

TINTAGEL PARISH COUNCIL



‘Tintagel’s Great Seal’

Clerk: Carolyn Y. May

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

29th December 2020

Dear Sir/Madam

You are invited to attend a virtual Meeting of Tintagel Parish Council to be held on Wednesday 6th January 2021, 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 welcomed 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.

- 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

Minutes - To Approve the Minutes of the previous meeting, held on the 2nd December 2020 (Appendix A)

Cllr. C. Mould – Cornwall Council

Vice Chairman's Report – Cllr Brooks

Planning Applications – None as at the date of publication of the Agenda

Planning Decisions – Appendix B

Accounts Payable & Bank Reconciliation – Appendix C

Parish Council Matters

Trevena Square Residents Car Park Permits – Cllr Harper

TCH - Updating legal requirements and Covid19 safeguarding – Cllr Harper

Updates:

Public Lavatories Update (Trevena Square)

Social Hall Update – Cllr Appleby-Tremain

Correspondence

Came & Co. Insurers

PART 2

CONFIDENTIAL MATTERS

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 must leave the meeting.

- On-going Correspondence Matters
- ICO Complaint/ Appeal
- Cornwall Council Standards Officer Report
-

* **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 3rd February 2021

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**A2 Victoria Advent House
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Cornwall

7th December 2020

Minutes of the Virtual Meeting of Tintagel Parish Council
Wednesday 2nd December 2020

Present: Cllr Flower (Chairman), Cllr Brooks, Cllr Goward, Cllr Dale, Cllr. Pearse, Cllr Harper, Cllr Appleby-Tremain, Cllr Coshall, Cllr Fairman, (Cornwall Council).

Members of the Public: 5

Prior to the commencement of the meeting, the Chairman 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. No other persons declared an intention to record the meeting.

Apologies: Cllr. Callcut

Declarations of Interest: 0

Invitation to members of the public to speak prior to the meeting: None
Cornwall Councillor, Cllr. Dominic Fairman was invited to address the meeting.

AGENDA

MINUTES

Minute 57 – 2020/21

The Minutes from the Parish Council Meeting, held on the 4th November 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. Coshall and RESOLVED that the minutes be signed as a true record of the meeting. Six in favour. Unanimous. **Carried**.

CORNWALL COUNCIL REPRESENTATIVE

Cllr Mould had been unable to attend the Parish Council meeting, due to unforeseen circumstances.

Members asked if Cllr Fairman had any matters to raise.

Cllr Fairman spoke briefly about the Community Hub Proposal stating that he felt that it was a bold and innovative means of repurposing a building, which was originally designed as a visitor centre, for the benefit of local residents.

VICE CHAIRMAN'S REPORT

Cllr Brooks commenced by alluding to the heavy meeting agenda, adding that he would address several matters briefly.

- **Food Larder Support** - Cllr Brooks stated that he was heartened at the positive response of Members in relation to a request for assistance from the Tintagel Food Larder Group. He added that the Food Larder programme was a worthwhile cause, which deserved support.
- **Tintagel Social Hall** - Cllr Brooks stated that he had received a substantial amount of correspondence from the Social Hall Committee and anticipated that this would continue in the short term.
- **Planning** – It was noted that a substantial amount of planning matters seemed to be received on the day of the meeting. It was **agreed** that where such applications were received and Members were of the opinion that there was too little time to properly consider the same at the meeting, Members should contact Cllr Goward, who would make the decision whether to delay consideration and response in respect of the applications.
- **Community Hub**
- **Member Responses to email correspondence**
- **Christmas Lights** – Cllr Brooks commented on the lovely display of Christmas lights that the committee had arranged for the village. He congratulated Cllr Coshall and all of the Committee members for their hard work.

At 7.25 pm, Cllrs Coshall and Appleby-Tremain left the meeting, due to internet connection difficulties.

1837

PLANNING MATTERS

Reference	PA20/07365
Address	Land North Of Wishford Cottage Treligga Downs Road, Delabole Cornwall PL33 9DL
Proposal	Supplementary Conditions
Status	Awaiting Decision
Parish Council Decision	Following discussions, it was agreed that the Parish Council would not comment on this matter.

