

# TINTAGEL PARISH COUNCIL



'Tintagel's Great Seal'

Clerk: Carolyn Y. May LLB (Hons), M.A. (Finance & Investment), B.Sc

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26<sup>th</sup> May 2020

Tintagel Parish Council  
A2 Victoria Advent House  
Station Approach  
Roche  
Cornwall PL26 8LG

Dear Sir/Madam

***You are invited to attend a virtual Meeting of Tintagel Parish Council to be held on Wednesday 3<sup>rd</sup> June 2020, commencing at 7.00 p.m. to transact the business stated below. The meeting will take place through the use of Zoom Video conferencing and any member of the public wishing to 'attend' is welcome to do so but must provide the appropriate contact email in order to the Parish Clerk, in order to be included on the list of attendees. Normal regulations will apply to public participation in discussions.***

*Carolyn Y. May*

Clerk to the Parish of Tintagel

**Attendees please note:**

***This meeting has been advertised as a public meeting and, as such, could be filmed or recorded by broadcasters, the media, Councillor, or members of the public.***

***Please be aware that, whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.***

***Please Note - Any persons who wish to record the meeting should declare their intention to do so, prior to the commencement of the same.***

***The Meeting will be recorded by the Parish Clerk, on behalf of the Parish Council.***

- 
- **Apologies**
  - **Declarations of Interest**
  - **Invitation to members of the public to speak prior to meeting, (10 minutes allowed for this item)** - Participants attention is respectfully drawn to the Parish Council's 'Public Participation Policy', which sets out the rules governing this part of the agenda - only items listed on the said agenda may be discussed.\*

## **AGENDA**

**Co-option** – Co-option of applicant in accordance with Cornwall Council (Democratic Services) Advice.

**Minutes** - To Approve the Minutes of the previous meeting, held on the 13<sup>th</sup> May 2020 (Appendix A)

**Planning Applications** – Appendix B

**Planning Decisions** – None

**Accounts Payable** – Appendix C

**Tintagel Visitor Centre** – Cllr Brooks

**Updates:**

Public Lavatories (Trevena / TVC)

Trevena Square Floral Display 2020

**Correspondence**

Trevena Square Bridge – Report to Cormac

## **Part II**

### **COMMITTEE DELIBERATIONS**

*Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following items: -*

**Confidential Parish Council Matters:**

- **Acquisitions**
- **Reported Matters**

**\* Public Participation**

- Persons wishing to speak at any meeting can only do so in relation to decision items on the agenda.
- In respect of questions at Council meetings, members of the public must give notice in writing to the Parish Clerk, by no later than noon on the Friday before the Council meeting. The notice must specify the nature of the question in enough detail to enable a reply to be prepared. Questioners have the right to ask one supplementary question once they have received the chairman's response.
- Contributions are limited to one per person per item and no person shall speak for more than 3 minutes, except in exceptional circumstances, to be determined by the Chairman.

**Next Meeting - The next Scheduled meeting is on Wednesday 1<sup>st</sup> July 2020.**

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**Cornwall**

**PL26 8LG**

18<sup>th</sup> May 2020

## **Minutes of the Virtual Meeting of Tintagel Parish Council** **Wednesday 13<sup>th</sup> May 2020**

**Present:** Cllr Flower (Chairman), Cllr Brooks, Cllr Goward, Cllr Harper, Cllr Pearse, Cllr Callcut, Cllr Tremain

**Members of the Public:** four

Prior to the commencement of the meeting, the Clerk read out the notice relating to the recording/ filming of the meeting and advised all participants that the meeting would be recorded by the Clerk.

**Apologies:** None

**Declarations of Interest:** None

**Invitation to members of the public to speak prior to the meeting:**

No requests had been received, to address the Parish Council.

**MINUTES**

**Minute 01 – 2020/21**

The Minutes from the Parish Council Meeting, held on the 4<sup>th</sup> March 2020 were considered by Members, on a page by page basis. No issues were raised in relation to the same.

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

**PLANNING MATTERS**

**Minute 02 – 2020/21**

**PA20/01956** - Truckle, Trelake Lane, Treknow PL34 0EW. No objection to the application was recorded previously, following consultation with Members of the Parish Council, under the delegated powers granted to the Chairman and Clerk.

**PA20/00569/PREAPP** – 1-6 Camelot Flats. Castle View, Tintagel, PL34 0DH. No objection to the application was recorded previously, following consultation with Members of the Parish Council, under the delegated powers granted to the Chairman and Clerk.

**PLANNING DECISIONS** – Noted

**FINANCE**

**Accounts Payable – Appendix**

**Minute 03- 2020/2021**

Members considered the schedule of payments to be made.

It was proposed by Cllr Brooks, seconded by Cllr Goward and **RESOLVED** that the schedule of accounts, at Appendix D. would be accepted. Unanimous. **Carried**.

The Clerk advised the Meeting that she had received notification of a downward variation of Business Rates for the public lavatories, from the Business Rates division of Cornwall Council.

