

**Minutes of the Annual Meeting of St Mawgan-in-Pydar Parish Council
held in St Mawgan Community Hall**

On

Wednesday the 17th day of May 2017 at 7.30pm

(in accordance with Standing Order 7a).

Present: Cllrs E McKenzie (outgoing Chairman), R Cawley, W Corbett, S Tavener, G Jennings, S Jones, D Carter, C Tyson, B Cawley, S Karkeek, C Mann and T Thomas.
In attendance: Mrs Angela Hayne (Parish Clerk), Cllr J Fitter (CC) – at 7:40pm, and 7 members of the public.

- 449/2017 Election of Chairman for the year 2017/18 and signing declaration of office. Cllr Corbett proposed and Cllr S Jones seconded and **resolved** to elect Cllr E McKenzie as Chairman to the Council. Cllr E McKenzie signed the Declaration of Acceptance of Office, duly witnessed by the Clerk to the Council.
- 450/2017 To confirm Declarations of Acceptance of Office. Clerk confirmed all 12 Cllrs had returned signed Declarations of Acceptance of Office.
- 451/2017 Election of Vice-Chairman for the year 2017/18.
Proposed by Cllr E McKenzie and seconded by Cllr Corbett and **resolved** to elect Cllr C Tyson as Vice Chairman to the Council.
- 452/2017 Appointment of Councillors for Working Groups and Internal Control
Agreed as follows: (Lead in bold)
Amenities – **E McKenzie**; B Cawley; G Jennings; S Jones
Beach and Environment – **S Tavener**; W Corbett, D Carter, T Thomas
Planning – **W Corbett**; E McKenzie; R Cawley; C Tyson; C Mann
Transport and Rights of Way – **R Cawley**; D Carter; C Tyson; S Karkeek
Complaints – **E McKenzie**, C Tyson
Internal Control – **D Carter**; T Thomas; C Mann
Playground Inspections – T Thomas
Tree Warden – W Corbett
Representatives – **Healthwatch** – G Jennings; **Affordable Housing** – R Cawley, W Corbett; **Newquay St Columb Community Network** – C Mann; **Newquay Cornwall Airport** – 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).
- 453/2017 Apologies – received from PC Lenton, PCSO Parry and PCSO Burgess
- 454/2017 Police Report – Circulated prior to the meeting, details as follows:
Reported crime in the last month two in total. Same period last year five.
1- DRINK DRIVER – charged to court

- 2- THEFT- painter's ladders taken from one building site but turned up at another site.

The Devon & Cornwall Alert scheme is being actively engaged. Staff are concentrating calling at business addresses first.

Police in the community - attending the event scheduled on the Playing Field on the 16th June. Keen that parishioners contact them, to see if they can attend any other events.

Parish Councillors congratulated on their election to the parish council with officers looking forward to continuing the good working relationship with the PC.

455/2017 Members interests

- a) Declarations of interest from members relating to items on the agenda:
Cllr W Corbett – 12 (a) iii), and 25 - Accounts
- b) Written requests for dispensations or interests – None
- c) Written statements from members expressing interests in an agenda item - None

456/2017 Public Participation – according to Standing Order 3(g)

1. Regarding **PA17/03862, PA17/02323 and Agenda item 15 (b)** speaking as a previous Tree Warden on the former PC Working Group, Mr Gardner spoke regarding his involvement with the National Tree Council Scheme and offered his services should the PC require them. Also, stating his objection to the reduction of the tree canopy along Long Lane as this would completely alter the character of the area. Mr Gardner congratulated the newly elected officers, hoping that the PC would be able to engage with the community.
2. Mr Wilton highlighted the disrepair of the Cricket Clubhouse, and to ascertain ownership. He also emphasised the danger posed of one particular tree in the playing field. Cllr Corbett to check on the date of commencement of proposed tree works by Carnanton Estate.
3. Mr Lobb brought to the PCs attention a notice served by CC Highways to lop the tree canopy along Long Lane. Cllr Jones proposed and Cllr Corbett seconded and it was unanimously **resolved** to object to any cutting of the tree canopy as it would significantly alter the character of the village.
4. Cllr Fitter congratulated the members of the council on their election success. He shared the views of the PC regarding the tree canopy and was also intending to oppose in the strongest sense. It was suggested and accepted that Cllr Fitter will submit a report after the Police Report in subsequent PC meetings.

