

ST MAWGAN-IN-PYDAR PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council

Held in **St Mawgan Community Hall**

On

Wednesday, the 8th day of May 2019

059/19		Election of Chair for the year 2019/20 and signing of declaration of office. Proposed by Cllr W Corbett and seconded by Cllr C Tyson and it was resolved to elect Cllr E McKenzie as Chair to the Council. Cllr E McKenzie signed the Declaration of Acceptance of Office, duly witnessed by the Clerk to the Council.
060/19		Election of Vice Chairman for the year 2019/20 and signing of declaration of office. Proposed by Cllr E McKenzie and seconded by Cllr W Corbett and it was resolved to elect Cllr C Tyson as Vice-Chair to the Council. Cllr C Tyson signed the Declaration of Acceptance of Office, duly witnessed by the Clerk to the Council.
061/19		Appointment of Councillors for Working Groups and Internal Control. All Councillors present confirmed their positions on the 2019/20 Working Groups (lead in bold) as follows: - <u>Amenities</u> – E McKenzie , B Cawley, G Jennings, S Jones <u>Beach and Environment</u> – S Tavener , W Corbett, D Carter, T Thomas <u>Planning</u> – W Corbett , E McKenzie, R Cawley, C Tyson, C Mann <u>Transport and Rights of Way</u> – D Carter , R Cawley, C Tyson, S Karkeek <u>Digital and Social Media</u> – R Cawley, D Carter, T Thomas <u>Complaints</u> – E McKenzie , C Tyson <u>Internal Control</u> – D Carter , T Thomas, C Mann, G Jennings <u>Playground Inspections</u> – T Thomas, L McKenzie <u>Tree Warden</u> – W Corbett <u>Neighbourhood plan</u> - W Corbett , E McKenzie, C Tyson, D Carter.
062/19		<u>Appointment of Representatives to Organisations.</u> All Councillors present requested to represent the following Organisations in 2019/20 as follows: Affordable Housing –W Corbett, C Tyson, E McKenzie Newquay St Columb Community Network – E McKenzie, D Carter; Cornwall Airport Newquay – G Jennings; Newquay in Bloom – S Tavener. Playing Field Booking – Clerk (A Hayne). Road Safety – S Tavener. Halls: St Mawgan Community Hall – B Cawley, Mawgan Porth Village Hall – D Carter. Almshouses – C Tyson; Denzell Downs Community Benefit Fund (Panel for Awarding) – E McKenzie; S Tavener, S Karkeek (Reserve), Plastic Free Community: D Carter.
063/19		To note those present and to receive any Apologies: Present: Cllrs L McKenzie, C Tyson , W Corbett, B Cawley R Cawley C Mann T Thomas, D Carter, S Tavener Apologies received from: Cllrs G Jennings, S Karkeek, S Jones and Police.
064/19		Members' interests
	a	To receive declarations of interest from Members relating to items on the agenda: Cllrs E McKenzie and C Mann 10 b(i) – PA19/01363. Cllr S Tavener 10 b(v) - PA19/01468.
	b	To consider written requests for dispensations or interests (if any) - none
	c	To receive written statements from members expressing interests in an agenda item - none
065/19		To receive oral or written reports, and authorise any action

