

ST MINVER HIGHLANDS PARISH COUNCIL

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Council Meeting – 13th February 2024

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

Ref		Action
039/02 /2024	1. Persons Present: Cllr. M. Parnell (Chair), Cllr. V. Darnell. Cllr. N. Mably, Cllr. R. Whitehead, Cllr. D. Jones, Cllr. D. Meagor, County Cllr C. Mould.	
040/02 /2024	Apologies: Cllr. J. Richards, Cllr. D. Hutley, Cllr. C. Jenrick, Cllr. H. Mably,	
041/02 /2024	In attendance: Four parishioners. Via Zoom: J Wilson, Clerk, & minute taker (to assist with minutes, meeting was also recorded by Cllr R Whitehead.)	
042/02 /2024	2. Declarations of Interest/Dispensations applied for from Members: None.	
043/02 /2024	3. Public Participation: Mr Peter Watson spoke in support of the Beach Ranger Service. Cllr Mark Richards attended from St Minver Lowlands Parish Council. Mr Craig Rowe and colleague attended on behalf of Gilbert and Goode and gave a comprehensive update on the public consultation that had been held at the Perceval institute in November last year regarding the proposed development on Menefreda Way. The Chair thanked Mr Rowe and his colleague for attending – they then left the meeting.	Another update/presentation will be held in future & will be included as an agenda item - parishioners can attend if interested.
044/02 /2024	4. Cornwall Councillor's report: Cllr Mould updated everyone on the proposed CIC and the beach carpark.	
045/02 /2024	Standing Orders applied.	
046/02 /2024	5. Council Minutes: To RECEIVE and APPROVE the minutes of the meeting held on 23 rd January 2024. 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 N Mably, seconded by Cllr R Whitehead, all in favour.	
047/02 /2024	6. Matters Arising: None.	
048/02 /2024	7. Cornwall Council Planning applications for consultation: Application: PA24/00227 Proposal: Proposed Garage and home office Location: Hill View Smeathers Farm Chapel Amble Wadebridge PL27 6ET Cllr D Meagor proposed support providing that this proposed building remains tied to the main house and is not used as a holiday let, seconded by Cllr D Jones, all in favour.	Decisions added to CC Planning portal.

