

TINTAGEL PARISH COUNCIL



'Tintagel's Great Seal'

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2nd February 2017

Minutes of the meeting of Tintagel Parish Council **Wednesday 1st February 2017**

Present: Cllrs. Dyer (Chairman), Hodge, Dale, Flower, Goward, Hart, Soutter, Wickett

Apologies: Cllr Dorman, Brooks, Keenan and Cllr Brown (CC)

Members of the Public: none

Declarations of Interest: Cllr. Wickett declared an interest in Planning Matter PA17/00099/PREAPP; Cllr Hodge declared an interest in Planning Matter PA17/0009/PREAP; Cllr. Hart declared an interest in Planning Matters PA17/00099; PA17/00418 and PA17/00427.

Invitation to members of the public to speak prior to the meeting - none in attendance

AGENDA

To Approve the Minutes of the previous meeting on the 4th January 2017, plus matters arising.

It was proposed by Cllr. Flower, seconded by Cllr. Hart and **RESOLVED** that the minutes be signed as a true record of the meeting. All in favour. **Carried.**

Reports

Cllr. Goward provided a report to the Members, in respect of his attendance with the Parish Clerk, at a site meeting for the proposed new access bridge from the mainland to Tintagel Castle island.

The Chairman thanked Cllr Goward for his report.

Cllr Goward reported to Members that the white lining had not yet been carried out in the Bossinney Road car park.

Cllr. Flower reported that the Social Hall Annual Meeting would take place at the Social Hall on Thursday 2nd February 2017.

Cllr Wickett reported that the proposed meeting with representatives of Cornwall Council, in respect of Bossinney Road Car Park, had not yet taken place. He added that the meeting would take place in late February. The delay was a direct result of Cornwall Council Officer's difficult schedules, prior to that time.

Planning Decisions – Noted

Planning Applications

At 19.19 hrs Cllr Hart left the Chamber; Cllrs. Hodge and Wickett undertook to refrain from entering into discussion, in relation to Matter PA17/00099/PREAPP and from voting upon the same.

PA17/00099/PREAPP - Pre-application advice on the erection of a new dwelling. **Location:** Clifden Farm, Halgabron, Tintagel, Cornwall PL34 0BD. **Applicant:** Mr & Mrs R. Nute.

Members discussed the pre-application documentation. Concerns in relation to the building of a new property at the location (which is outside the designated Planning Area) and the ANOB status of the area were alluded to. Members understood that the proposed new building would be subject to an 'Agricultural Tie'.

It was **proposed** by Cllr Flower and **seconded** by Cllr. Dale that the Parish Council should object to the application.

A motion for an Amendment was **proposed** by Cllr. Goward and **seconded** by Cllr. Soutter, that there should be no objection made by the Parish Council to the application, on the stated condition that the property is to remain an 'agricultural dwelling'.

Carried – three Members in favour, one Member against and two Members abstained.

It was then **RESOLVED** that the **Substantive Motion** be, that: Tintagel Parish Council does not object to the Planning Application on the condition that the property is to remain an agricultural dwelling'. **Carried:** Three Members in favour, two Members against.

PA17/00418 - Application for a Non-Material Amendment to Application PA16/09527.

Location: Hayford, Trewarmett Lane, Tintagel PL34 0ES.

It was **proposed** by Cllr. Goward and seconded by Cllr. Soutter and **RESOLVED** that there be no objection to this application. Three in favour and three abstentions. **Carried.**

PA17/00427 – Application for first floor side extension and single storey rear extension.

Location: 15 Westground Way, Bossiney, Tintagel, Cornwall PL34 0BH.

It was **proposed** by Cllr. Goward and seconded by Cllr. Soutter and **RESOLVED** that there be no objection to this application. Five in favour and two against. **Carried.**

19:30 hrs Cllr. Hart returned to the Chamber.

19:30 hrs Cllr. Wickett left the Chamber

PA17/00217 –Application for an extension of rear annex and conversion of loft space.

Location: Ingledene, Bossiney Road, Tintagel.

It was **proposed** by Cllr. Flower and seconded by Cllr. Goward and **RESOLVED** that there be no objection to this application. All in favour. **Carried.**

19:37 hrs Cllr. Wickett returned to the Chamber.