	a	Police Report - none
	b	<p>CC John Fitter –</p> <ul style="list-style-type: none"> - numerous complaints of hedgerow cutting at Carloggas down the hill reported to CC Highways. - Speed of vehicles – bid for TRO 20 mph speed limit through village of St Mawgan. - Underfunding of Countryside Access Team hoping that any unspent money in this year’s budget to be allocated to CAT. - A report to cabinet has revealed a review of funding for Cornwall Airport Newquay. - Community Network area meeting at St Columb Thursday 16th May. Everyone is most welcome. The Police & Crime Commissioner and Miles Carden, Director of Space Port will be in attendance.
	c	The Clerk – circulated prior to the meeting. Noted.
066/19		<p>Public Participation - This item will last no longer than 10 minutes (unless agreed by the Chair) and refers to items on the Agenda.</p> <p>1. Chloe Pitts representing Mr Barlow in support of PA19/01363 2. Verity Biddick representing Ms Sarah Howie in support of PA19/02509 3. Margaret Oliver speaking against PA19/02509 4. Jeremy Bradley representing applicant for PA19/03066.</p>
067/19		Minutes of the Parish Council Meeting - to Resolve that the Minutes of the last meeting held on 10 th April 2019 are an accurate record and duly signed by the Chair. Proposed by Cllr C Mann and seconded by Cllr C Tyson and it was resolved to accept.
068/19	a	PLANNING - Pre-App Consultation with Parish Council – none.
	b	Planning - new applications – to discuss and decide on response to Cornwall Council
		Cllrs McKenzie and Mann left the meeting at this juncture. Vice-Chair Cllr C Tyson took the Chair in Cllr McKenzie’s absence.
	i	PA19/01363. Applicant Mr Jim Barlow Merlin Golf Club. Proposal: Proposed construction of ten holiday units. Location: Merlin Golf Club Access to Merlin Golf Club Mawgan Porth. Deferred from April. Proposed by Cllr W Corbett and seconded by Cllr D Carter and resolved to object. Cllrs T Thomas and S Tavener abstained.
		Cllrs McKenzie and Mann returned to the meeting. Cllr McKenzie resumed her position as Chair.
		At the suggestion of Cllr W Corbett, and in accordance with Standing Order 10a(vii), the Chair proposed and Cllr C Tyson seconded and it was resolved that the order of 10b was altered to enable 10b(iv) PA19/02509 and 10b(vi) PA19/03066 to be discussed at this juncture for the convenience of those in attendance.
	ii	PA19/02509. Applicant: Ms Sarah Howie. Proposal: Application for Outline Planning Permission with all matters reserved for the Construction of four dwellings (including two affordable dwellings). Location: Land North East of The Lodge Trevenna Cross St Mawgan Newquay. Cllr Corbett explained that a meeting with applicant, agent and Cornwall Community Land Trust had taken place. The Affordable Housing Team have raise a number of issues. Cllr W Corbett proposed and seconded by Cllr C Tyson and it was resolved to defer until June if an extension is confirmed, otherwise to place a holding objection until AHT’s issues clarified.
	iii	PA19/03066. Applicant Mrs Pat Connock. Proposal: Replacement dwelling. Location: Little Hartley 23 Tredragon Close Mawgan Porth. Proposed by Cllr S Tavener and seconded by Cllr C Tyson and resolved no objection.
	iv	PA19/02558. Applicant Mrs L Petersen. Proposal: Certificate of lawfulness existing use: Construction of a building and use as a self-contained dwelling. Location: Porth Farm Access to Porth Farm Mawgan Porth. Deferred from April. Proposed by Cllr W Corbett and seconded by

		Cllr D Carter and resolved to comment that whilst the PC was not able to dispute the evidence of residential occupation claimed, this situation only came about as a result of the LPA's failure to take enforcement action at the appropriate time.
	v	PA19/01784 . Ms Elizabeth Johnson. Proposal: Stationing of five canvas tents for six months of the year. Location: Gluvian Farm Road from Mawgan Porth Hill to Mawgan Porth Holiday Park Mawgan Porth TR8 4BG. Deferred from April. CC Planning Department advised that the application is invalid. Therefore, the item was not discussed.
		Cllr S Tavener left the room at this juncture
	vi	PA19/01468 . Applicant Mr Steve Tavener Sun Haven Valley Ltd. Proposal: Use of land for the stationing of 15 static holiday caravans and 15 holiday lodges, provision of access and car parking (re-submission of Application No. PA17/09687). Location: Land East of Sun Haven Valley Caravan Park Mawgan Porth. Deferred from April. Proposed by C Mann and seconded by Cllr C Tyson and resolved to maintain all previous objections to this proposal additionally noting that planning permission PA17/09687 has now been quashed by the Planning Court. Cllr T Thomas abstained.
		Cllr S Tavener returned to the meeting
	c	To consider planning applications received before meeting
	i	PA19/03630 . Applicant Mr and Mrs Chris and Fiona Heritage. Proposal: Demolition of the existing dwelling and the construction of a replacement dwelling. Location: Beach View Trenance Mawgan Porth. An extension of time for comment had been agreed with CC Case Officer and the application was deferred until June
	d	To note Advices and Decisions by Cornwall Council:
	i	PA18/11275 . Applicant: Mr Chris Williams. Proposal: Application for a lawful development certificate for existing use of land as 15no camping pitches Location: The Granary Retorrick Mill Newquay. No further developments advised by the case officer.
	ii	PA18/11751 WITHDRAWN . Applicant: Mr Nick Robertson. Proposal: Change of land use from unused field to domestic curtilage. Construction of garage/store and tennis court. All to serve Polgreen Manor. Location: Polgreen Manor Polgreen St Mawgan TR8 4AG. Noted.
	iii	PA19/00947 APPROVED Applicant: Mr & Mrs Ian and Sarah McKelvey. Proposal: Deadwood 2 Macrocarpi and raise the canopy of group of macrocarpi and pina radiate from 2-3 m to 6 m. Location: St Anthonys St Mawgan TR8 4EU. Noted.
		A request from CC Planning was received prior to the meeting which asked for an update to the PC's position of the following
	iv	PA19/00624 Beacon House – Proposed by Cllr W Corbett and seconded by Cllr C Mann to maintain objection. Cllr S Tavener abstained.
	e	5 day-Protocol for Local Councils
		Cllr C Tyson left the meeting at this juncture
	i	PA18/09327 . Applicant: Mr A Williams. Proposal: Outline planning permission with some matters reserved for residential development up to 3 houses Outline planning permission with some matters reserved for residential development up to 3 houses (inc Affordable Housing). Proposed by Cllr W Corbett and seconded by Cllr S Tavener and it was resolved that whilst the PC would support a genuine Policy 9 application the PC questioned whether the current description of the development and the site plan would guarantee this.
		Cllr C Tyson returned to the room
	f	To discuss planning enforcement issues – to refer any new issues and updates – if any