457/2017 Minutes of the last meeting – Proposed by Cllr S Jones and seconded by Cllr W Corbett and **resolved** (by those in attendance at the last meeting) to accept the minutes of the meeting as a true record and were duly signed by the Cllr L McKenzie.

- 458/2017 Clerk's report – The report had been circulated prior to the meeting.
- 459/2017 Planning – New applications – to discuss and decide on response to Cornwall Council.
- i **PA17/03023**. Applicant: Mr and Mrs Mike/Kate Geall. Proposal: Proposed extension, new entrance and replacement windows at Langweath House. Location: Langweath House, Lanvean, St Mawgan. TR8 4EY. Proposed by Cllr Tavener and seconded by Cllr Jennings. **Resolved** no objection.
- ii **PA17/03316**. Applicant Mr N Griffiths Ground Group. Proposal: Variation of condition 2 (plans approved) of decision PA12/02093 to allow alterations to design of units. Location: The Riviera, Mawgan Porth Hill, Mawgan Porth.
- It appeared to the PC that the footprint of the buildings approved under the 2012 permission was not changing, and that the alterations proposed were to the internal lay-out of the buildings and to some of the fenestration as a result. However, the reduction in size of plans and narrative from A1 to A4 did not assist in this regard. The case officer is currently on leave and so it was **resolved** to raise no objection in principle, but first to confirm that there were no further changes proposed to the detailing and finishes of the buildings generally. It was further **resolved** to raise with the case officer the apparent enlargement of the site because of tipping of spoil over the edge of the hillside.
- Cllr Corbett left the room at this juncture**
- iii **PA17/03188**. Applicant: Mr David Wilton. Proposal: Erection of small agricultural store. Location: Land SE Of Lilac Cottage, Higher Tolcarne, St Columb. Proposed by Cllr R Cawley and seconded by Cllr Tavener. **Resolved** no objection.
- Cllr Corbett returned to the room**
- iv **PA17/03862**. Applicant Mr Richard Veysi. Proposal: Tree works to 7 Ash trees within a conservation area. Location: Costa Plenty, St Mawgan. **Resolved** to defer to delegated powers highlighting the seasonal offence of disturbing nesting birds.
- v **PA17/03976**. Applicant: Ms O Parratt. Proposal: Non-material amendment for repositioning of velux window over bathroom and replacement of French doors with sliding doors following grant of planning permission PA15/05579. Location: Beau Vista, Gwel An Mor, Mawgan Porth. Cllr Corbett proposed and Cllr R Cawley seconded. **Resolved** no objection.
- vi **PA17/04120**. Applicant Mr Alistair Duggin. Proposal: Replacement UPVC conservatory. Location: Holmdale, Trevarrian, TR8 4AQ. Cllr Corbett proposed and Cllr Karkeek seconded. Resolved no objection.
- 460/2017 Any other planning applications received from Cornwall Council by the time of the meeting.
- i. **PA17/04180**. Applicant Mrs Lucy Petersen. Proposal Certificate of lawfulness for existing residential use of The Garage. (Resubmission of withdrawn application. PA16/11143). Location: Porth Farm Cottages, Mawgan Porth.

Resolved to defer until June 14th meeting with an extension of time granted for comment until 15th June by CC planning department.

- ii. **PA17/04232** Applicant: Mrs Lucy Petersen. Proposal: Certificate of lawfulness for residential use of the existing mobile home and ancillary residential use of the existing buildings. Location: Porth Farm Cottages Mawgan Porth.

Resolved to defer until Jun 14th meeting with an extension of time granted for comment until 15th June by CC planning department.

461/2017 Advices and decisions by Cornwall Council – circulated prior to meeting.

