

ST MINVER HIGHLANDS PARISH COUNCIL

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Council Meeting – 23rd January 2024

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

Ref	Action
001/01 /2024	Persons Present: Cllr. J. Richards (Chair), Cllr. V. Darnell. Cllr. N. Mably, Cllr. H. Mably, Cllr. R. Whitehead, Cllr. M. Parnell.
002/01 /2024	Apologies: Cllr. D. Hutley (Vice-Chair), Cllr. C. Jenrick, Cllr. D. Jones, Cllr. D. Meagor. County Cllr C. Mould.
003/01 /2024	In attendance: One parishioner. J Wilson, Clerk, & minute taker.
004/01 /2024	Declarations of Interest/Dispensations applied for from Members: None.
005/01 /2024	Public Participation: Cllr Ange Medland, from St Minver Lowlands Parish Council gave a very informative presentation on the Beach Ranger Service and how this benefits the area. It was explained how there is a need for both parishes to be involved in funding this so that the service can continue and hopefully acquire the grant funding to become a CIC. A short Q&A session followed, with a suggestion from Cllr H Mably that sponsorship from local businesses could help by providing local funding. The Chair thanked Cllr Medland for attending and for providing this additional information. Cllr Medland then left the meeting.
006/01 /2024	Cornwall Councillor's report: No report available this month.
007/01 /2024	Standing Orders applied.
008/01 /2024	Council Minutes: To RECEIVE and APPROVE the minutes of the meeting held on 12 th December 2023. 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 R Whitehead, seconded by Cllr N Mably, All in favour. Minutes were then signed by the Chair.
009/01 /2024	Matters Arising: None.
010/01 /2024	Cornwall Council Planning applications for consultation: Application: PA23/09739 Proposal: Works to trees covered by a Tree Preservation Order (TPO) - Various works Location: St Minver House Holiday Park St Minver Wadebridge Cornwall PL27 6RR.

Decisions
added to CC
Planning
portal

	<p>The Tree Officer has commented that the tree works are acceptable and should proceed. The St Minver Highlands Parish Council will follow the expert's advice and therefore supports this application. Proposed by Cllr R Whitehead, seconded by Cllr H Mably, all in favour.</p>	
<p>011/01 /2024</p>	<p>Application: PA23/10241 Proposal: New proposed single storey garage and yoga space Location: Tredavice Waterhouse Camel Road St Minver Wadebridge PL27 6RJ. Cllr N Mably proposed support, seconded by Cllr R Whitehead, all in favour.</p>	
<p>012/01 /2024</p>	<p>Application: PA24/00117 Proposal: The installation of a new field gateway, 6.0m in width Location: Land At Tredrizzick Tredrizzick St Minver Wadebridge PL27 6PB Cllr H Mably proposed objection, seconded by Cllr V Darnell, with all in favour, on the following grounds:</p> <ol style="list-style-type: none"> 1. The new gateway is unnecessary as the current gateway is adequate for the current size of farm machinery and has served as an entrance for many years. 2. The proposed entrance will lead to vehicles dragging mud over the highway, whereas this is not a problem with the current gateway due to where it is sited. 3. At the point of the proposed gateway the road narrows and having an entrance there would be dangerous to pedestrians and other road users. 4. Visibility is good at the current gateway whereas at the proposed gateway it would be significantly reduced. 5. Approximately 90m of Cornish Hedge will be destroyed in order to facilitate this unnecessary junction. This goes against the policies contained in the St Minver Parishes Neighbourhood Development Plan, which states that 'the landscape character will be maintained and enhanced by protecting existing hedges, Cornish hedges and trees and encouraging a vigorous tree planting scheme'. 6. There has already been an application for a junction/gateway on this road (PA21/030780) which the Parish Council objected to, and which was refused by Cornwall Council. 	
<p>013/01 /2024</p>	<p>Pre-applications and Prior Notifications - for information only. To RECEIVE any Planning Pre-Applications/Prior Notifications that may arrive. None</p>	
<p>014/01 /2024</p>	<p>Cornwall Council Planning Decisions Received: To NOTE any Planning Decisions received from Cornwall Council. Application: PA23/08723 Proposal: Submission of details to Discharge Conditions 5, 6, 7, 8, 9 and 10 in respect of Decision Notice PA23/00630 dated 9th October 2023 Location: Moyles St Minver Wadebridge Cornwall PL27 6QT Disch of cond not all conditions agreed.</p>	
<p>015/01 /2024</p>	<p>Application: PA23/01294/PREAPP Proposal: Pre application advice for the remodelling of the existing inverted 3bed dwelling, including external stone cladding, and 1st floor extension out from the garden side gable, with external terrace covered by extended the slate roof. Location: The Beach House Polzeath Wadebridge Cornwall PL27 6SS Closed - advice given.</p>	
<p>016/01 /2024</p>	<p>Application: PA23/08398 Proposal: Convert the small garage/store into a bedroom Location: Trebeth Church Town Road St Minver Wadebridge Cornwall PL27 6QH Approved</p>	