		i	Old Chapel at Gluvian - Case EN18/01276 closed with summary of investigation received. Case EN19/00591 opened investigating alleged habitation.
069/19			WORKING GROUPS - to receive reports (if any), and agree any necessary action and expenditure:
	a		Amenities
		i	Playground – junior swings. Works by South West Surfacing Specialists completed to surface
		ii	Burial Ground – to approve memorial permissions: Atkinson, Ward and Van Der Heiden. Proposed by Cllr S T and seconded by Cllr W J Corbett and it was resolved to approve en-bloc.
		iii	St Mawgan Toilets –Denzell Downs Community Benefit Fund Awarding Panel awaiting confirmation of grant application at the end of May for replacement fixtures and fittings.
		iv	Tree Survey –Report received prior to meeting; analysis required for Schedule of Works to be tabled followed by quotes to undertake Schedule of Works.
	b		Transport and Rights of Way
		i	Mawgan Porth/Trenance public footpath signage – Cllr T Thomas confirmed poem signs have been ordered.
		ii	Trenance - statutory enforcement of single yellow line. In accordance with Standing Order 10 a(xv) the Chair suspended the meeting to address CC J Fitter to seek his assistance in the enforcement of illegal parking at Trenance.
			Standing Orders resumed.
	c		Beach and Environment – below disabled entrance surface erosion reveal protruding metal from gabions. Action: Clerk to contact CC Jolyon Sharp and landowner, Mrs Pearson. Sewage discharged on Beach, Easter Bank Holiday – Action. Clerk notify SWW/Environment Agency. Hawkey’s shop. Various parishioners had reported what appeared to be raw sewage on the road between Hawkeys Shop and the river. Action: Clerk to refer to EA over possible risk to watercourse.
			It was proposed by the Chair, seconded by Cllr D Carter and resolved to extend the meeting in order to conclude the business on the Agenda in accordance with Standing Order 3 (u).
	d		Neighbourhood Plan – nothing to report
070/19			REPORTS FROM MEETINGS:
			To note and discuss (if appropriate) the correspondence received since the last meeting (circulated) and any associated actions and expenditure:
071/19			FINANCE and LEGISLATION:
	a		To note any income received – £19,000 Precept, £271.31 CTS Grant, £2683.00 Kernow Solar Park. Memorial Permissions £403.00, Bank Interest £1.78.
			Cllr Fitter and Cllr S Tavener left the meeting at this juncture
	b		Internal Audit Report 2019-2020 (circulated prior to meeting) – Agree to authorise the Clerk to complete the Internal Audit Report Response Record in accordance with Clerk’s response – as circulated. Proposed by Cllr D Carter and seconded by Cllr C Tyson and resolved to accept.
			Cllr S Tavener returned to the room

