

ST MINVER HIGHLANDS PARISH COUNCIL

Parish Clerk: J. Wilson
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Council Meeting – 11th June 2024

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

Ref	Action
208/06 /2024	<p>1. Persons Present: Cllr. J. Richards (Chair), Cllr. H. Mably (Vice Chair), Cllr. R. Whitehead, Cllr. N. Mably, Cllr. C. Jenrick, Cllr. D. Jones, Cllr. M Parnell, Cllr. D. Meagor. County Cllr. C. Mould. In attendance: One parishioner, J Wilson, Clerk, & minute taker.</p>
209/06 /2024	<p>Apologies: Cllr. D. Hutley, Cllr. V. Darnell.</p>
210/06 /2024	<p>2. Declarations of Interest/Dispensations applied for from Members: Cllr. D. Jones declared an interest in item 7 on the agenda, PA24/03992.</p>
211/06 /2024	<p>3. Public Participation: The owner of Little Mesmeor spoke in support of his application PA24/03296 and answered questions from the Councillors.</p>
212/06 /2024	<p>4. Cornwall Councillor's report: Cllr Mould provided a brief report mentioning the following issues:</p> <ul style="list-style-type: none"> - The stones around Polzeath Beach car park – placed there by Cornwall Council to show the natural designation of the car park. - The Community Chest fund is now available – the amount is £3000. Any group applying must have a constitution and a bank account. - Enforcement issues – nothing to note this month - Trewornan Bridge – it was noted that there has been a spate of people jumping the lights.
213/06 /2024	<p>Standing Orders applied.</p>
214/06 /2024	<p>5. Council Minutes: To RECEIVE and APPROVE the minutes of the AGM and monthly meeting held on 14th May 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 R Whitehead, seconded by Cllr N Mably, all in favour, and signed by the Chair.</p>
215/06 /2024	<p>6. Matters Arising: None.</p>
216/06 /2024	<p>7. Cornwall Council Planning applications for consultation: Cllr D Jones declared an interest in the following application and left the room. Application: PA24/03992 Proposal: Application for Non-Material Amendment to PA23/00630 for 'Demolition of existing farmhouse and adjacent stone barn and construction of new house and separate annexe, together with change of use to extend domestic curtilage into the field to the North', namely 1) Change of side</p>

Planning decisions posted on the CC planning portal.

	<p>elevation external material from natural stone to natural slate on the Eastern side of the main farmhouse. Location: Moyles St Minver Wadebridge Cornwall PL27 6QT. Cllr C Jenrick proposed support, seconded by Cllr R Whitehead, all in favour. Cllr D Jones returned to the meeting.</p>	
217/06 /2024	<p>Application: PA24/03296 Proposal: Two storey extension to existing dwelling Location: Little Mesmeur Treglines Lane St Minver Wadebridge Cornwall PL27 6RA Cllr M Parnell proposed support, seconded by Cllr R Whitehead. Two in favour. Cllr C Jenrick made a counter proposal to object, seconded by Cllr N Mably, 5 in favour of objection, therefore objection carried. The reasons for objection were as follows: 1. The application doesn't comply with policy on the planning portal, namely that the eaves and ridge height of the extension should not be higher than the original building. 2. the extension is too big compared to the original building.</p>	
218/06 /2024	<p>Application: PA24/03205 Proposal: Extension to dwelling. Location: Sunset House St Minver Wadebridge Cornwall PL27 6QX Cllr M Parnell proposed support, seconded by Cllr R Whitehead, all in favour.</p>	
219/06 /2024	<p>8. Pre-applications and Prior Notifications – for information only. To RECEIVE any Planning Pre-Applications/Prior Notifications that may arrive. None</p>	
220/06 /2024	<p>9. Cornwall Council Planning Decisions Received: To NOTE any Planning Decisions received from Cornwall Council. Application: PA24/02256 Proposal: Resubmission of recently approved application No. PA23/07585 showing reduction in the scale of the proposals for modifications and first floor extension to existing residential dwelling including associated site works. Location: Polmeor Dunder Park Polzeath Wadebridge Cornwall PL27 6SX Approved.</p>	
221/06 /2024	<p>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 Approved.</p>	
222/06 /2024	<p>Application: PA24/00722 Proposal: Conversion of existing pub/12 room hotel to 1 No. studio flat, 3 No. 2 bed houses, 1 No. 3 bed house and 1 No. 4 bed house Location: Fourways Inn Church Town Road St Minver Wadebridge Cornwall PL27 6QH Withdrawn.</p>	
223/06 /2024	<p>10. To REVIEW the Internal Audit Report for 23/24 and AGREE any amendments required for 23/24 Accounts or procedures. The Internal Audit report had been circulated to all Councillors for review. There were no amendments required to the Parish Council procedures or policies, and the auditors commented on the high level of professionalism of all members of the Parish Council and the clerk. Cllr C Jenrick proposed, and Cllr R Whitehead seconded to accept and adopt the Internal Audit report and thanked the clerk for assisting the auditors by providing all the required information in a timely manner. Annual Internal Audit Report (Page 3 of AGAR) also completed by the Internal Auditors, to be sent to External Auditors.</p>	<p>To be added to website</p>