017/01 /2024 To **CONSIDER** the reply received from Planning to our queries about Q-Class developments, including PA23/04893 Sunset House and **RESOLVE** on any action.
Cllr C Jenrick had prepared a reply to be sent to Gavin Smith, Development Management Group Leader at Cornwall Council in response to his earlier answer to queries raised by the Parish Council relating to Q-Class developments.
All the Councillors agreed this was an excellent reply. Cllr V Darnell proposed and Cllr H Mably seconded to send the reply. All in favour. Clerk to action.

Email sent to Gavin Smith

018/01 /2024 **To CONSIDER** the request for Grant Funding from St Minver School and **RESOLVE** on the amount of funding and payment accordingly.
Mr Matt Hawcroft was unavailable to attend. This item will be postponed -the Chair will contact Mr Hawcroft regarding the school project to find out more details.

019/01 /2024 **To CONSIDER the POLZEATH BRIEF** received from Sarah Sims and **RESOLVE** on any actions.
The Polzeath Briefing Note was considered by the Parish Councillors. Cllr H Mably proposed that the St Minver Highlands Parish Council fully supports this initiative, seconded by Cllr V Darnell, majority in favour with one councillor, Cllr M Parnell, against.

020/01 /2024 To **CONSIDER** any additional information regarding quotes for the Toilet Cleaning contract and **RESOLVE** on any action.
The St Minver Lowlands Clerk, sent a suggested approach – with St Endellion, St Minver Lowlands and St Minver Highlands parishes working together to secure a joint toilet cleaning contract – advertising in the link and on the Gov.uk Contracts finder website. The Parish Council agreed to go with this approach rather than accepting Cornwall Councils quote which was much higher than the previous years. Lowlands Clerk will coordinate. Chair suggested two local companies that may be interested so clerk will contact them and send the tender form when finalised.

Clerks/Maintenance officer from the 3 parishes working together to set up Tender and advertise the contract. Deadline for receipt of tenders is 26th Feb.

021/01 /2024 **Finance Report: 23rd January 2024.**
It was **RESOLVED** to authorise the payment of accounts outstanding to the sum of £5,795.41. Proposed by Cllr R Whitehead, seconded by Cllr H Mably, all in favour. Payments by BACS / DD were as follows:

Payments made by BACS

Payee	Gross £	Vat £	Net £	Description	Chq/Bacs
J Wilson	27.60	-	27.60	Clerk's Expenses	BACS
J Wilson	650.48	-	650.48	Clerk's Salary	BACS
Pension Fund	185.51	-	185.51	Cornwall Pension Fund	BACS
HMRC	16.60	-	16.60	PAYE and NI	BACS
Business Source	47.38	3.52	43.86	Water re Public toilets	BACS
nPower	299.62	14.27	285.35	Elec Prior year 29/11-31/03/23	BACS
nPower	777.85	37.03	740.82	Elec 01/01-31/12/23	BACS
A1 Tree and Ground	1680.00	280.00	1400.00	Cleaning inv043378	BACS
Corserv	1001.21	166.87	834.34	Annual amount	BACS
Corserv	1001.21	166.87	834.34	Donation to Leisure centre s19	BACS
Sub total	5687.46	668.56	5018.90		
SeaDog IT	29.95	-	29.95	Website support	stripe
Google	78.00	-	78.00	Hosting/Emails/Workspace	D/D
Sub total	107.95	-	107.95		
TOTAL	5795.41	668.56	5126.85		