Minute 58 – 2020/21

Reference	PA20/09593
Address	Westdown Lane, from Rock House to Westdown, Treknow PL34 0EN
Proposal	Single storey residential extension
Status	Awaiting Decision
Parish Council Decision	Following discussions, it was proposed by Cllr Goward, seconded by Cllr Brooks and RESOLVED that the Parish Council would object to the application, on the following grounds: <ul style="list-style-type: none">• The proposed development is not in keeping with the area, which is an ANOB;• The proposed development is not in keeping with other properties in the area. Unanimous. Carried.

Minute 59 – 2020/21

Reference	PA20/07169
Address	Land North of Pendragon House, Trevillick, Tintagel PL34 0DN
Proposal	Erection of a two-bedroom, single storey, residential eco home
Parish Council Decision	It was it was proposed by Cllr Goward, seconded by Cllr Flower and RESOLVED that the Parish Council would strongly object to the application, on the following grounds: <ul style="list-style-type: none">• The proposed development is not in keeping with the area, which is an ANOB;• The proposed development does not qualify as either 'infill' or 'rounding-off'. Unanimous. Carried.

Minute 60 – 2020/21

Reference	PA20/10153
Address	Land at Climo's Yard, Tregatta
Proposal	Outline application for the erection of two dwellings – all matters reserved other than access
Parish Council Decision	<p>It was proposed by Cllr Brooks, seconded by Cllr Goward and RESOLVED that the Parish Council would object to this application on the following grounds:</p> <ul style="list-style-type: none"> • The proposal does not amount to 'infill' or 'rounding off' of the area; • The proposal amounts to an over-development of the area and; • The area is designated as an ANOB. <p>Unanimous. Carried.</p>

Minute 61 – 2020/21

Reference	PA20/10261
Address	Bramble Nook, Back Lane, Bossiney PL34 0AU
Proposal	Non-material amendment to decision PA20/10261 – to alter the pitch of extension roof
Parish Council Decision	<p>It was proposed by Cllr Goward, seconded by Cllr Brooks and RESOLVED that the Parish Council would not object to this application. Unanimous. Carried.</p>

Minute 62 – 2020/21

Reference	PA20/10548
Address	7 Atlantic Way, Tintagel PL34 0DF
Proposal	Single storey side extension.
Parish Council Decision	<p>It was proposed by Cllr Goward, seconded by Cllr Brooks and RESOLVED that the Parish Council would not object to this application. One objection, seven in favour. Carried.</p>

Minute 63 – 2020/21

Reference	PA20/08945
Address	Bryn Ivor, Bossiney Road, Tintagel
Proposal	Demolition of extensions and construction of extensions to form additional living accommodation and self-contained maisonette as separate dwelling.
Parish Council Decision	<p>It was proposed by Cllr Brooks, seconded by Cllr Goward and RESOLVED that the Parish Council would object to this application on the following grounds:</p> <ul style="list-style-type: none"> • The proposed development represents an over-development of the area and; • The proposed design is not in keeping with the area. <p>Unanimous. Carried.</p>

1839

At 19:41 Cllrs Coshall and Appleby-Tremain returned to the meeting.

PLANNING DECISIONS – Noted

ACCOUNTS PAYABLE

Accounts Payable – Appendix D (as published) plus additional Invoices, received after the publication of the Agenda.

Minute 63– 2020/21

Members considered the schedule of payments to be made. It was proposed by Cllr Goward, seconded by Cllr Brooks and RESOLVED that the schedule of accounts, at Appendix D, plus additional invoices, would be accepted. Unanimous. **Carried.**

The Clerk advised the Meeting that two payments, relating to LMP had been received (£3,712.00)

EXTERNAL AUDIT

The Clerk advised the meeting that the External Auditors interim report had been posted on the Parish Council's website.

The Clerk has been in discussions with the External Auditor, in relation to correspondence received, in which allegations were made relating to the AGAR submission.

The Clerk was informed that the complainant did not qualify under Financial Regulations as an 'Interested Person', and that person had allegedly been appropriately advised of the fact.

The Clerk has provided a plethora of information to the External Auditor, in order to assist them with the consideration of allegations made. Cllr Brooks emphasised that the PC did not have to comply with the request but chose to do so, in order to co-operate and move the PC forward.

