

# ST MINVER HIGHLANDS PARISH COUNCIL

Parish Clerk: Amanda Lash, CiLCA

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3 July 2019

## TO MEMBERS OF THE COUNCIL:

Councillors: R Harris (Chair), V Darnell (Vice Chair), J Buse, M Dingle, B Gisbourne, M Parnell, A Vernon, N Wapshott, N Mably, D Hutley.

Dear Members

I hereby give you notice that the Meeting of St Minver Highlands Parish Council will be held on **Tuesday 9 July 2019 at Perceval Institute, St Minver at 19:00.**

All Members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder.

Yours sincerely



**Amanda Lash, Parish Clerk**

Press & Public are invited to attend. Meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public.

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## AGENDA

### 1. Persons Present/Apologies

To **NOTE** persons present and **RECEIVE** apologies for absence.

### 2. To Receive any Declarations of Interest from Members / Dispensations

To **RECEIVE** any Declarations of Interest from Members. To **RESOLVE** to grant any requests for Dispensation in line with the Councillor's Code of Conduct 2012.

### 3. Public Participation

To **RECEIVE** comments from members of the public. This provides an opportunity for members of the public to comment on items on the agenda. Maximum time allowed will total 10 minutes.

### 4. Council Meeting: Minutes 11 June 2019

To **RESOLVE** that the above Minutes of the Meeting of St Minver Highlands Parish Council having been previously circulated, be taken as read, approved and signed. To **NOTE** any matters arising from the Minutes.

### 5. Planning Applications for further Consultation

To **RECEIVE** a request by the planning authority for consultation and to respond:

Application: PA19/04881  
Proposal: [Residential conversion of traditional barn to a single dwelling \(re-submission of application no PA19/04881\)](#)  
Location: Smeathers Barn, Amble, Wadebridge PL27 6ET  
Applicant: Mr Dominic Hawkey

Application: PA19/03982  
Proposal: [Proposed extension to existing terrace](#)  
Location: Sheerwater, Dunder Park, Polzeath, Wadebridge  
Applicant: Mr and Mrs K Taylor

Application: PA19/04964  
Proposal: [Non-material amendment to PA No PA17/02494 dated 19 June 2017 for construction of six no holiday lodges \(each with 3 beds\) and ancillary infrastructure instead of extant permission PA10/07795 for three holiday cottages \(each with 6 beds\). Resubmission of PA16/09631 withdrawn on 20.3.17 namely minor roof parapet detail; Confirm roof material as inc; addition of door in order to access storage space/room under external stairs and revised internal layout – to move boiler room from ground floor to first floor to allow for fourth bedroom.](#)

Location: The Point at Polzeath, St Minver, Wadebridge PL27 6QT  
Applicant: Mr Rob Constant  
Application: PA19/05313  
Proposal: [Single storey side extension](#)  
Location: West Winds, Windmill Road, St Minver, Wadebridge  
Applicant: Mr & Mrs Jeal

## 6. Planning Applications Decisions - Approved

To **NOTE** that the following Planning Applications have been decided as above:

Application: PA19/02906  
Location: Pentireglaze, St Minver, Wadebridge, PL27 6QY  
Proposal: [Listed building consent for the erection of National trust visitor facilities including catering outlet, visitor car park and landscaping.](#)

Application: PA19/02453  
Location: Land North East of Corner Cottage Church Town Road St Minver, Wadebridge  
Proposal: [Proposed new dwelling and garage without compliance with Condition 2 of Decision Notice PA17/07643 dated 28 November 2017](#)

## 7. Reports from outside bodies

To **NOTE** any reports:

- a) Beach Management Committee – Minutes 21 June 2019
- b) Cornwall Councillor's Report – Cllr Carol Mould
- c) Highways and Footpaths

## 8. Correspondence

To **NOTE** any correspondence:

- a) Temporary road restriction (Schedule No 18) Order 2019 – schedule of affected roads.
- b) Letter from Andy James, Head of Highways regarding highways engagement event feedback.

## 9. Agenda Items

### (a) Financial Regulations 2019

To **RESOLVE** to adopt Financial Regulations dated July 2019.

- (b) **Broadcast and SM at Meetings Policy 2019**  
To **RESOLVE** to adopt Broadcast and SM at Meetings Policy dated July 2019.
- (c) **Standing Orders 2019**  
To **RESOLVE** to adopt Standing Orders dated July 2019.
- (d) **Shila Mill Listed Building Nomination**  
To **NOTE** response from Historic England.
- (e) **On-line Banking and Signatories**  
To **RESOLVE** to set up online banking with Barclays Bank and add Vicki Darnell, Rob Harris, Marc Dingle and Amanda Lash as authorised signatories/users.
- (f) **Transparency Code**  
To **DISCUSS** and **RESOLVE** on course of action following advice from Clerk regarding inclusion of financial transactions over £100 on the agenda and minutes.
- (g) **Cornwall Planning for Coastal Change Consultation**  
To **RESOLVE** on a course of action following invitation from Cornwall Council to submit representations on consultation by 22 July 2019.
- (h) **Boundary Review Submission Proposal**  
To **DISCUSS** and **RESOLVE** on a submission proposal to send to Cornwall Council including proposed changes to the Parish boundary.

#### **10.Accounts**

To **RESOLVE** to authorise payments and note bank balances as outlined in July Financial Report. Please note due to change in personnel, bank statement to 31 May only available.

#### **11. Public Bodies (Admission to Meetings) Act 1960**

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 the following items: STAFFING and CONTRACTS.

- a) To **RECEIVE** a verbal report from Cllr Harris regarding the Clerk recruitment and **RESOLVE** to appoint Amanda Lash as Clerk following subcommittee meeting.
- b) To **DISCUSS** and **RESOLVE** to instruct a company from the three quotations provided, to re-design new website incorporating a new email system.
- c) To **RECEIVE** Q1 budget report from Clerk.

#### **12.Notification of meeting/items for agenda: 6 August 2019**

- a) Cornwall Council Street Trading Review Consultation (deadline October 2019)