

Minutes of the Meeting of St Mawgan-in-Pydar Parish Council
held in St Mawgan Community Hall On
Wednesday the 8th day of November 2017

Mr Miles Carden of Enterprise Zone and Spaceport Cornwall, gave a presentation to those present at 7pm, prior to the meeting which commenced at 7.30pm.

Present: Cllrs L McKenzie (Chairman), R Cawley, W Corbett, S Tavener, G Jennings, D Carter, C Tyson, B Cawley, S Karkeek, and T Thomas. In attendance: Mrs Angela Hayne (Parish Clerk), Cllr J Fitter (CC), and 3 members of the public. Cllr C Mann absent.

590/2017 Apologies – received from S Jones

591/2017 Police Report – None received

592/2017 CC John Fitter Report -

Congratulations to the Parish Council for the excellent work in achieving for the benefit of the Parish, a contribution of £65,000 for affordable provision, £8,000 for education and £20,000 for open spaces, in respect of the Riviera Lodge development.

Mr Mark Wigley has replaced the previous Development Officer in dealing with Planning Application PA17/08278 - Mansel Cottage.

Review of rubbish collection – one suggestion is that recycling will take place once a week, with black bin bags collected fortnightly, with only two black bags per collection. Cabinet will consider Wednesday 15th November 2017.

Boundary Review – end of November best fit of divisions will be decided. There will be no change to the parish boundaries at this time.

Cornwall Council will ask for 4.98% increase in the council tax rates for 2018/19 (plus the police and parish precepts), as the administration will need to plan for savings of £75 million. These savings are to be made over the next four years.

593/2017 Members' interests

- a) Declarations of interest from members relating to items on the agenda:
 Item 8a (i) – Cllr McKenzie, Item 8a (ii) – Cllrs B and R Cawley and
 Item 18 – Clerk.
- b) Written requests for dispensations or interests – None
- c) Written statements from members expressing interests in an agenda item
 – None.

594/2017 Public Participation

Mr Luke Moseley represented St Mawgan Eccentric Gentleman's Association (SMEGMA) in respect of item 14 – Defibrillator located at St Mawgan, and outlined the reasons for the request to the PC to meet any shortfall (if any), of fundraising monies raised for the payment of annual charges.

Mr David Vickery had written to the Clerk highlighting the state of the footpaths and reported a broken kissing gate which were noted under item 20 – Correspondence Received.

595/2017 Minutes of the last meeting – Proposed by Cllr S Karkeek and seconded by Cllr C Tyson and **resolved** to accept the minutes of the 11th October meeting as a true record and were duly signed by the Cllr L McKenzie.

596/2017 Clerk's report – The report had been circulated prior to the meeting:
In accordance with Financial Regulations 4.1., A new projector (£97.99), projector stand (£18.90), and projector screen (£25.99) was purchased to facilitate the display of Planning Files and presentations at meetings enabled from budget monies previously allocated by Cornwall Council (CC) for the move to electronic planning documents. Authority was determined by the Clerk/RFO, in conjunction with the Chairman of the Council, as the items were below £500, and appear on the accounts sheet under Clerk's expenses.

597/2017 Planning – New applications – to discuss and decide on response to Cornwall Council.

Cllr L McKenzie left the room at this juncture. In accordance with Standing Order 3 (m) The Vice-Chair, Cllr C Tyson presided over the next item.

- i PA14/00419. Applicant: Mr J Barlow. Proposal: Removal of condition 6 (holiday accommodation occupancy restriction) in respect of decision - - PA17/09148 (outline permission for the construction of ten holiday chalets) to be replaced by leasehold/estate management clauses. Location: Merlin Golf Club Mawgan Porth TR8 4DN. Those in attendance unanimously **resolved** to object to this application. The Local Planning Authority's own assessment has always been that this is not a suitable site for permanent residential occupation, yet the present application seeks to remove the only condition that prevents such occupation.

Cllr L McKenzie returned to the room and to the Chair

Cllrs R and B Cawley left the room at this juncture

- ii **PA17/07222.** Applicant Mrs B Cawley. Proposal: Form bay window on front of property. Location: 13 Council Houses Carloggas St Mawgan. It was **resolved** no objection.

Cllrs R and B Cawley returned to the room

598/2017 Any other planning applications received from Cornwall Council by the time of the meeting.

