

# ST MINVER HIGHLANDS PARISH COUNCIL

Parish Clerk: J. Wilson  
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## Council Meeting – 14<sup>th</sup> May 2024

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

Ref		Action
170/05 /2024	<p><b>AGM</b>  <b>1.Election of Chair</b>  <b>ELECTED</b> Cllr J Richards as the Chair of the Council.                      Proposed by Cllr C Jenrick, seconded by Cllr V Darnell. Unanimous' Declaration of acceptance of office signed.</p>	To amend on website
171/05 /2024	<p><b>2.Election of Vice Chair</b>  <b>ELECTED</b> Cllr H Mably as the Vice Chair of the Council.                      Proposed by Cllr D Hutley, seconded by Cllr R Whitehead. Unanimous. Declaration of acceptance of office signed.</p>	
172/05 /2024	<p><b>3.Appointment of members as representatives on committees and outside bodies:</b>                      To <b>APPOINT</b> members to represent the Council as follows:</p> <ul style="list-style-type: none"> <li>• Beach Management Committee: Cllrs C Jenrick, V Darnell, D Jones.</li> <li>• Public Toilets Management Committee: Cllrs D Hutley, D Meagor, V Darnell, R Whitehead. Cllr D Meagor agreed to carry out maintenance as and when required, with invoices presented to Council for payment as appropriate.</li> <li>• Staffing Committee: Cllrs D Hutley, J Richards, C Jenrick, H Mably.</li> <li>• Affordable Housing Working Party: Cllrs J Richards, N Mably, H Mably.</li> <li>• Cemetery Committee: Cllrs D Hutley, D Meagor, N Mably.</li> <li>• Emergency Committee: Cllr M Parnell.</li> </ul>	
173/05 /2024	<p><b>Monthly Meeting</b></p> <p><b>4.Persons Present:</b> Cllr. J. Richards (Chair), Cllr. H. Mably (Vice Chair), Cllr. R. Whitehead, Cllr. N. Mably, Cllr. V. Darnell, Cllr. D. Hutley, Cllr. C. Jenrick, Cllr. D. Jones, Cllr. D. Meagor.                      In attendance: Six parishioners, J Wilson, Clerk, &amp; minute taker.</p>	
174/05 /2024	<p><b>Apologies:</b> Cllr M Parnell, County Cllr C Mould.</p>	
175/05 /2024	<p><b>5.Declarations of Interest/Dispensations applied for from Members:</b>                      Cllr V Darnell declared an interest in item 10 on the agenda, PA24/01674.</p>	
176/05 /2024	<p><b>6.Public Participation:</b>                      Cllr Ange Medland from St Minver Lowlands Parish Council spoke briefly to say that she was now the new Chair and introduced Cllr Tim Gidley-Wright as the new Vice-Chair. She went on to say that there is lots to be gained by our two Councils working together, and all present agreed. Councillors congratulated them both on their appointment.</p>	