**DRAFT ANNUAL ACCOUNTS**

The Clerk presented the Draft (Unaudited Accounts) for the financial year 2019/20. These accounts are publicly displayed on the Parish Council website.

There are two separate parts to the said accounts, one relating to the Parish Council (Income and Expenditure), the other to the Tintagel Visitor Centre (Income and Expenditure).

The Clerk commenced her address on the matter of the accounts, by alluding, in the first instance to the Parish Council Income and Expenditure.

In relation to Staffing Costs, the Clerk stated that, although the Members had authorised the Clerk to be placed in a pension scheme, she had declined to do this for the present – on the grounds that it would be too onerous upon the Parish.

Cllr Tremain asked if the Clerk had been reimbursed for the personal monies expended by her, in relation to a Parish Council Invoice. At the time in question, the Parish Council's business account could not address the invoice. Unfortunately, the creditor was facing financial challenges and required the funds, therefore the Clerk had discharged the account on behalf of the Parish Council. The Clerk confirmed that she had been reimbursed the sum of £3,000.

Members then received the Tintagel Visitor Centre Accounts.

Cllr Goward queried the stated deficit in relation to the Tintagel Brochure. Cllr Harper advised that there were still monies to be collected from advertisers (circa: £3,060).

The Clerk advised the meeting that there had been a substantial investment in both the fabric and stock for the TVC and that it was unfortunate that the village has effectively had to close down this season.

Cllr Goward asked about the TVC Business Rates. The Clerk stated that she had, immediately the lockdown was announced, corresponded with Cornwall Council, requesting a reduction in the TVC Business Rates. We are still awaiting a response to the same.

Cllr Goward felt that there was a need to discuss the on-going losses of the TVC, which are substantial. He felt that it was unfair that the Parishioners should have to meet the losses year on year.

Cllr Brooks advised the meeting that, two years ago, during precept discussions, the year on year TVC losses were discussed. At that juncture, the Members agreed at that the TVC would be given a further 12 months to improve its income performance. That period has long expired. The Clerk reclaimed £19,300 in VAT, which was 'ring-fenced' for the TVC but that sum has now been used. He added that the situation cannot be permitted to continue as the monies being used belongs to the Parishioners. The facility has to be viable and provide best value for the Parish.

#### **Minute 04- 2020/2021**

It was **proposed** by Cllr Brooks, **seconded** by Cllr Flower and **RESOLVED** that that all Members should give this matter some consideration between now and the next meeting, in order that a decision can be made in relation to the future of the TVC. The matter is to be listed as an agenda item for the next meeting. Unanimous. **Carried.**

#### **PROJECT ADVANCEMENT**

Cllr Goward requested that the Clerk provide the Meeting with an update on the project at Trenale Lane.

The Clerk reminded Members that the presentation received from the CLLD representative alluded to available finance and the need to attempt, at least, to secure a mortgage for the property. In the event that a mortgage was not able to be secured, then EU funding may be available.

In order to progress the matter, the Clerk requested that the Members give permission for the Clerk to submit mortgage applications on behalf of the Parish Council. There would be no risk in doing so. Rather – it is an exercise to 'test the water'. It was **agreed** that the Clerk should progress this matter.

#### **A further project relates to the development of the new website with Impress 51.**

The Clerk stated that work had commenced on the site but halted to the lockdown. This will be progressed by the Clerk

## **INTERNAL AUDITOR APPOINTMENT**

The Clerk advised the Meeting that the current Internal Auditor has retired and that another must be sought. She added that it would be her preference for an independent person, outwith Cornwall be appointed.

It was suggested that the work could be undertaken by Simon A. Martin Accountants or by a team at Devon County Council.

It was **agreed** that the Clerk would investigate the options put forward.

## **CO-OPTION**

The Clerk has spoken to Democratic Services at Cornwall Council, in relation to co-option. She stated that the Parish Council has, on two previous occasions, advertised co-option opportunities. Whilst some of the positions were filled, the full quota was not achieved. The Clerk advised that, where co-option opportunities were available and had been previously advertised, there was no obligation to advertise further and that the Parish Council would be within its rights to co-opt without further announcements.

The Clerk advised the meeting that there were two Parishioners who had expressed an interest to be co-opted to the Parish Council but added that she would like to await confirmation from Cornwall Council, that the Parish Council was free to co-opt without further advertising.

The Members were also advised of the resignation of Cllr Mary Dyer, as a Member of the Parish Council.

It was **agreed** that the positions would be advertised on the Parish website and applications for co-option considered.

## **MEMBER RESIGNATION**

It was **agreed** that the Clerk would draft a thank you letter to Cllr Dyer, expressing the thanks of the Members for Cllr Dyers' long service to the Parish Council.

## **DONATION REQUEST**

The Clerk advised the Meeting that a request had been made by a local group, for a donation. The group is currently making PPE kit for local surgeries/ hospitals etc but is having to finance postage themselves.

### **Minute 05- 2020/2021**

It was **proposed** by Cllr Flower, **seconded** by Cllr Goward and **RESOLVED** that the Parish Council would provide a donation of £100.00 to the group. Unanimous. **Carried**.