A discussion relating to the dissemination of planning applications, requiring a Parish Council response, between Parish Council meetings was discussed. The Clerk advised Members that extensions to the deadline date for responses had been refused. It was **agreed** that the Parish Clerk should correspond with Cornwall Council Planning Dept., highlighting the fact that the Council meets on the first Wednesday of each month and that all planning applications are considered and determined at that meeting. The Clerk should request that CC bear that fact in mind and extend any deadline, falling between Parish Council meetings, to the morning following the next meeting and provide an undertaking that the Clerk will forward the Parish Council's decisions the following morning.

Correspondence

The Clerk advised Members that eleven additional invoices had been received since the publication of the Agenda and that a revised schedule of payments had been issued. **Noted**

- Cormac Solutions Ltd – The Parish Clerk advised Members that Cormac Solutions Ltd had now appeared to understand that the Parish Council was no longer responsible for Trebarwith Strand Public Lavatories and have undertaken to refrain submitting further invoices to the Parish Council for these facilities. The Clerk also explained

that Trevena Square Public Lavatories remain closed and that there is no cleaning being undertaken therefore no invoices for cleaning services will be paid.

- The Clerk advised the Members that the Engrossed Transfer Deed for Trevena Square lavatories has been received and that the designated signatories would complete the required sections of the Deed, following the conclusion of the meeting.
- The Clerk advised the Members that a letter had been received from 'Tree Investment'. The owner of the company has offered to remove and replace a dead hawthorn tree in Trevena Square, at no cost to the Parish Council.

Members were pleased to accept the offer of a replacement tree but **agreed** that the Parish Clerk should correspond with the donor, requesting that, prior to the planting of the replacement tree, the Parish Council should be advised of the species intended to be used, so that the suitability of the same can be considered.

- The Clerk advised the Members that a letter had been received from the CEO of Cornwall Hospice Care, relating to a parking invoice received by the Charity's vehicle, whilst parked adjacent to the Charity's shop at Trevena Square. Within the said letter, the CEO requested that the Parish Council give written permission to the Charity, which would enable the vehicle to be parked at the site lawfully.

Members discussed the request at length, raising several issues, which highlighted the problems of complying with the request. In particular, it was felt that there is a danger of an unacceptable precedent being set, should permission to park adjacent to the property. Members also highlighted the fact that there are marked loading bays close to the shop itself. It would not be unreasonable for the charity's drivers to utilise these.

Another Member alluded to the availability of parking space at the rear of the shop itself and that the space could be used by the charity's vehicles. However, it was understood that this was not a viable proposition.

The Clerk suggested that the charity might be provided with a parking permit, by the Parish Council. However, Members felt that the proposal was unacceptable due to the fact that the charity uses several types of vehicles for collections and deliveries and that it would be untenable to provide all of them with a parking permit.

The Members were unwilling to give written authority to the charity, permitting the vehicles visiting the shop to park alongside the building at Trevena Square. When the vehicles are parked in that spot, the rear of the van encroaches onto the pavement/road and, therefore, creates a hazard to pedestrians and other drivers. There is a question of legal liability, should an accident occur and Members did not wish to prejudice the Parish Council in that manner.

It was **agreed** that the Parish Clerk should correspond with the CEO of Cornwall Hospice Care, setting out the Council's position on the matter.

- The Clerk advised Members that two road closure notices had been received, highlighting the content of the same.

Information

Clerk's Actions – **Noted**

Internet Security

The Clerk advised the Parish Council that the laptop computer has now been reset to the factory settings and that a new security package is now being installed.