177/05 /2024	<p>Sam Fuller from Laurence Associates spoke in favour of PA24/01674 and described the changes made to the design of the new access point, reducing the size of the opening.</p> <p>Diana Millington spoke to say she was wanted to hear about Stepper View.</p> <p>Peter Watson raised the issue of potential licence breaches by Surfside with late night music on the beach in contravention of the licence terms. Cllr V Darnell requested that this be followed up and that the Parish Council be kept informed of the situation and of any action being taken by Licencing. All agreed. Clerk to action.</p>	Contact CC Licence dept
178/05 /2024	<p><b>7. Cornwall Councillor’s report:</b></p> <p>Cllr Mould had given her apologies but had provided a brief report mentioning the following meetings with a request that Councillors attend (via Teams):</p> <ul style="list-style-type: none"> <li>- 3<sup>rd</sup> June – online briefing re Tax Premium on second homes.</li> <li>- 13<sup>th</sup> June – local planning training on 13<sup>th</sup> June – element around short term lets.</li> <li>- A reminder that we are in no-mow May so verges may look overgrown for the next few weeks.</li> <li>-</li> </ul>	
179/05 /2024	<p>Standing Orders applied.</p>	
180/05 /2024	<p><b>8. Council Minutes: To RECEIVE and APPROVE the minutes of the meeting held on 9<sup>th</sup> April 2024.</b></p> <p>There was one amendment to the April minutes – Page 2 contained a typo, now corrected. It was <b>RESOLVED</b> that the amended 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 D Hutley, all in favour, and signed by the Chair.</p>	Amended minutes to be added to website.
181/05 /2024	<p><b>9. Matters Arising:</b></p> <p>None.</p>	
182/05 /2024	<p><b>10. Cornwall Council Planning applications for consultation:</b></p> <p>Application: <a href="#">PA24/02957</a></p> <p>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.</p> <p>Location: Birches Trevine Chapel Amble Wadebridge Cornwall PL27 6ES</p> <p>Cllr D Meagor proposed support, seconded by Cllr C Jenrick, all in favour.</p>	Planning decisions posted on the CC planning portal.
183/05 /2024	<p>Cllr V Darnell declared an interest and left the meeting.</p> <p>Application: <a href="#">PA24/01674</a></p> <p>Proposal: Application for planning permission for a replacement dwelling and associated works</p> <p>Location: Stepper View Gulland Road New Polzeath Wadebridge 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).</p> <p>A 5-day planning protocol had been received for this application so the Councillors had to select option 1, 2 or 3 (Option 1 if they agreed with the planning officer to support this application, option 2 to agree to disagree and option 3 if they wanted to continue to object and request this application go to committee for a decision, which would require backing from the ward member)</p> <p>The Councillors used a paper ballot. The outcome was four for option 1 ie to support this application, two for option 2 and three for option 3, (The Chair used his casting vote).</p> <p>Cllr V Darnell returned to the meeting.</p> <p>All parishioners apart from Peter Watson then left the meeting.</p>	

184/05/2024	<p><b>11. Pre-applications and Prior Notifications – for information only. To RECEIVE any Planning Pre-Applications/Prior Notifications that may arrive.</b> None</p>	<p>Clerk to obtain quote from Green Barnes.</p>																																																																																																																																				
185/05/2024	<p><b>12. Cornwall Council Planning Decisions Received:</b> To <b>NOTE</b> any Planning Decisions received from Cornwall Council. Application: <a href="#">PA24/01850</a> Proposal: Construction of two dwellings in lieu of Class Q Location: Trenant Hangar St Minver Wadebridge Cornwall PL27 6QX <b>Withdrawn</b></p>																																																																																																																																					
186/05/2024	<p>Application: <a href="#">PA24/01053</a> Proposal: Construction of a replacement dwelling and annexe Location: 13 Tinnars Way New Polzeath Wadebridge Cornwall PL27 6UH <b>Approved.</b></p>																																																																																																																																					
187/05/2024	<p><b>13. To CONSIDER whether to purchase a new Parish Council Notice Board for Polzeath.</b> Cllr D Hutley proposed the Council purchase a new Noticeboard to replace the one in Polzeath, seconded by Cllr R Whitehead. All in favour. To include on June agenda.</p>																																																																																																																																					
188/05/2024	<p><b>14. To CONSIDER and AGREE the insurance renewal for 24/25</b> The renewal from Zurich Insurance is £822.17. Cllr N Mably proposed acceptance of the quote, seconded by Cllr V Darnell, all in favour.</p>		<p>Contact Zurich to confirm. Included in BACS payts</p>																																																																																																																																			
189/05/2024	<p><b>15. Finance Report: 14<sup>th</sup> May 2024.</b> It was <b>RESOLVED</b> to authorise the payment of accounts outstanding to the sum of £5,513.00. Proposed by Cllr R Whitehead, seconded by Cllr C Jenrick, all in favour. Payments by BACS / DD were as follows:</p>	<p>BACS payments made</p>																																																																																																																																				
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189/05/2024	<p>The following reports were provided: Apr/May expenditure for 2024/25; Actual to Budget to May 14th; Income Report; Bank reconciliation to 30<sup>th</sup> April 2024. Income during May: £1264.27 for 23/24 LMP &amp; SWCP rebate.</p>																																																																																																																																					
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191/05  
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**16. Correspondence received from 10<sup>th</sup> April 2024 to 12<sup>th</sup> May 2024 - for your information. For the meeting to be held on Tuesday 14<sup>th</sup> May 2024:**