Cllr Jordan pledged a further £100.00 to the group and asked that their representative should be provided with his contact details.

## **UPDATES**

- **Lavatories – TVC/ Trevena Square**

### **Minute 06- 2020/2021**

The Clerk enquired about the plans to re-open the public lavatories in the village. It was **proposed** by Cllr Flower, **seconded** by Cllr Tremain and RESOLVED that the lavatories at Trevena Square and at the TVC would not be re-opened until it was safe and appropriate. Unanimous. **Carried.**

- **Bossiney Building**

The Clerk requested the views of the Members in relation to the ex-lavatory building at Bossiney. She advised the meeting that the water supply to the facility had been cut off, as had the electricity.

Cllr Tremain alluded to the letter that the Clerk had been asked to write, in relation the procurement process employed by representatives of the Parish Council when the building had been acquired by the Parish Council.

The Clerk advised the meeting that a letter had been sent to the ex-employee responsible for overseeing the acquisition. The letter had contained a number of pertinent questions, which had required cogent responses. However, the ex-employee of the Parish Council had failed to respond to the same. A follow up letter was also forwarded to the same ex-employee, but the Clerk had not received a response to the second letter either.

Cllr Tremain asked what the process was, going forward. The Clerk advised that the next steps were a matter to be considered under a Part II discussion, in conjunction with advice received.

Members discussed possible uses for the Bossiney building, until the issues surrounding its procurement can be settled.

It was **agreed** that the building could provide a suitable storage space for the Parish Council.

The Clerk highlighted the fact that a suitable door would have to be installed, along with window protection (one window was recently smashed) and suitable security measures taken (there have been reports of two persons loitering at the rear of the building) to ensure that nefarious activity is discouraged.

It was suggested that the available space at the facility could be maximised by removing the sanitary ware and partitions. Members **agreed** that Cllr Callcut should meet with Mr Andy Pearce in order to assess the work to be carried out.

## **CORRESPONDENCE**

The Clerk appraised Members of a recent item of correspondence, received from the Community Link Officer at Cornwall Council. The Officer enquired whether Tintagel Parish Council would wish to participate in providing a venue for a regular Farmers Market in the village.

Members discussed the matter and **agreed** that the Clerk should register an interest, on behalf of the Parish Council. However, it was stressed that the vendors must not compete with village businesses, in respect of item type.

**The Meeting Closed at 19.56 hours**

**Next Meeting: Wednesday 3<sup>rd</sup> June**



Reference	PA20/04001
Alternative Reference	PP-08718801
Application Validated	Thu 14 May 2020
Address	Merlins Cottage Trevillick Tintagel Cornwall PL34 0DN
Proposal	Replacement of single storey conservatory extension and a shed with new single storey extensions. Balcony to the west elevation
Status	Awaiting decision

Reference	PA20/00920/PREAPP
Alternative Reference	n/a
Application Validated	Thu 14 May 2020
Address	Pendragon House Trevillick Tintagel Cornwall PL34 0DN
Proposal	Pre application advice for erection of two bedroom single storey, residential eco home
Status	Awaiting decision

Reference	PA20/04009
Alternative Reference	PP-08719070
Application Validated	Thu 28 May 2020
Address	Dunsford Trethevy Tintagel Cornwall PL34 0BG
Proposal	Reserved matters application in respect of PA18/09113 (Application for Outline Planning Permission with all matters reserved: Demolition of existing dwelling and erection of two dwellings) Resubmission of previously withdrawn application PA19/09965 dated 20.04.2020

	Type	Payee	Amount (Net)	VAT	Total	BUS BANK BAL
<b>3062020</b>						<b>27866.4</b>
3062020	BACS	Andy Pearce	750.00	0.00	750.00	
'll	BACS	SeaDog IT	29.15	0.00	29.15	
3062020	BACS	M. Sturgess (Water)	55.00	0.00	55.00	
3062020	BACS	HMRC	1245.02	0.00	1245.02	
			<b>2079.17</b>	<b>0.00</b>	<b>2079.17</b>	
3062020	BACS	Google Ireland	4.15	0.00	4.15	
3062020	BACS	BT	60.75	12.15	72.90	
3062020	BACS	Post Term Rent	19.60	0.00	19.60	
<b>TVC Total</b>			<b>84.50</b>	<b>12.15</b>	<b>96.65</b>	
<b>Payments Exceeding £500 (net) - not Listed</b>						
25052020	DD	Public Works Loan	3228.18	0.00	<b>3228.18</b>	
2020-21	<b>Income</b>					
26052020	FPO	Refund (Llawnroc)	1500.00	0.00	1500.00	
TPC Income			1500.00	0.00	1500.00	<b>0</b>

<b>PC BUS BANK Income MAY 2020</b>	1500.00
<b>Bank Balance after DD/SO</b>	27866.40
<b>TPC Transactions (ibid)</b>	-2079.17
<b>TVC Transactions (ibid)</b>	-96.65
<b>Total Transactions</b>	-2175.82
<b>Reconciled Sum</b>	25690.58

Accounts as at time of publication of the Agenda