049/02 /2024	<p>Application: PA24/00788</p> <p>Proposal: Works to trees subject to a Tree Preservation Order (TPO). To fell to ground level 1 decaying Beech and two dead Elms</p> <p>Location: The New Vicarage Church Town Hill St Minver Wadebridge Cornwall PL27 6QH. The Parish Council will defer to the experts regarding this application and therefore will agree with the tree officers view – proposed by Cllr N Mably, seconded by Cllr R Whitehead and agreed by all.</p>																																																							
050/02 /2024	<p>8. Pre-applications and Prior Notifications - for information only. To RECEIVE any Planning Pre-Applications/Prior Notifications that may arrive.</p> <p>None</p>																																																							
051/02 /2024	<p>9. Cornwall Council Planning Decisions Received:</p> <p>To NOTE any Planning Decisions received from Cornwall Council.</p> <p>Application: PA23/09391</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>Approved.</p>																																																							
052/02 /2024	<p>10. Motion to RESCIND the previous resolution 550/12/23 not to give a donation towards the costs of the Beach Ranger. Three Councillors wrote to the Chairman and Clerk requesting the motion to rescind the previous resolution. It was put forward by Cllrs V Darnell, D Meagor and N Mably as per standing orders no 7 and was therefore added as an item to this agenda. Cllr V Darnell proposed and Cllr D Meagor seconded to rescind the previous resolution 550/12/23. Majority in favour, 1 against. More information had been provided by Lowlands on the funding required to keep the Beach Ranger Service in place and with this in mind Councillors resolved to reconsider the contribution towards the Beach Ranger Service. Cllr V Darnell proposed a contribution of £5,000. Cllr D Meagor seconded, majority in favour, 1 against. Going forward it will be helpful to have more detailed information on costs so Highlands Councillors can make an informed decision on any future contributions. It was agreed that clear communication on this issue is needed going forward.</p>	<p>The procedures as detailed in S/O no 7 were followed regarding this item.</p>																																																						
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055/02 /2024	<p>11. To CONSIDER any additional information regarding quotes for the Toilet Cleaning contract and RESOLVE on any action. The clerks from Lowlands and Highlands, and the Maintenance officer from St Endellion have worked together in looking at alternative contractors to provide the cleaning services for the 6 facilities. Mrs Marnie Court, Lowlands Clerk, drafted the tender form and has led on this project. There has been interest from several parties, with a deadline of 26th February for tenders to be received, and the decision to be made before 1st March, for the contractor to be in place for 1st April.</p>	<p>Meeting held on 28th Feb to review the quotes received and select the most suitable.</p>																																																						
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057/02 /2024	<p>12. Finance Report: 13th February 2024.</p> <p>It was RESOLVED to authorise the payment of accounts outstanding to the sum of £21,224.01. Proposed by Cllr R Whitehead, seconded by Cllr V Darnell, all in favour. Payments by BACS / DD were as follows:</p>																																																							
058/02 /2024	<table><tr><th>Payee</th><th>Gross £</th><th>Vat £</th><th>Net £</th><th>Description</th><th>Chq/ Bacs</th></tr><tr><td>J Wilson</td><td>117.48</td><td>-</td><td>117.48</td><td>Clerk’s Expenses</td><td>BACS</td></tr><tr><td>J Wilson</td><td>650.48</td><td>-</td><td>650.48</td><td>Clerk’s Salary</td><td>BACS</td></tr><tr><td>Pension Fund</td><td>185.51</td><td>-</td><td>185.51</td><td>Cornwall Pension Fund</td><td>BACS</td></tr><tr><td>HMRC</td><td>16.80</td><td>-</td><td>16.80</td><td>PAYE and NI</td><td>BACS</td></tr><tr><td>Business Source</td><td>47.83</td><td>3.56</td><td>44.27</td><td>Water re Public toilets</td><td>BACS</td></tr><tr><td>nPower</td><td>113.25</td><td>5.39</td><td>107.86</td><td>Elec charge</td><td>BACS</td></tr><tr><td>Duchy Defibrillators</td><td>228.00</td><td>38.00</td><td>190.00</td><td>Annual monitoring</td><td>BACS</td></tr><tr><td>Custom Install</td><td>14,655.72</td><td>2,442.62</td><td>12,213.10</td><td>Toilet doors and windows</td><td>BACS</td></tr></table>	Payee	Gross £	Vat £	Net £	Description	Chq/ Bacs	J Wilson	117.48	-	117.48	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	16.80	-	16.80	PAYE and NI	BACS	Business Source	47.83	3.56	44.27	Water re Public toilets	BACS	nPower	113.25	5.39	107.86	Elec charge	BACS	Duchy Defibrillators	228.00	38.00	190.00	Annual monitoring	BACS	Custom Install	14,655.72	2,442.62	12,213.10	Toilet doors and windows	BACS	<p>Payments made by BACS.</p>
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059/02/2024	Corserv	20.95	3.49	17.46	Consumables oct-dec 23	BACS
	Corserv	80.04	13.34	66.70	Hygiene services oct-dec23	BACS
	Lowlands	5,000.00	0.00	5,000.00	Beach Ranger service – contribution.	
	Sub Total	21,116.06	2,506.40	18,609.66		
	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	21,224.01	2,506.40	18,717.61		
060/02/2024	The following reports were provided: Jan/Feb expenditure for 2023/24; Actual to Budget to Feb 13 th , 2024; Income Report; Bank reconciliation to Jan 30 th , 2024.					
061/02/2024	<p><u>13. Correspondence received from 23rd January 2024 to 12th February 2024 - for your information. For the meeting to be held on Tuesday 13th February 2024:</u></p> <ul style="list-style-type: none"> 25/01/24 Rachel Dark Weekly decision list 25/01/24 NALC NALC Newsletter 25/01/24 Tim Middleton Electric Vehicle chargers in Town/Parish 25/01/24 Ange Medland Cemetery Report 25/01/24 Jane Ripley Weekly List 30/01/24 Cllr Mould Shared Prosperity Funding 30/01/24 Positive Planning Planning news for local councils 31/01/24 Monumental Improvement Amazing activities 31/01/24 Rachel Dark Weekly decision list 31/01/24 Kathryn Paice Weekly list 31/01/24 ph notifications Important measles information. 31/01/24 CIOS Good Growth Fund January update 31/01/24 NHS Cornwall Cornwall together Jan 2024 02/02/24 CALC Training Free briefing re new Local Plan for Cornwall 07/02/04 Stephen Trudgian Weekly planning list 07/02/24 RSN RSN Funding digest Feb 24 07/02/24 Rachel Dark Weekly decision list 07/02/24 Alan Percy Devolution expectations with a caution 07/02/24 Pam Hicks Dec 2023 minutes (Harbour Commission) 07/02/24 Andy Stewart Monthly Beach Ranger report 07/02/24 me Feb agenda and Jan minutes 09/02/24 NALC Chief exec's bulletin 12/02/24 me Finance and correspondence 					
062/02/2024	<p><u>Planning Consultations received from 23rd January 2024 to 12th February 2024 - for your information. For the meeting to be held on Tuesday 13th February 2024:</u></p> <ul style="list-style-type: none"> 02/02/2024 Cornwall Council Planning Consultation ref PA24/00788 12/02/2024 Cornwall Council Planning Consultation ref PA24/00227 08/02/2024 Cornwall Council Planning Consultation ref PA24/00872 (to be considered at March meeting. 					
063/02/2024	<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: CEO joint agreement with Lowlands. Cleaning contract for public toilets – joint agreement with St Endellion and Lowlands. Comment for Gavin Smith re Q Tree down in St Minver. 					