	c	Smaller Authority approval of the accounting statements – Annual Accounts year end 2018-2019 – to approve accounts as circulated and signed by the Chair. Proposed by Cllr C Mann and seconded by Cllr D Carter and it was resolved to approve.
	d	Internal Control – To accept the Statement of Internal Control to accompany the accounts. Proposed by Cllr T Thomas and seconded by Cllr C Tyson and it was resolved to accept
	e	Annual Return for the year ending 31 st March 2019
	i	Annual Governance Statement 2018-19 – to approve section 1, as circulated prior to the meeting. Proposed by Cllr W J Corbett and seconded by Cllr C Mann and it was resolved to approve.
	ii	Accounting Statement 2018-19 – to approve section 2, as circulated prior to the meeting. Proposed by Cllr D Carter and seconded by Cllr C Mann and it was resolved to approve.
	f	Ear-marked Reserves 31 st March 2019 – to approve as circulated. Proposed by Cllr S Tavener and seconded by Cllr C Mann and it was resolved to approve.
	g	Asset Register as at 31 st March 2019 – (as circulated prior to the meeting).
	i	To confirm physical check of Assets –Members confirmed apart from query ‘goat track’. Action. Clerk to identify.
	ii	To approve Asset Register – Proposed by Cllr C Mann and seconded by Cllr D Carter and resolved to approve.
	h	Financial Risk Assessment Annual Review – to agree to adopt as circulated. Proposed by Cllr W J Corbett and seconded by Cllr C Mann and resolved to adopt.
	i	Standing Orders Review – nominated members to undertake a review of the CALC recommendations to the NALC model document and recommend to PC for adoption at a future meeting. Action: Chair, Cllr D Carter and Clerk will undertake the review.
	j	Renewal of Annual Long -Term Agreement (LTA) Insurance with Zurich Insurance in the sum of £833.05 – to accept Policy Schedule as circulated. Proposed by Cllr W Corbett and seconded by Cllr S Tavener and resolved to accept.
	k	Accounts – to approve invoices for payment and sign cheques at the end of the meeting (list circulated prior to the meeting). Cllr C Mann proposed and Cllr W Corbett seconded and it was resolved to approve.
		The public and the press to be excluded from the meeting during the consideration of the item 14, owing to the confidential nature of the business to be transacted which is prejudicial to the public interest in accordance with public bodies (Admission to Meetings) Act 1960.
172/19		St Mawgan Community Hall – report deferred to June
173/19		Notice of items for the next Agenda: (note – no decisions can be taken on any item raised under this heading) Tree Survey Analysis St Mawgan Community Hall. St Mawgan Hedge cutting
174/19		Close of meeting 9.45 pm

Schedule of Payments Sheet below

Schedule of Payments Sheet

<u>Name</u>	<u>Details</u>	<u>Total</u>	<u>Minute Ref</u>
A Hayne	Clerk's Salary & Expenses - April	913.37	043/19(e)
S Plant	Maintenance Contract & Expenses - April	1047.11	
S Plant	Footpath Contract - April	100.00	
A Prowse	St Mawgan Toilet Clean – April & Expenses underpayment on contracted rate - March	282.00	
M Farmer	Beach Clean - April	945.50	
Vodafone Ltd	Mobile phone - April	11.62	
Reef Water Solutions Ltd	Water Hygiene Service visit - April	35.00	
S Hudson	Internal Audit 2018/19	225.00	97/18c(ii)
Mawgan Porth Village Hall	Hall Hire 10 April	24.00	
Zurich Municipal	Parish Council Insurance 01/06/2019-31/05/2020	833.05	
South West Surfacing Specialists	Junior Swings supply and install rubber mulch	2220.00	124/18(v)
Cornwall Air Ambulance Trust	Scheduled Grant	200.00	043/19b(i)
	Total	6836.65	

Date of Next Meeting: Wednesday 12th June 2019 at Mawgan Porth Village Hall

A presentation by Miles Carden, Director Space Port to precede the meeting at 7pm.

The Parish Council meeting commencing 7.30pm

Signed as a true record of the meeting: Chair's signature12th June 2019