- i **PA17/09687** 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. Location: Land East of Sun Haven Valley Caravan Park Mawgan Porth. **Deferred until December meeting**
- ii **PA17/09689** Applicant: Mr Steve Tavener Sun Haven Valley Ltd. Proposal: Extension to existing games room to create larger space. Location: Sun

Haven Valley Holiday Park Road from Mawgan Porth Hill to Mawgan Porth Holiday Park Mawgan Porth Newquay. **Deferred until December meeting**

- 599/2017 Advices and decisions by Cornwall Council – circulated prior to meeting.
- i **PA17/06320 APPROVED** Applicant: Bertrand Louvreur. Proposal: Listed building consent for replacement of a sash window with a door to provide improved, safe access to the garden. Periodic renewal of stone floor to the servant areas of the ground floor. Location: The Old Rectory Access to The Old Rectory St Mawgan TR8 4EZ
 - ii **PA17/06872 APPROVED** Applicant: Ms Colette Cuddihy. Proposal: Listed building consent to re-roof the Presbytery (East wing), including replacement of rooflights. Refurbishment of the Presbytery (damage from previous leaks etc), re-wire and re-servicing including new boiler in an external enclosed boiler house. Minor internal alterations to the layout of the rooms to reveal the historic oriel window and create bathrooms required (including an accessible WC/shower), rationalisation of ad-hoc drainage to the east elevation. Repairs to below-ground drainage and rainwater goods. Location: Lanherne Carmelite Convent Long Lane St Mawgan TR8 4ER
 - iii **PA17/07870 APPROVED** Applicant: Mr Richard Johns. Proposal: Demolition of dwelling and erection of a replacement dwelling. Location: Atlantic View Mawgan Porth Hill Mawgan Porth Newquay TR8 4AL
 - iv **PA17/08282 APPROVED** Applicant: Ms A Blair Proposal: Proposed two-storey and single-storey extensions. Location: Sea View Cottage New Road Carloggas St Mawgan TR8 4EG
- The following decision was received after the Agenda was posted**
- v **PA17/08403 APPROVED** Applicant: Mr Stephen Webb. Proposal: Proposed balconies, removal and replacement of existing flat roof, construction of new lantern roof to existing dining room. Location: Gabriels View Tredragon Road Mawgan Porth Newquay TR8 4DJ
 - d Planning Enforcement Issues – Clerk to ascertain whether dumping of site material at the side of Odd Spot curtilage is being investigated by the Cornwall Council Enforcement Team

600/2017 Neighbourhood Plan Report – Chair of the Group, Cllr Corbett reported that meetings have been taking place once a fortnight. An incomplete survey suggests that approximately half the dwellings in Mawgan Porth/Trenance are second homes. Work continues in this regard. Feedback from parishioners suggests that, for Mawgan Porth, the increase in the size of properties and ancillary building is a concern, and that there is a wish not to see the formerly designated Area of Special Character spoiled by development. Similar concerns exist for the Conservation Area in St Mawgan and its former ASC. It was felt that affordable housing should be directed to St Mawgan rather than Mawgan Porth due to St Mawgan's better facilities. Prospective policies may include the reinstatement of the Areas of Special Character policies from the Restormel Local Plan; the reinstatement of the Development Envelopes from the RLP as constituting the core areas of each village; a policy to create a presumption against development in the flood plains; and other policies

regarding necessary infrastructure. Representatives from the Group will attend a 'workshop' organised by Cornwall Council in December.

601/2017 Affordable Housing Report - A meeting is to be arranged with Andrew George to discuss provision of affordable housing in the Parish. Cllr Corbett reminded the members that a Housing Needs Assessment was undertaken by the PC approximately 3 years ago. This was deemed to be robust in the Spring and workable for a further 18 months, and therefore sufficient for discussions to progress.

602/2017 Working groups

(a) Amenities

- i. **Playground Fence** – discussion regarding replacement style and material focussed on safety for users. Working group members awaiting responses and quotes to replace fence.
The Clerk confirmed that Sovereign Play Equipment's engineers will repair/replace the rusty fittings on playground equipment week ending 24th November 2017.
- ii. **Telephone Kiosk** – Carloggas. Mr David Vickery was thanked for his kind offer to replace the broken telephone kiosk panes of glass with polycarbonate, free of charge.
- iii. **Burial Ground** – Annual Burial Charge Review 2017/18. The PC are content with the current charges this year. It was **resolved** to maintain the 2017/18 rates.

(b) Transport and rights of way

- i. **Footpath**: Lower Lanherne Farm – 409/28/2 joining 409/28/1, 409/29/2 with 409/29/1 to Middle Lanherne Farm – to receive update. Still awaiting response to emails sent to Cornwall Council Countryside Access Team.
It was resolved to suspend Standing Order 3(g) in accordance with Standing Order 24 (a) to invite Cllr Fitter to intercede on the PC's behalf. Cllr Fitter agreed. Standing Order 3(g) was reinstated.
- ii. **Bolingey Lane** – to receive update. In order that the PC may comply with Protection of Badgers Act 1992 10 (2) c, the Clerk will apply for a licence to allow forestry works to be undertaken. Thence, the footpath contractor will cut out the footpath and further advise the Clerk.
- iii. **Mawgan Porth/Trenance public footpath signage** – The Clerk to establish if Cornwall Council Countryside Access Team have posts available to the PC for erection of bespoke signage.