Cllr Goward requested to know who was going to be held responsible for the additional costs incurred as a result of the conduct undertaken by the individual concerned. The Clerk suggested that the Parish Council through, their solicitors, would seek to recover the costs. Cllr Brooks stated that he would support recovery of the monies, as the monies belonged to the public and the individual concerned is merely, deliberately, wasting the same.

Minute 64 – 2020/21

In light of further vexatious correspondence from the aforementioned individual, which contained erroneous assertions:

It was **proposed** by Cllr Flower, **seconded** by Cllr Goward and RESOLVED that no further correspondence would be entered into with the individual responsible. Unanimous. **Carried.**

COMMUNITY HUB PROPOSAL

Cllr Tremain read out a statement, in which she articulated her displeasure at the publication of the 'discussion document', relating to the Community Hub proposal. The Councillor stated that the Clerk should not have made what was, a confidential document, public. She added that the wrong document had been made available. It was acknowledged that the Clerk had apologised for the error.

Cllr Tremain requested that the matter of the Community Hub be 'left on the table', to be discussed at a later, unspecified, date. Members **agreed** with that suggestion.

Cllr Goward advised the meeting that the Clerk had been duty bound to publicise the document. There had been a request to place the matter of the Community Hub on the December Agenda – for discussion. Regulations state that all relevant documents and discussion papers must be made publicly available. *

*Knowles on Local Authorities Meetings – A Manual of Law and Practice. Eighth Edition, para. 6.32 refers. "It is not sufficient to include an item on the agenda that, for example, says in effect "To receive a report from", unless the report itself is circulated....and made available for public inspection".

TINTAGEL CHRISTMAS LIGHTS

Minute 65– 2020/21

Cllr Coshall requested a donation of £264.00, from the Parish Council, in respect of the insurance premium for the Tintagel Christmas Lights.

The Clerk suggested that, as a member of the Christmas Lights Committee, Cllr Coshall should, perhaps, declare an interest in the matter. Cllr Coshall responded to this point by stating that she had already enquired about her position (with the Cornwall Council Trainer) and had been advised that she was not required to declare an interest and was able to vote on the matter.

At that juncture, a donation of £100.00 was made to the Christmas Lights Committee from the Community Chest Fund, by Cllr Jordan. Therefore, the sum sought from Tintagel Parish Council was reduced to £164.00.

It was proposed by Cllr Goward, seconded by Cllr Pearse and RESOLVED that the sum of £164.00 would be granted to the Tintagel Christmas Lights Committee. Unanimous. **Carried.**

DONATION REQUESTS

The Clerk advised the meeting that three requests for donations had been received by the Parish Council.

Community Larder - a request had been received from the Tintagel Community Larder Group and the sum of £300.00 had been granted by the Parish Council (Previous decision ratified).

Tintagel Non-Conformist Cemetery – The Hon. Treasurer for the Non-Conformist Cemetery had corresponded with the Clerk, request the yearly grant made by the Parish Council towards the cost of maintenance.

Members considered the request, asking how much money was required by the organisation. The Clerk advised that the budgeted figure for this group was £1,000.00.

Members noted that the accounts provided highlighted the fact that the organisation had received a total of £1455, by way of donations, during the 2019/20 financial year, but that out-goings had totalled only £635.00. It was also noted that the organisation held a bank balance of £5,308.02.

Minute 66– 2020/21

It was **proposed** by Cllr Brooks, **seconded** by Cllr Dale, and RESOLVED that the request would not be dealt with at the extant meeting. The Clerk is to correspond with the organisation in order to obtain the precise sum that is being sought from the Parish Council. The matter to be placed on the January 2021 Agenda. Unanimous. **Carried**

Christmas Donation (1)

Minute 67– 2020/21

The Clerk advised the Meeting that it had been brought to her attention that the Social Hall Committee was planning a Christmas Santa Sleigh Ride through the village, with a socially distanced distribution of ‘gift bags’ to local children. It had been suggested that the Parish Council might contribute items from the residual TVC stock, to be included in the bags being distributed.

It was proposed by Cllr Goward, seconded by Cllr Pearse and RESOLVED that the Parish Council would donate 1 notebook, 1 pencil and one small toy for each (circa 70) gift bag. One objection, two abstentions and five in favour. **Carried.**

Christmas Donation (2)

Minute 68– 2020/21

Mrs Julie Potter addressed the meeting about the ‘Community Cooking Project’. Through this scheme, Mrs Potter has been teaching residents how to batch cook, look for deals and make food go further.