224/06 /2024	<p>11.To AGREE and SIGN the Annual Governance Statement for 23/24. Cllr N Mably proposed, and Cllr D Jones seconded to accept and sign the Annual Governance statement. All agreed. The Clerk had signed. The Chair signed and dated it. Minute ref to be added.</p>	<p>Minute refs added to Annual Gov. Statement and Annual Return and sent with form and documents requested for intermediate audit to BDO LLP prior to 30th June 2024</p>																																																																			
225/06 /2024	<p>12.To AGREE and SIGN the Annual Return for 23/24 Cllr R Whitehead proposed, and Cllr D Meagor seconded to accept and sign the Annual Return. All agreed. The Clerk had signed. The Chair signed and dated it. Minute ref to be added.</p>																																																																				
226/06 /2024	<p>13.To AGREE and record in the minutes that there is no conflict of interest with the external auditors BDO LLP. Cllr M Parnell proposed, and Cllr R Whitehead seconded that there was no conflict of interest between the St Minver Highlands Parish Council and BDO LLP External Auditors. All agreed. The Chair and clerk signed and dated the relevant form.</p>																																																																				
227/06 /2024	<p>14.To AGREE the dates for the Public Rights Notice for 23/24 The clerk had proposed using the following dates: from Monday 1st July to Friday 9th August 2024, with the notice going up on or before 30th June, which fell within the External Auditors suggested list of dates. Cllr H Mably proposed, and Cllr M Parnell seconded to accept these dates. All agreed.</p>																																																																				
228/06 /2024	<p>15.To AGREE the additional information required by the External Auditors due to St Minver Highlands Parish being selected for inclusion in the 5% Review. St Minver Highlands Parish Council has been selected as part of the 5% selection to receive an intermediate audit. Cllr H Mably proposed and Cllr N Mably seconded to provide this information, together with the usual annual documentation as required by BDO LLP. All in favour.</p>	<p>No Bank a/c details available yet. Donation will be sent by BACS when this info is available.</p>																																																																			
229/06 /2024	<p>16.To CONSIDER the request for a donation of £1000 towards the setting up and progression of the Polzeath CIC, matching the contribution already agreed by Lowlands. Cllr C Jenrick proposed, and Cllr D Jones seconded to approve this donation of £1000 to the CIC. This was agreed.</p>																																																																				
230/06 /2024	<p>17.To CONSIDER the quote from Green Barnes for the new Noticeboard for Polzeath. The quote received from Green Barnes for a new notice board for Polzeath had been circulated. Cllr H Mably proposed not to purchase a new notice board, seconded by Cllr R Whitehead. All in favour.</p>	<p>No action.</p>																																																																			
231/06 /2024	<p>18. Finance Report: 11th June I2024. It was RESOLVED to authorise the payment of accounts outstanding to the sum of £5,065.74. Proposed by Cllr H Mably, seconded by Cllr R Whitehead, all in favour. Payments by BACS / DD were as follows:</p>																																																																				
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	S Hewitt	300.00	-	300.00	Clearing area around toilets New Polzeath	BACS
	Sub Total	4,952.79	417.57	4,535.22		
232/06 /2024	SeaDog IT	34.95	-	34.95	Website support	stripe
	Google	78.00	-	78.00	Hosting/Emails/Workspace	D/D
	Sub total	112.95	-	112.95		
233/06 /2024	TOTAL	5,065.74	417.57	4,648.17		

The following reports were provided:

May/June expenditure for 2024/25; Actual to Budget to June 11th; Income Report; Bank reconciliation to 30th May 2024. Income during June: £Nil.