- 11/04/24 Forests for Cornwall Newsletter – Spring 2024
- 11/04/24 Ocean Housing Group Achievements and Key Priorities
- 11/04/24 CIL Enquiries Parish Payments April 2024
- 11/04/24 Alice Cunliffe Weekly List
- 11/04/24 RSN Rural Bulletin
- 12/04/24 CALC Reminder Upcoming Training Events
- 19/04/24 Planning System Support Down time – 26/04/24
- 19/04/24 CALC Reminder – CALC Training
- 19/04/24 Clean Cornwall Newsletter
- 19/04/24 Rachel Dark Weekly Decision List
- 19/04/24 Gavin Smith Questions to planner re Q Status
- 26/04/24 Carol Mould Briefing Note on Enforcement
- 26/04/24 Rachel Dark Weekly Decision List
- 26/04/24 Max Shepherd Weekly List
- 29/04/24 Elisabeth Allcorn Camel Vall CAP Local Plan Workshop
- 29/04/24 Positive Planning Planning News - Spring 2024
- 29/04/24 Elisabeth Allcorn Climate Training Sessions
- 29/04/24 Planning System Support System downtime 03/05/24
- 29/04/24 CALC Out and About Open Surgeries with Sarah Mason
- 29/04/24 CALC Biodiversity Net Gain – Presentation
- 30/04/24 Cornwall Highways Polzeath Lining Works
- 30/04/24 NHS Engagement Team Cornwall Together April 2024
- 02/05/24 Max Shepherd Weekly List
- 02/05/24 Jack Parnell Renewable Energy Loans – Partnership with CC
- 04/05/24 Affordable Housing Newsletter May 2024
- 05/05/24 me Agenda and minutes
- 08/05/24 Positive Planning Local Planning Training – 13<sup>th</sup> June
- 08/05/24 Andy Stewart Monthly Beach Management Report
- 08/05/24 Philippa Day Weekly List
- 08/05/24 CALC Training reminder
- 08/05/24 Planning system support Public Access Downtime – 12<sup>th</sup> May.
- 08/05/24 Rachel Dark Weekly decision list
- 09/05/24 me APM, AGM and monthly Agenda
- 09/05/24 Sharon Davey Exciting House opportunity
- 09/05/24 V Darnell Polzeath Beach

192/05  
/2024

Lowlands Clerk had asked about policy on Permanent Residency/Prime residency condition breaches. It was agreed to contact Cornwall Council to ask what action they would take if they received a report of a breach of this condition on a property, and what the likely penalties would be. To add to June agenda. To pass on any information received to Lowlands clerk.

Contact CC

193/05  
/2024

**Planning Consultations received from 10<sup>th</sup> April 2024 to 12<sup>th</sup> May 2024 - for your information. For the meeting to be held on Tuesday 14<sup>th</sup> May 2024:**

- 19/04/2024 Cornwall Council Planning Consultation ref PA24/01850 – request for comments from planning officer as no extension granted to May meeting.
- 29/04/2024 Cornwall Council Planning Consultation ref PA24/02957
- 08/05/2024 Cornwall Council Planning Consultation ref PA24/00722 – withdrawn.
- 09/05/24 Cornwall Council Planning Consultation ref PA24/03205 - Extension until June meeting granted.

194/05  
/2024

Various other correspondence dealt with during the month:

- Various emails from visitors and parishioners plus the following:
- Affordable Housing Working Party meeting 24/04/24 on Zoom.
- Fallen Tree in walkway bridle path.
- Parking in Polzeath

