /2023	<p><b>Matters of Public Interest/Date of next meeting:</b> Date of next Parish Council Meeting: Tuesday 9<sup>th</sup> January 2024, 7pm Cllrs, D Hutley, H Mably and J Richards sent their apologies for January (Cllr Richards will be away for Feb meeting too)</p>	
575/12 /2023	<p><b>Public Bodies (Admission to Meetings) Act 1960</b> To <b>RESOLVE</b> 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>	
576/12 /2023	Meeting closed at 9.31pm	

Signed:.....

Date: 09/01/2024