022/01 /2024

023/01 /2024	The following reports were provided: Dec/Jan expenditure for 2023/24; Actual to Budget to Jan 23 rd 2024; Income Report; Bank reconciliation to Dec 30 th 2023.	Sent to Cllrs prior to the meeting.
024/01 /2024	<p><u>Correspondence received from 11th December 2023 to 22nd January 2024 - for your information. For the meeting to be held on Tuesday 23rd January 2024:</u></p> <ul style="list-style-type: none"> • 11/12/23 me Finance and correspondence. • 12/12/23 James Abbott Shilla Mill Isaac Newton project • 12/12/23 CALC Town and Parish Council budgets • 14/12/23 from Claire Letter to Oliver Monk and Louise Wood • 19/12/23 Mandy Burleigh Weekly planning list 13/12 • 19/12/23 Peninsula Transport Consultation • 19/12/23 Steve Cresswell CC resettlement service • 19/12/23 Christine Boswell-Munday St Minver Community Hub • 19/12/23 Positive Planning Planning fees update/Planning app responses. • 19/12/23 NALC Chief Execs Bulletin • 19/12/23 Rachel Dark Weekly decision list • 21/12/23 Alice Cunliffe Weekly list 20/12 • 21/12/23 CALC Dec edition of civility and respect newsletter • 22/12/23 PSS Weekly decision list 13/20 • 28/12/23 PSS Weekly decision list 20/27 • 03/01/24 Rachel Dark Decision list 27/12-02/01 • 03/01/24 Training - CALC Introduction to planning training. • 02/01/24 Gavin Smith Reply to Claire's email on Q class. • 04/01/24 Gemma Parnell Weekly Planning list • 04/01/24 Elisabeth Allcorn Camel draft Action Plan • 04/01/24 Andy Stewart Monthly Beach Ranger report - December • 04/01/24 me Minutes and agenda • 05/01/24 me Additional information for meeting. • 08/01/24 Lowlands Polzeath Events 16/17 August • 09/01/24 me Finance and Correspondence • 09/01/24 CALC CALC Training Bulletin • 12/01/24 Karen White Weekly decision list • 12/01/24 Phillipa Day Weekly list • 12/01/24 Duchy Defibs 2023 year review • 12/01/24 Emma Ball Affordable Housing newsletter Jan 24 • 12/01/24 E Allcorn Camel Valley planning presentation. • 17/01/24 Imogen Day Housing Needs Survey • 17/01/24 Karen White Weekly decision list • 17/01/24 Stephen Trudgian Weekly planning list • 18/01/24 Endurancelife N Cornwall 2024 Thanks • 18/01/24 me Revised agenda • 18/01/24 Cllr Claire Jenrick Comment for Gavin Smith - re Q Class • 19/01/24 PSS Multi Factor Authorisation • 22/01/24 Parishioner Land at Sun Cove • 22/01/24 C Boswell-Munday Exciting news - Hub Open day 	Correspondence list sent to Cllrs prior to the meeting.
025/01 /2024	<p><u>Planning Consultations received from 11th December 2023 to 22nd January 2024 - for your information. For the meeting to be held on Tuesday 23rd January 2024:</u></p> <ul style="list-style-type: none"> • 19/12/2023 Cornwall Council Planning Consultation ref PA23/09739 • 29/12/2023 Cornwall Council Planning Consultation ref PA23/10241 • 17/01/2024 Cornwall Council Planning Consultation ref PA24/00117 	
026/01 /2024	<p>Various other correspondence dealt with during the month:</p> <ul style="list-style-type: none"> • Various emails from visitors and parishioners plus the following: • Gut Hill - email forwarded to Cllr Mould to consult with Highways re Red Tarmac. • Housing Needs Report feedback sent to CC. 	