(c) Beach and Environment

Cllrs were informed that Bedruthan Steps Community Fund had granted RNLI cover at Mawgan Porth Beach, for a 10-day period during the October Half Term School Holidays. It was **resolved** that on behalf of the PC, the Clerk write and thank the administrators of Bedruthan Steps Community Fund, for enabling this vital service outside of the usual RNLI seasonal cover.

603/2017 Digital Media for Parish Council – It was proposed by Cllr Thomas and seconded by Cllr R Cawley and **resolved** to trial a PC electronic noticeboard (via a PC Facebook Group). Cllrs T Thomas, R Cawley and D Carter to be administrators. A Social Media Policy to be agreed at the next meeting.

In accordance with Standing Order 1(a), it was resolved to hear item 14 - Defibrillator before item 13 – Draft Budget.

604/2017 Defibrillator – located at St Mawgan. To discuss and agree to meet any shortfall (if any) of fundraising monies raised for payment of annual charges. It was **resolved** to cover any shortfall this year and look to review 2018.

605/2017 Draft Budget (circulated prior to meeting). It was reviewed. A discussion followed. The budget setting will form an Agenda item at the next meeting to be agreed prior to setting the precept for 2018/19.

606/2017 Annual Review of Standing Orders – the Chair advised that a review had taken place, and a revised set of Standing Orders seeking approval will be circulated prior to the next meeting.

607/2017 Miscellaneous Running Costs – to agree to pay:

- a) Church Clock Maintenance 2017 - £150. It was **resolved** to pay in December.
- b) Fountain Cleaner 2017 - £50. It was **resolved** to pay in December.

608/2017 To receive reports from meetings – none

The Clerk left the room at this juncture

609/2017 Staffing Working Group and Clerk - review of Clerk's contracted hours

A proposal had been circulated prior to the meeting. The current allocation for the Clerk's hours is 50 hours per month, although it has been recognised for some time that this is insufficient due to additional responsibilities associated with the role. The Staffing Working group have reviewed the log of hours kept by the Clerk. Considerations were the gradual hand over of duties from the locum clerk and time for familiarisation with the role. The log shows an average of 64.21 hours per month over the year.

The working group recommended that: 1. The Clerk's contracted hours be increased to 60 hours per month, with an additional 5 hours per month which could be claimed as overtime without having to be specifically requested. 2. The log of hours be continued so that the allocation can be reviewed annually. It was **resolved** to accept the Staffing Working groups recommendation and proposal.

The Clerk returned to the room

610/2017 Accounts – to approve payment of accounts. Cllr Corbett proposed, and Cllr Tyson seconded, and it was resolved to approve payment of accounts as listed below:

Name	Details	Amount
A Hayne	Salary and Expenses October	£910.69
Bubb Maintenance	Maintenance - October	800.00
	Footpaths – October	<u>100.00</u>
		<u>900.00</u>
M Farmer	Beach Cleaning – October half term	50.00
A Prowse	St Mawgan Toilet Clean -	210.00
Reef Water Solutions Ltd.	Legionnaires test and service - October	35.00
Vodafone Ltd.	Mobile phone – October	12.50
Mawgan Porth Village Hall	Hall Hire – 11/10/17	20.00
Grant Thornton UK LLP	Annual Return 2017 (External Audit)	240.00
Launceston Town Council	Training Delivery for Social Media for Local Government (6/6/17)	66.00
Cornwall Council	Planning Conference for Local Councils (1 attending delegate)	12.00
TOTAL		£2456.19

611/2017 To note and discuss if appropriate the correspondence received since the last meeting –

Footpaths: The Clerk advised the PC that she was in receipt of two complaints from parishioners regarding footpath maintenance. The Footpath Contractor had reported that due to unforeseen circumstances he was behind with maintaining the footpaths around the Parish, but the Contractor assured the Clerk that the Parish Footpaths would receive his full attention immediately after tidying the Churchyard, prior to Remembrance Sunday. He will also assess the broken kissing gate and repair if possible, and will advise the Clerk if not.

612/2017 Notice of items for the next meeting

To approve 2018/19 Budget; to set the Precept for 2018; to approve Standing Order Review; to consider and agree to Reef Water Solutions Ltd renewal contract 2018 for Legionnaires Testing and Report (which includes Risk Assessment for 2018), at St Mawgan WC block; to agree Social Media Policy.

Meeting closed at 9.00 pm

Date of next meeting: Wednesday 13th December

at Mawgan Porth Community Hall commencing at 7.30pm

Signed as true record of meeting: Chairman's signature.....2017