19. Correspondence received from 13th May 2024 to 11th June 2024 - for your information. For the meeting to be held on Tuesday 11th June 2024:

235/06 /2024

- 13/05/24 Tom Gallagher National Blue Badge Day of action
- 13/05/24 CALC enquiries Invitation to Budget Briefing 03/06/24 10am
- 14/05/24 DCIS Enquiries Ref 31210 -Diggers on Blue Flag beach
- 14/05/24 Making Space for sand Spring Newsletter
- 15/05/24 Rachel Dark Weekly decision list
- 22/05/24 Project Planning University of Oxford Survey
- 22/05/24 Cllr D Fairman Nutrient Neutrality meeting 29/05 Bodmin
- 22/05/24 me Updated Good Councillors Guide
- 22/05/24 NALC Chief Execs Bulletin
- 22/05/24 CALC Calc Open Surgery – 03/07/24 Bodmin
- 22/05/24 CALC Reminder – Budget meeting 3rd June
- 22/05/24 Rachel Dark Weekly decision list
- 23/05/24 Alice Cunliffe Weekly list
- 24/05/24 NALC Chief Execs Bulletin
- 24/05/24 Citizens Advice/W Wong Statistical info on St Minver Highlands Parish
- 24/05/24 CALC CALC news round-up
- 28/05/24 Elisabeth Allcorn Draft action notes CAP meeting 22/4/24
- 31/05/24 Beach Ranger Monthly Report May
- 31/05/24 Sarah Mason Election Guidance
- 31/05/24 Alice Cunliffe Weekly list
- 31/05/24 PSS Weekly decision list
- 31/05/24 CALC CALC Upcoming Events
- 01/06/24 Purple Gecko Trail running event.
- 06/06/24 me Agenda for June
- 06/06/24 me Comment on PA24/03296
- 07/06/24 me May Minutes
- 07/06/24 Elisabeth Allcorn CAP meeting 22/7 1830-2030 Chy Trevail
- 07/06/24 CALC CALC News round-up
- 07/06/24 CALC T&PC `s Slides from Finance briefing
- 07/06/24 Rachel Dark Weekly decision list
- 07/06/24 CALC – Rescheduling: Bodmin open surgery: 11/07 2.30 to 4.30pm
- 07/06/24 me Internal Audit Report
- 07/06/24 Philippa Day Prior Notification for temporary recreational campsites (60 day)
- 07/06/24 Elisabeth Allcorn Postponement of Local Plan Workshops (was 24th June)
- 10/06/24 Tracey French/me CEO – Polzeath Cluster info
- 10/06/24 Sales – Green Barnes Quotation for Noticeboard
- 10/06/24 me Finance Information
- 11/06/24 Oliver Jones Parking Issues(see 245/06/2024)