- i. **PA17/02209**. Applicant: Mr John Rawling – Decided not to make a TPO (TCA apps). Proposal: Various works to trees within a conservation area. Location: Trevelyan, St Mawgan.
- ii. **PA17/00606 REFUSED**. Applicant: Telefonica UK Limited Location: Land East of Little Bre-Pen Farm For Proposed Telecommunications Equipment Trevarrian Newquay Cornwall TR8 4AF Proposal: Prior notification of proposed telecommunications development, namely installation of a 12.5m high Phosco Phase 4.5 monopole with 3 antennas fixed to the headframe, 2 x 0.3m dishes attached to the monopole, an Huawei 3900AL equipment cabinet, a TSC cabinet and a meter cabinet on a concrete base within a secure compound.
- iii. **PA17/02323 APPROVED**. Applicant: Mr Stephen Longden. Proposal: Tree works to fell two large Ash trees subject to a TPO and within a conservation area Location: Moorland House St Mawgan Newquay Cornwall TR8 4EZ.
- iv. **PA16/12075 REFUSED** Applicant: Mr Rolf Munding. Proposal: Listed Building Consent for renovation, extension and re-use of existing listed agricultural buildings and dwelling, demolition of existing pole barn, construction of earth-sheltered building for spa treatments, biomass boiler, provision of car park, landscaping and other associated development to create luxury spa resort with six holiday accommodation units. Location: Whitewater Farm Road from Junction North of Whitewater Farm to Cherry Hill St Columb TR9 6DR.

462/2017 Planning Enforcement Issues – none received.

463/2017 2017 Local Parish Council Election – to discuss any matters arising from the Election. It was **resolved** to invoke Standing Order 3 d and to conduct this in closed session at the end of the meeting.

464/2017 Burial Ground – interment of Eileen Joyce (Joy) Warne (joined Arthur) on 5th May 2017

465/2017 Working groups

(a) Amenities

- i. St Mawgan Toilet – to agree to renew contract for 2017/2018 with Wallgate Ltd – circulated prior to meeting. Cllr B Cawley proposed and Cllr Corbett seconded. **Resolved** to renew contract for 2017/2018 in the sum of £616.00 +VAT

- (b) Transport and rights of way – to discuss CC Highways request for reduction of tree canopy along Long Lane and to agree action (if any). Proposed by

Cllr Corbett, seconded by Cllr Karkeek. **Resolved** that Clerk write to CC Highways to object.

- i. Reports: Cllr Carter reported that Cllrs Carter, R Cawley and Tyson made a site visit to Lower Lanherne Farm (Footpath 409/28/2) to try and find evidence of the footpath to Middle Lanherne Farm. They found no evidence of any path or stile at any point of the walk (at the junction of the first field - footpaths 409/28/1,409/29/2 with footpath 409/29/1 from St Eval towards St Mawgan). Working Group to investigate further. Cllr Carter had also observed a large new agricultural building at New Farm TR8 4HH. The PC have not received notification of any advice or decision in this regard. Clerk to contact CC Planning Dept. for further information.
- ii. The Council have been informed that CC will cut back Footpath 409/33/1. The PC had previously agreed to subsequently maintain it.
- iii. Cllr Jones reported that the potholes outside of the shop still pose a risk of injury to persons. Clerk to report again to CC Highways.

Beach and Environment - to receive report (if any).

Cllr Tavener reported that grateful donations received by businesses in aid of Mawgan Porth Beach Clean amounted to circa £2500.

466/2017 Specific Issue Neighbourhood Plan – Cllr Corbett elected to lead the Committee due to K Atkinson's retirement. Cllr Carter volunteered to join.

467/2017 To receive reports from meetings – None

468/2017 Subscription - To agree to renew the subscription for CALC/NALC (2017/18) in the sum of £363.41. Cllr McKenzie proposed, Cllr Corbett seconded. **Resolved** to renew the subscription for advice and guidance available to the PC.