Sent to Cllrs prior to the meeting.

Correspondence list sent to Cllrs prior to the meeting.

064/02/2024	<ul style="list-style-type: none"> • HMG re tender form for public toilets cleaning contract. • St Minver Housing Survey – zoom meeting. • Polzeath Briefing note. • PA24/00661 – not in Highlands parish. <p>On the day of the meeting information was received from concerned parishioners regarding a proposal to site a large seaweed farm off the North Cornwall Coast near Port Quin. The Parish Council has not been notified via Cornwall Council of any planning relating to this, and this information was received too late to be added to the agenda. Therefore, this information was forwarded to Councillors, and was raised at the meeting for information only.</p>	<p>Email with links to relevant parties sent to Cllrs.</p>
065/02/2024	<p>14. 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"> • To CONSIDER the latest Beach Management report. The latest report had been sent out to all Councillors. 	
066/02/2024	<ul style="list-style-type: none"> • To CONSIDER any further information received regarding the setting up of a CIC and RESOLVE on any action. Discussion took place on this issue and on Cornwall Council's role within it. It was agreed that communication around this issue must be more coordinated since it is likely to have a far-reaching impact on the area. 	
067/02/2024	<ul style="list-style-type: none"> • The issue of CCTV policy was raised as we still haven't received a copy of the policy to add to our website. Cllr D Jones will liaise with Cllr Hutley and try and resolve this omission. 	<p>Cllrs D Jones and D Hutley to liaise on this.</p>
068/02/2024	<ul style="list-style-type: none"> • The Councillors thanked Cllr Mark Richards from Lowlands for attending and all agreed it was helpful having him there to put Lowlands point of view and provide additional supporting information on relevant issues. It was proposed by Cllr V Darnell, seconded by Cllr R Whitehead and agreed by all that Highlands will also send a Councillor to attend Lowlands meetings as it seems to bring a real benefit and work really well. 	<p>A Cllr to attend next Lowlands meeting in March.</p>
069/02/2024	<p>b. New Polzeath Public Toilets.</p> <p>To RECEIVE any updates on progress</p> <ul style="list-style-type: none"> • To RECEIVE updates on new doors/windows. The toilet doors and windows are completed, and payment made. There is a small amount of electrical work to complete. Cllr V Darnell proposed, and Cllr R Whitehead seconded, all in favour, to organise a contractor to prepare a quote for this, to be sent to the Chair to authorise. Cllr R Whitehead will arrange for an electrical contractor to do this. 	
070/02/2024		<p>Cllr R Whitehead to action.</p>
071/02/2024	<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 updated CEO SLA if received and RESOLVE on any action. The clerk has information on the proposals and costs for CEO Cover – to be sent out via email to all Councillors, to reply with their choice by Friday so this information can be passed to CC to prepare the SLA by 1st March. 	<p>Fwded to all Cllrs, replies received, and Tracey French notified.</p>
072/02/2024	<ul style="list-style-type: none"> • To CONSIDER the 24/25 LMP and SWCP SLA and RESOLVE on whether to accept. Cornwall Council provides funding for this, so acceptance means we will be given the annual funding to carry on maintaining the footpaths and SW Coast Path. 	<p>LMP /SWCP funding accepted.</p>
073/02/2024	<ul style="list-style-type: none"> • Various potholes, water on road and any other highways issues to be reported to the clerk with the appropriate W3W reference so that these can be added to the Cornwall Council interactive map. 	<p>Issues notified to CC.</p>

074/02 /2024	<p><u>d. Affordable Housing Working Party</u></p> <ul style="list-style-type: none"> Zoom meeting with Imogen – to AGREE possible dates/time. Clerk will email Affordable Housing Team to sort out some possible dates for a meeting. 	Clerk to action.
075/02 /2024	<p><u>e. Cemetery Committee Meeting</u></p> <ul style="list-style-type: none"> Cllr Meagor reported on the previous cemetery committee meeting. The Cemetery report in the Link magazine details the rules on tributes that can be placed in the cemetery, to ensure the cemeteries remain peaceful and tranquil sanctuaries. The Cemetery committee also thanked the St Minver Scouts for their help in keeping the cemeteries tidy after the festive season. 	.
076/02 /2024	<p><u>f. Any other reports.</u></p> <p>None.</p>	
077/02 /2024	<p>15. Facebook and website postings:</p> <p>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. 	.
078/02 /2024	<p>16. Matters of Public Interest/Date of next meeting:</p> <p>Date of next Parish Council Meeting: Tuesday 12th March 2024, 7pm</p>	
079/02 /2024	<p>17. Public Bodies (Admission to Meetings) Act 1960</p> <p>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>None.</p>	.
080/02 /2024	<p>Meeting closed at 8.50pm</p>	

Signed:.....

Date: 12/03/2024