Accounts Payable

TPC Cheques payments		1 st February 2017	Cost	VAT	Total	
2868	Mark Brocklehurst	Advance for Cabling (Trevena Square)	40.00		40.00	
2869	Came & Company Insurance	Insurance Premium	920.59	92.06	1,012.06	TVC
2870	RTP	Social Hall Survey Fees	767.10	153.42	920.52	
2871	Healthmatic	Validator Supply	135.00	27.00	162.00	
2872	Cormac Solutions Ltd	Monthly Cleaning Services - Bosinney	680.44	136.09	816.53	
2873	Brocklehurst Elec. Services	Resetting of Laptop	60.00		60.00	
2874	Brocklehurst Elec. Services	Coin Collection	48.00		48.00	
2875	Seadog IT	Website Hosting	19.95		19.95	
2876	Seadog IT	Removal of M. Brocklehurst reference from Website	11.25		11.25	
2877	Viking	Stationery	49.90	9.98	59.88	
2878	Nicholas Spurdens	Re-imbusement for Toilet Lock	86.15	17.10	102.59	
2879	Lowe Electrical Ltd	Repair. Install and remove Christmas Lights	2,766.00	553.20	3,319.20	
2880	South West Water	Water/ Sewerage	1,018.08		1,018.08	
2882	Trewarmett Church Yard	Grant	700.00		700.00	
2883	A.Pearce	Handyman	172.50		172.50	
2885	Carolyn Y. May	Clerks Salary	1137.3	227.46	1364.76	
2885	Carolyn Y. May	Clerk's Expenses	134.55	20.04	114.51	
2884	ICO	Data Protection Licence	35.00		35.00	
2886	Suez	Refuse Collection	18.58	3.72	22.30	TVC
2887	Camelford Town Band	Christmas Lights Event	150.00		150.00	
2888	South West Water	Water/ Sewerage	175.47		175.47	TVC

2889	Cornwall Council Legal Fees		238.78	47.76	286.54	
2890	A. Pearce	Handyman	277.50		277.50	
2891	Brocklehurst Electrical Services	Repair of notice board	107.00		107.00	
2891	Brocklehurst Electrical Services	Coin Collection	78.00		78.00	
2892	BT	Telephone	46.31	9.26	55.57	TVC
			£ 9,913.28	£ 1,297.58	£ 11,201.20	

It was proposed by Cllr Dyer, seconded by Cllr Soutter and **RESOLVED** that the accounts be agreed. Unanimous. **Carried**

Agenda Items

Public Participation in Parish Council Meetings

Cllr Hart requested to be advised of the correct protocol in relation to the inclusion of members of the public in Parish Council discussions falling out-with the period allocated for public speaking.

Cllr Dyer stated that she had discussed the subject with CALC on 1st February 2017 and had been advised that a member of the public may, at the discretion of the Chairman, be invited to address the Council where he/she has something constructive to add to the discussion. It was stated that the discretion permits new and relevant information to be provided to the Members.

The CALC spokesperson added that, in the interests of good practice, it might be advisable (when the Chairman is seeking to exercise this prerogative) for all Members to be consulted, prior to the member of the public being permitted to speak.

All Members were in agreement with this suggested course of action.

The Parish Clerk suggested that the relevant Standing Order should be amended to reflect this addition. The suggestion was not accepted.

Tintagel Visitors Centre

Cllr Hodge raised the issue of the management of the TVC, particularly in relation to financial administration. The Parish Clerk's opinion was sought and she advised the Members that, prior to any decisions being made, in relation to the future direction of the TVC, it would be necessary for a full internal review of the service to be carried out.

The Clerk added that there were several options that could be implemented to increase the revenue, efficiency and footfall at the TVC and that these would have to be considered in depth. In particular, the Clerk alluded to stock control issues and the potential for collateral services. The loyalty and hard work of the volunteers was also regarded as being extremely important and the Clerk advocated the involvement of this group in review discussions.

It was **proposed** by Cllr. Flower, **seconded** by Cllr Hart and **RESOLVED** that the Clerk would undertake the review of the service and present her findings to the Parish Council for consideration. Unanimous. **Carried**

Risk Register Update

Members considered the updated Risk Register, provided by the Clerk. It was **proposed** by Cllr. Hart, **seconded** by Cllr Dyer and **RESOLVED** that the document would be accepted. Unanimous. **Carried**

Asset Register Update

Members considered the updated Asset Register, provided by the Clerk. It was **proposed** by Cllr. Flower, **seconded** by Cllr Dyer and **RESOLVED** that the document would be accepted. Unanimous. **Carried**

The Parish Council entered into Committee at 20:45 hrs

It was agreed the Clerk would be remunerated at Pay Scale 27 and employed for 30 hrs per week. Enquiries are to be made with Cornwall Pensions, relating to contributions for the Clerk.

The Parish Council exited Committee 21:04

The Meeting Closed at 21:05

Carolyn Y. May LLB (Hons), MA (Finance & Investment), B.Sc
Parish Clerk