469/2017 Training -To agree to the Clerk undertaking the Certification in Local Council Administration (CiLCA) – circulated. Proposed by Cllr Tavener, seconded by Cllr Mann. **Resolved** to agree at a cost of £250+VAT

Cllr Corbett left the room at this juncture

470/2017 Mower Insurance – to agree retrospectively to renew mower insurance with NFU (2017/18) in the sum of £122.97. Proposed by Cllr Tavener, seconded by Cllr Karkeek. **Resolved** to agree.

Cllr Corbett returned to the room

471/2017 Renewal of Annual Long Term Agreement (LTA) Insurance with Zurich Municipal Insurers – to accept Policy Schedule as circulated. Proposed by Cllr Corbett and seconded by Cllr Tyson. Resolved to accept. It was also proposed by Cllr Tavener and seconded by Cllr Corbett that the Mower Shed should be added to the Parish Council Insurance Policy (at no extra cost 2017/18) as had been omitted previously. **Resolved** to add.

- 472/2017 Internal Audit Report – Clerk to report on internal auditor’s visit:
- The auditor’s visit had not coincided with the arrival of the PC end of year bank statement, and so a procedural check had been undertaken and an interim report with five recommendations made applying to: purchase order; contractual arrangements in place to be reviewed; review of internal control; procedural manuals produced, and budget monitoring reported to members at least quarterly. Clerk assured that these points are being addressed.
- 473/2017 Code of Conduct – to agree to update to Model Code of Conduct: Members and the Code of Conduct to include Code of Conduct Training. After discussion, it was proposed by Cllr Mann and seconded by Cllr Tyson. **resolved** to exempt councillors that have already undertaken Code of Conduct Training previously, it was agreed to: All councillors (that have not already done so), shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office.
- 474/2017 Website – to receive consensus regarding design of website and agree action. It was **resolved** that providing the navigation of the PC website was straightforward and accessible that it should now be live and regulatory information be uploaded.
- Cllr Thomas suggested that he researched the possibility of a PC social media presence, and will report back to the PC at the next meeting.
- 475/2017 Accounts – to approve payment of accounts. Cllr R Cawley proposed and Cllr Karkeek seconded, and it was **resolved** to approve payment of accounts as listed below: Cllr Corbett abstained.

Name	Details	Amount
A Hayne	Clerk’s Salary –April	£642.33
	Home as office	15.00
	Travelling expenses	35.20
	Expenses: Stationery +	25.41
	1 and 1 webmail business mailbox 3 mths	<u>17.96</u>
		735.90
S Plant	Maintenance April	£800.00
	Footpaths - April	<u>100.00</u>
		900.00
A Prowse	St Mawgan Toilet Clean – April	210.00
M Farmer	Beach Clean – April	765.00
Reef Water Solutions Ltd	Legionnaires test and service -April	35.00
Vodafone Ltd	Mobile phone – April	17.85
CALC	Annual Membership Subscription 2017-18	363.41

(less £10 overpayment 2016)

Wallgate Ltd	Public Convenience Schedule 2017/18 – (2 units @ £308.00+VAT)	739.20
D Vickery	Bus Shelter 4/4 2016, ¼ 2017	200.00
Zurich Municipal	Annual Parish Council Insurance 2017/18	780.54
W Corbett	Reimbursement for NFU Ride-on Mower Insurance	122.97
Hudson Accounting Ltd	Internal Audit 2016/17	225.00
Glasdon UK Ltd	Replacement Dog Bin – Entrance to Carnanton Woods	103.82
Total		£5198.69

476/2017 To note and discuss if appropriate the correspondence received since the last meeting -none

477/2017 Notice of items for the next meeting –

Highways Transport and Rights of Way – Signage; Footpath right of way; Social Media and the PC

Members of the public were asked to leave at this juncture.

Agenda item 13: Exempt business omitted (Minute reference 463/2017)

Meeting closed at 9.30pm

Date of next meeting: Mawgan Porth Village Hall on Wednesday 14 June 2018 at 7.30pm

Signed as true record of the meeting

Chairman's signature..... 2017