	<ul style="list-style-type: none"> <li>• Affordable Housing meeting 20<sup>th</sup> May – Perceval Hall</li> <li>• Camel Valley CAP notification</li> <li>• Beach Management Group – proposal for 3<sup>rd</sup> Rep</li> <li>• Polzeath Surf Lifesaving Club – information</li> <li>• Lowlands planning items.</li> <li>• Replies to agents re meetings.</li> <li>• New page on website for Beach Management.</li> <li>• QR Code donations – liaise with Seadog IT</li> <li>• I-connect / payroll and pension.</li> <li>• Council Audit and Limited Assurance Regime – intermediate audit 5%</li> <li>• Chase up Diggers on Beach RE EA</li> <li>• Illegal Trailer</li> </ul>	CC legal dept informed.
195/05 /2024	<p><b>17. Reports from outside bodies:</b></p> <p><b>a. Beach Management Committee.</b></p> <p>To <b>RECEIVE</b> any updates, to <b>CONSIDER</b> any new information.</p> <ul style="list-style-type: none"> <li>• To <b>CONSIDER</b> the latest Beach Management report. The report has been circulated to Councillors,</li> </ul>	
196/05 /2024	<ul style="list-style-type: none"> <li>• To <b>CONSIDER</b> any further information received regarding the setting up of a CIC and <b>RESOLVE</b> on any action.</li> </ul> <p>Highlands have increased the reps on Beach Management Group to 3 to match Lowlands, as suggested by Lowlands. Ben Harbour is to be Chair of the CIC, agreed by both Parish Councils. Starting to see some structure to this project now as it moves forward. It is important to have a voice from each Parish Council on the CIC. Coronation Gardens is an important part of this, being given to Polzeath parishioners in 1952.</p>	
197/05 /2024	<ul style="list-style-type: none"> <li>• To <b>CONSIDER</b> any further updates on Making Space for Sand/Future of Polzeath.</li> </ul> <p>Jolyon Sharpe has reiterated that there is imminent change coming and the road through Polzeath is likely to become vulnerable in the next 20 years. It was agreed to contact Jolyon to find out what damage/issues the road has suffered from during the last 15 years.</p>	Contact Jolyon
198/05 /2024	<p><b>b. New Polzeath Public Toilets.</b></p> <p>To <b>RECEIVE</b> any updates on progress</p> <ul style="list-style-type: none"> <li>• To <b>RECEIVE</b> updates on required electrical works. No information received yet – to add to June agenda.</li> <li>• It was agreed not to set up a QR code for donations.</li> <li>• The grass area around the toilets has been cut back. It was agreed to keep it cut back and not make any further changes to the area of vegetation at present.</li> </ul>	
199/05 /2024	<p><b>c. Highways and Footpaths.</b></p> <p>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>• Roserrow to Shilla Mill – Cllr D Jones has been in contact with Cornwall Council to look at this area.</li> <li>• Coastal Path, New Polzeath – area behind Rum Bar needs looking at – clerk to contact contractor to action this.</li> <li>• Red markings on Gutt hill need redoing in places – clerk to contact highways.</li> </ul>	Contact A1 Reported
200/05 /2024	<p><b>d. Affordable Housing Working Party</b></p> <ul style="list-style-type: none"> <li>• Meeting arranged for 20<sup>th</sup> May with Imogen Day from Housing dept, to go through the possible sites/ map them. Update to be provided at the June meeting.</li> </ul>	Meeting held on 20 <sup>th</sup> Maps provided.
201/05 /2024	<p><b>e. Cemetery Committee Meeting</b></p> <ul style="list-style-type: none"> <li>• No further information.</li> </ul>	

202/05 /2024	<b>f. Lowlands Business/Feedback</b> <ul style="list-style-type: none"> <li>No further information.</li> </ul>	
203/05 /2024	<b>g. Any other reports.</b> <ul style="list-style-type: none"> <li>none</li> </ul>	
204/05 /2024	<b>17. Facebook and website postings:</b> To consider what information should be posted onto the website and Facebook. <ul style="list-style-type: none"> <li>Usual items.</li> </ul>	
205/05 /2024	<b>18. Matters of Public Interest/Date of next meeting:</b> Date of next Parish Council Meeting: Tuesday 11 <sup>th</sup> June 2024, 7pm Dates for Affordable Housing – Perceval - 20 <sup>th</sup> May 2024 5.30pm	
206/05 /2024	<b>19. 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.	
207/05 /2024	Meeting closed at 8.41pm	

Signed:.....

Date: 11/06/2024