

# St Minver Highlands Parish Council

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8<sup>th</sup> May 2024

## **TO MEMBERS OF THE COUNCIL:**

Councillors: Cllr. J Richards, Chair, Cllr. D. Hutley Vice-Chair, Cllr. M. Parnell, Cllr. N. Mably, Cllr H. Mably, Cllr C. Jenrick, Cllr D. Meagor, Cllr V. Darnell, Cllr R Whitehead, Cllr D Jones.  
Cornwall Cllr: Cllr C Mould

Dear Members,

I hereby give you notice that the **Annual Meeting of St Minver Highlands Parish Council** will be held on **Tuesday, 14<sup>th</sup> May 2024 in The Perceval Institute, immediately following the Annual Parish meeting.**

All Members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder.

Yours sincerely,

*J M Wilson*

Jo Wilson. Parish Clerk/RFO.

Press and Public are invited to attend. Meetings are held in public and could be filmed or recorded by broadcasters, the media, or members of the public.

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## **AGENDA**

### **AGM**

#### **1. Election of Chair:**

To **ELECT** the Chair of the Council. To **RECEIVE** the signed declaration of acceptance of office.

#### **2. Election of Vice Chair:**

To **ELECT** the Vice Chair of the Council. To **RECEIVE** the signed declaration of acceptance of office.

#### **3. Appointment of members as representatives on outside bodies**

To **APPOINT** members to represent the Council as above:

- the Beach Management Committee.
- the Public Toilets Management Committee
- the Highways and Footpaths Committee
- Staffing Committee.
- Affordable Housing Working Party
- Cemetery Committee
- Emergency Committee
- Any other committees as required

### **Monthly**

#### **4. Present / Apologies.**

To **NOTE** persons, present and **RECEIVE** apologies for absence.

5. **To Receive any Declarations of Interest from Members / Dispensations**  
To **RECEIVE** any Declarations of Interest from Members. To **RESOLVE** to grant any requests for Dispensation in line with the Councillor's Code of Conduct 2021.
6. **Public Participation**  
To **RECEIVE** comments from Members of the public.<sup>1</sup>
7. **Cornwall Councillor's Report:** To **RECEIVE** a report on the business of Cornwall Council from Cllr C. Mould.
8. **Council Meeting: Minutes 9<sup>th</sup> April 2024.**  
To **RESOLVE** that the Minutes of the Meeting of St Minver Highlands Parish Council as above, having been previously circulated, and taken as read, be approved (attached).
9. To **NOTE** any matters arising from the Minutes.
10. **Planning Applications for Consultation. To RECEIVE any Planning Applications that may arrive and RESPOND to the Planning Authority accordingly.**  
Application: [PA24/02957](#)  
Proposal: Construction of a two-storey side extension to the West of the property and construction of an outbuilding for the storage of firewood within their grounds.  
Location: Birches Trevine Chapel Amble Wadebridge Cornwall PL27 6ES  
  
Application: [PA24/01674](#)  
Proposal: Application for planning permission for a replacement dwelling and associated works  
Location: Stepper View Gulland Road New Polzeath Wadebridge Cornwall PL27 6UG  
(Note: New documentation has been received for this application – this information was received after the Parish Council sent in its decision to Cornwall Council therefore the application has been included on the agenda again for consideration)
11. **Pre-applications/Prior Notifications/other- for information only. To RECEIVE any Planning Applications that may arrive.**  
None
12. **Cornwall Council: Planning Decisions – Approved / Refused.**  
To **NOTE** any Planning Decisions received from Cornwall Council.  
Application: [PA24/01850](#)  
Proposal: Construction of two dwellings in lieu of Class Q  
Location: Trenant Hangar St Minver Wadebridge Cornwall PL27 6QX  
**Withdrawn**  
  
Application: [PA24/01053](#)  
Proposal: Construction of a replacement dwelling and annexe  
Location: 13 Tinnars Way New Polzeath Wadebridge Cornwall PL27 6UH  
**Approved.**
13. To **CONSIDER** whether to purchase a new Parish Council Notice Board for Polzeath
14. To **CONSIDER** and **AGREE** the insurance renewal for 23/24.
15. **Finance Report: 14<sup>th</sup> May 2024**  
To **RESOLVE** to adopt the Finance Report as above, including the budget vs actual and expenditure to date, and authorise the payments of Accounts outstanding (attached) plus any additional payments as resolved during this meeting and **AGREE** the bank reconciliation so presented. (attached)

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<sup>1</sup> This provides an opportunity for members of the public to raise questions about and comment on items on the agenda. Total time allowed will be 15 minutes (limit of 5 minutes per person) which may be varied at the discretion of the Chair.

**16. Correspondence: To NOTE any correspondence.**

- Correspondence listed on separate sheet, e-mailed to Councillors.  
*For information only*

**17. Reports from outside bodies:**

a. Beach Management Committee.

To **RECEIVE** any updates and to **CONSIDER** any new information from the Committee.

- To **CONSIDER** any further updates regarding the setting up of the CIC and **RESOLVE** on any action.
- To **CONSIDER** any further updates on Making Space for Sand/Future of Polzeath and **RESOLVE** on any action
- To **CONSIDER** the latest Beach Management report.

b. New Polzeath Public Toilets.

To **RECEIVE** any updates:

- To **RECEIVE** updates on required electrical works.
- To **CONSIDER** any further information on having a QR code for donations for the toilets

c. Highways and Footpaths.

To note any problems requiring attention and **RESOLVE** on any action.

d. Affordable Housing Working Party

- Report on the meeting held on Wednesday 24<sup>th</sup> April.
- Next meeting will be held on Monday 20<sup>th</sup> May 5.30pm in the Perceval Institute

e. Cemetery Committee Meeting

- Report any updates.

f. Lowlands Business/Feedback

g. Any Other Reports

**18. Facebook and website postings:**

To consider what information should be posted onto the website and Facebook for this month.

**19. Matters of Public Interest:**

Date of next Parish Council Meeting: Tuesday 11<sup>th</sup> June 2024, 7pm

**20. 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.