The scheme has also provided meals for people who are unemployed, furloughed, living alone and unable to get out, or just struggling to make ends meet. In the three weeks (through November), the scheme provided 447 cooked meals, with 68 single people and families being provided weekly with meals.

The plan for Christmas provides for the supply (23rd December) of Christmas Dinners to all persons in the community who are living alone, or who are struggling, or need a pick me up. Mrs Potter expects to prepare and distribute around 80 meals, all though increasing numbers of people are contacting the project for assistance. It is anticipated that each meal (complete meal and pudding – provided on appropriate trays for delivery) will cost around £2.50.

To provide meals, Mrs Potter is undertaking fundraising and does receive help from businesses and people within the community.

Cllr Fairman provided Mrs Potter with some advice in relation to available ‘emergency food grants available from Cornwall Council. He offered to assist Mrs Potter with accessing the same.

The Parish Clerk pledged a personal donation of £50.00 to the fund, that sum was matched by Cllr Brooks.

It was **proposed** by Cllr Pearse, **seconded** by Cllr Appleby-Tremain and RESOLVED that the Parish Council would donate the sum of £100.00 to the project. Seven in favour and one abstention. **Carried.**

PARISH COUNCIL PROPERTY

No matters raised

UPDATES

Public Lavatories Trevena – The Clerk gave the following update:

The lavatory income is highlighted at Appendix F. We have now reached a point at which the lavatories are being financed from the Parish Precept. Income has reduced substantially, and the situation will likely prevail until Easter.

Community Network Panel – Cllr Coshall reported that there was a positive opportunity for Tintagel Parishioners, aged 19 years and over, with the provision of individual training for people who are out of work.

Social Hall Update – Cllr Appleby-Tremain reported on the prompt and professional response of the Social Hall Team to the current situation. Their cohesive and tireless effort is to be applauded. In the past month, the Social Hall Team has been preparing for Christmas. The Community Cooking Project has been feeding many people. On the 12th December, there will be a Santa Sleigh (properly COVID-19 checked). There is to be a ‘drop-off’ evening and ‘drinks evening, two singing sessions, Christmas Bingo. Refurbishment plans are underway and there is a plan to introduce broadband to the facility and set up a website.

CORRESPONDENCE

Town Twinning – Deferred to January 2021

Bossiney Lavatory Conversion – The Clerk advised the meeting that she was now in possession of quotations for the conversion of Bossiney Lavatories into a storage/ workspace. It was **agreed** that this matter would be deferred for discussion at the January 2020 Parish Council meeting.

20: 23 hrs **The Public left the meeting**

Minute 69 – 2020/21

It was **proposed** by Cllr Goward, **seconded** by Cllr Brooks and **RESOLVED** that, due to the confidential nature of the discussions to be undertaken, the Meeting should move into Part II. Unanimous. **Carried**

PART II DELIBERATIONS

Minute 70 – 2020/21

Legal Matter

It was **proposed**, **seconded**, and **RESOLVED** that the advice of the Parish Council’s Solicitors, Messrs Stephens-Scown, should be acted upon. Unanimous. **Carried**

Minute 71 – 2020/21

Police Report

1843

It was **proposed, seconded** and RESOLVED that the Police report would be accepted and provided to our Solicitors. Unanimous. **Carried.**

On-Going Correspondence Matter – deferred to January 2021.

Members exited Committee deliberations at 20.45 hrs.

The Meeting ended at 20:25 hrs

Next Meeting: Wednesday 6th January 2021

Reference	PA20/10261
Alternative Reference	N/A
Application Validated	Fri 27 Nov 2020
Address	Bramble Nook Back Lane Bossiney Tintagel Cornwall PL34 0AU
Proposal	Non material amendment to decision PA20/04811 to alter pitch of extension roof
Status	Decided
Decision	Approved with unconditional
Decision Issued Date	Monday 21 st December 2020
Appeal Status	Unknown

Reference	PA20/09654
Alternative Reference	N/A
Application Validated	Wed 29 Jul 2020
Address	Trebarwith Quarry Trebarwith Road Delabole Cornwall
Proposal	Screening opinion for proposed winning and working of slate rock
Status	Decided
Decision	Screening Opinion - EIA Not Required
Decision Issued Date	Mon 21 Dec 2020
Appeal Status	Unknown