Information from Highways sent to concerned business owner

236/06 /2024	<p>Planning Consultations received from 13th May 2024 to 11th June 2024 - for your information. For the meeting to be held on Tuesday 11th June 2024:</p> <ul style="list-style-type: none"> • 13/05/2024 Cornwall Council Planning Consultation ref PA24/01674 Planning protocol • 14/05/2024 Cornwall Council Planning Consultation ref PA24/03296 • 07/06/2024 Cornwall Council Planning Consultation ref PA24/03992 	
237/06 /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: • Affordable Housing Working Party meeting 20/05/24. • Church Records • Parking issues in Polzeath • Illegal surf School/trailer • Polzeath Village CIC - Donation • I-connect / payroll and pension. • Year-End accounts 23/24 • Internal Audit 23/24 • Council Audit and Limited Assurance Regime – intermediate audit 5% • A1 Maintenance • Possible licensing breach • Breach of PR planning condition • Road through Polzeath – Historic issues 	
238/06 /2024	<p>Regarding the Permanent Residence condition, it was felt that this should be required on all new builds. Information on how to report a possible breach has been received from Cornwall Council.</p>	
239/06 /2024	<p>17. Reports from outside bodies: a. Beach Management Committee. To RECEIVE any updates, to CONSIDER any new information.</p> <ul style="list-style-type: none"> • To CONSIDER the latest Beach Management report. The report has been circulated to all Councillors. 	
240/06 /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. Cllr C Jenrick gave an update on what is happening with the CIC. Both Lowlands and Highlands Parish Councils have agreed to donate £1000 each towards the setting up of the CIC for such items as insurance and registration with Companies House. 	Further meetings will be held to progress the CIC
241/06 /2024	<ul style="list-style-type: none"> • To CONSIDER any further updates on Making Space for Sand/Future of Polzeath. Jolyon has replied to our query about road damage over the last 15 years but unfortunately their group doesn't hold this information. He did point out that during large tides detritus and debris is washed onto the road, but this is not a structural consideration. With sea level rise this will likely happen with greater frequency, and this will then have the greater potential to cause more significant damage. 	Another meeting is due to be held re the Flood Forum
242/06 /2024	<p>b. New Polzeath Public Toilets. To RECEIVE any updates on progress</p> <ul style="list-style-type: none"> • To RECEIVE updates on required electrical works. No information received yet – to add to July agenda. 	Added to July agenda
243/06 /2024	<ul style="list-style-type: none"> • It was agreed to paint the toilets. Cllrs R Whitehead and J Richards will get quotes for this and report back at the next meeting. 	Added to July agenda
244/06 /2024	<p>c. Highways and Footpaths. To RECEIVE any updates, to REPORT any problems requiring attention and RESOLVE on any action.</p> <ul style="list-style-type: none"> • To CONSIDER the ongoing parking issues in Polzeath and consider any possible further actions. The new CEO was working in Polzeath during half term and Cllr Jenrick confirmed he is doing an excellent job. 	

245/06 /2024	The clerk had contacted Highways to ask for any additional advice when parking is an issue and the advice was that any parking on the double yellow lines can be reported direct to Parking Enforcement, via parkingenforcement@cornwall.gov.uk and that photos are also very useful. It was further stated that to make any further changes to the Legal Order, would require a new Traffic Regulation Order (TRO).	
246/06 /2024	<p><u>d. Affordable Housing Working Party</u></p> <ul style="list-style-type: none"> The meeting was held on 20th May 2024 and councillors looked at several possible sites for affordable housing in the two parishes. Imogen will contact us to arrange another meeting once she has had time to look into three of the most promising sites in more detail. 	Emailed Imogen re next Affordable Housing meeting. Awaiting reply
247/06 /2024	<ul style="list-style-type: none"> Clerk to contact Gilbert and Goode for any update regarding the site in St Minver. 	Emailed Craig For update
248/06 /2024	<p><u>e. Cemetery Committee Meeting</u></p> <ul style="list-style-type: none"> Nothing further to report. 	
249/06 /2024	<p><u>f. Lowlands Business/Feedback</u></p> <ul style="list-style-type: none"> Lowlands have asked Cornwall Council for a risk assessment of the boulders that have been used to mark out the car park on the beach. 	
250/06 /2024	<p><u>g. Any other reports.</u></p> <ul style="list-style-type: none"> none 	
251/06 /2024	<p>17. 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"> Planning items to be updated. Any community news items to be added. 	Clerk to update
252/06 /2024	<p>18. Matters of Public Interest/Date of next meeting:</p> <p>Date of next Parish Council Meeting: Tuesday 9th July 2024, 7pm</p>	
253/06 /2024	<p>19. 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>	
254/06 /2024	Meeting closed at 8.08pm	

Signed:.....
(Chairman)

Date: 09/07/2024