027/01 /2024	<ul style="list-style-type: none"> Highways scheme EDG2117_SN03 – queries received re signage road markings and start date. CIC Information – meetings set up by CC regarding the funding application. NPower bills, address amendments and payment of arrears A1 – Tredrizzick Green job Footpath issues reported: one passed to A1, and one reported to Highways. ClIr Darnell – Polzeath Place Shaping notes - historic Info on Costs for Beach Ranger Services. Cemetery issues reported to Lowlands. Highways information on the two bollards-Highways Steward will consider against the 2024 budget. Polzeath CIC consultancy funding – emails fwded to Highlands Beach Management members Tracey French further info on CEO costs Street parking in Polzeath – complaint – reported to CC. Complaint re Seaview cart park. Corserv SLA cleaning contract – consulting with St Endellion and Lowlands – possible joint contract. Query on Sun Cove development. <p>Reports from outside bodies:</p> <p>a. Beach Management Committee.</p> <p>To RECEIVE any updates, to CONSIDER any new information.</p> <ul style="list-style-type: none"> No Further updates on CIC or Beach Management Group Beach Management report received from the Beach Ranger. 	Fwded to all ClIrs
028/01 /2024	<p>b. New Polzeath Public Toilets.</p> <p>To RECEIVE any updates on progress</p> <ul style="list-style-type: none"> ClIr R Whitehead provided an update – Door and windows are in – three sets of keys will be provided. Clerk to contact suggested companies with a view to them applying for the cleaning contract for the toilets. Groundworks around the toilet block have been completed. Chair will enquire for contractor to take on this area. 	. Contacted HMG. Tried SEE Clean but no reply.
029/01 /2024	<p>c. Highways and Footpaths.</p> <p>To RECEIVE any updates, to REPORT any problems requiring attention and RESOLVE on any action.</p> <ul style="list-style-type: none"> To CONSIDER CEO SLA if received and RESOLVE on any action. Details of what could be included in a CEO SLA for £11-12k have been provided by CC. ClIr V Darnell proposed, seconded by ClIr R Whitehead, and all agreed, to concentrate the cover over the summer from end of June to start of September, 5 days a week. This is to be put to Lowlands and if agreement is reached, clerk to contact CC to arrange for agreement to be drafted. 	Await Info from Lowlands after their Feb meeting.
030/01 /2024	<ul style="list-style-type: none"> Potholes to report to CC: Road to Amble – 2 very large potholes. Loose drain cover to report: ///theory.issue.swerves Small pothole to report: Wadebridge side of Gutt Hill Road sign needs attention: ///cutback.stir.flickers 	All reported to CCC
031/01 /2024	<p>d. Affordable Housing Working Party</p> <ul style="list-style-type: none"> It was agreed to contact Imogen at CC to arrange a zoom meeting to cover next steps and how to make use of the survey information now that the survey has been complete. 	Awaiting reply/suitable dates from Imogen.
032/01 /2024	<p>e. Cemetery Committee Meeting</p> <ul style="list-style-type: none"> Next meeting 21st February. 	

033/01 /2024	<p>f. Any other reports. None.</p>	
034/01 /2024	<p>Facebook and website postings: To consider what information should be posted onto the website and Facebook</p> <ul style="list-style-type: none"> - usual item of news and planning applications to be posted. - Any information on the Cleaning Contract for the Public Toilets 	<p>Cleaning contract info is on the website.</p>
035/01 /2024	<p>Matters of Public Interest/Date of next meeting: Date of next Parish Council Meeting: Tuesday 13th February 2024, 7pm Cllrs. H Mably and J Richards sent their apologies for February meeting.</p>	
036/01 /2024	<p>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.</p>	
037/01 /2024	<p>To CONSIDER the additional information provided by Lowlands on the increased costs, due to increase in minimum wage rates, of the Beach Ranger Service for the next year.</p> <ul style="list-style-type: none"> - It was resolved to rescind the Beach Ranger Service funding resolution if Standing Order, No 7 on Previous Resolutions was complied with beforehand. If this is done the Beach Ranger Service funding can be reconsidered. 	<p>S/O 7 complied with Request in writing received from 3 Cllrs to revisit this item. This item will be on the Feb agenda.</p>
038/01 /2024	Meeting closed at 9.15pm	

Signed:.....

Date: 13/02/2024