Reference	PA20/10265
Alternative Reference	N/A
Application Validated	Thu 19 Nov 2020
Address	Fenterleigh Bossiney Tintagel Cornwall PL34 0HN
Proposal	Submission of details to discharge condition 4 in respect of decision PA19/06829.
Status	Decided
Decision	S52/S106 and discharge of condition apps
Decision Issued Date	Thu 17 Dec 2020
Appeal Status	Unknown

Reference	PA20/10261
Alternative Reference	PP-08480948
Application Validated	Tue 25 Feb 2020
Address	Land West Of Grenofen Rounds Lane Bossiney Tintagel PL34 0AE Cornwall
Proposal	Construction of two dwellings
Status	Decided
Decision	Withdrawn
Decision Issued Date	Fri 18 Dec 2020
Appeal Status	Unknown

Reference	PA20/06557
Alternative Reference	N/A
Application Validated	Tue 04 Aug 2020
Address	Camelot Flats Castle View Tintagel Cornwall PL34 0DH
Proposal	Demolition and removal of the existing building complex on land at, and opposite 1 to 6 Camelot Flats, and the erection of a replacement building with 6 no two bedroom flats with 9 no car parking spaces, refuse and recycling bins enclosure.
Status	Decided
Decision	Approved with conditions
Decision Issued Date	Tue 08 Dec 2020
Appeal Status	Unknown

Schedule of Payments

Date	PMT	PAYEE	AMT (Net)	VAT	Total
6012021	FPO	BTE Services	79.75	15.95	95.70
6012021	DD	FOT	30.00	0.00	30.00
6012021	DD	CAAT	50.00	0.00	50.00
6012021	DD	Bank Charges	12.76	0.00	12.76
6012021	DD	Cornwall Council (Rates)	1150.00	0.00	1150.00
6012021	DD	BT	60.72	12.15	72.87
6012021	DD	Google Ireland	4.60	0.00	4.60
6012021	DD	Google Ireland	4.60	0.00	4.60
6012021	DD	Corona Energy	140.62	7.04	147.66
6012021	FPO	Opus Energy	243.82	12.19	256.01
6012021	FPO	Pennon Water	127.98	0.00	127.98
6012021	FPO	SeaDog IT	159.85	0.00	159.85
6012021	FPO	Western Supplies	187.50	37.50	225.00
6012021	FPO	Stephens Scown Solicitors	677.50	135.50	813.00
6012021	FPO	A.J.Pearce (est)	451.00	0.00	451.00
6012021	FPO	R. Barnes	2033.33	0.00	2033.33
6012021	FPO	First Data	19.60	0.00	19.60
6012021	FPO	Tintagel Social Hall	216.00	0.00	216.00
6012021	FPO	Lyle & Company (Risk Management Assessment)	187.70	0.00	187.70
6012021	FPO	SeaDog IT	25.00	0.00	25.00
6012021	FPO	Llawnroc Supplies Ltd	129.15	25.83	154.98
6012021	FPO	Julie Potter	100.00	0.00	100.00
6012021	FPO	Torch Fire Protection	54.32	10.87	65.19
6012021	FPO	Armstrong - Best (Old TVC)	29.16	0.00	29.16
6012021	FPO	NAYAX	61.33	12.00	73.33
23112020	FPO	Community Larder	300.00	0.00	300.00
Total			6536.29	269.03	6805.32

PC BUS BANK Income NOV 2020	£179.50
Bank Balance after DD/SO/ Discharged Transactions	£32,984.81
Discharged TPC Transactions (ibid)	£3,091.19
Undischarged Transactions at 01102020	£3,714.13
Total Transactions	£6,805.32
Reconciled Sum	£29,270.68

Income

Date	Amount	Source
3122020	32.50	lavatory Income
10122020	58.90	lavatory Income
17122020	48.10	lavatory Income
17122020	40.00	South West Water
Total	179.50	

Investments

A/c	Int	Balance
Bus Bank Instant	0.46	56,212.00
Deposit A/c	4.67	56,636.62
Savings Investment	0.00	4,346.89
Total Savings		117,195.51

Withdrawals since 2017**0.00****Monies Unaccounted
for****0.00**