

TINTAGEL PARISH COUNCIL



'Tintagel's Great Seal'

Clerk: Carolyn Y. May

Phone: 01726 210139

E-mail: clerk@tintagelparishcouncil.gov.uk

Website: www.tintagelparishcouncil.gov.uk

**A2 Victoria Advent House
Station Approach**

Roche

**Cornwall
PL26 8LG**

12th October 2020

Minutes of the Virtual Meeting of Tintagel Parish Council

Wednesday 7th October 2020

Present: Cllr Flower (Chairman), Cllr Brooks, Cllr Goward, Cllr. Pearse, Cllr Callcut, Cllr Appleby-Tremain, Cllr Coshall, Cllr Rushworth (Cornwall Council), Mr. Stuart Hutchison.

Members of the Public: Two

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. Dale, Cllr. Harper

Declarations of Interest: None

Invitation to members of the public to speak prior to the meeting: None

AGENDA

MINUTES

Minute 41 – 2020/21

The Minutes from the Parish Council Meeting, held on the 2nd September 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. Brooks **seconded** by Cllr. Goward and **RESOLVED** that the minutes be signed as a true record of the meeting. Six in favour. One abstention. **Carried**.

CORNWALL COUNCIL REPRESENTATIVE

The Chairman welcomed Cllr. Stephen Rushworth (Cornwall Councillor) to the meeting and thanked him for agreeing to attend. Cllr Rushworth advised the meeting that he was attending in the place of Cllr Carol Mold (Cornwall Council) – who had been appointed, by Cllr Linda Taylor (Leader of the Conservatives at Cornwall Council) to represent the Parish Council. Unfortunately, Cllr Mold could not attend the extant meeting but would do so in the future.

ST NECTANS GLEN

The Meeting received a short presentation from Mr Stuart Hutchison, Legal Representative for St Nectans Glen.

Downgrading of BOAT – Magistrates Court Application

Mr Hutchison commenced his address by advising the Members that there were two separate and distinct matters, which he was requesting that the Council, as a body, might consider. The first matter, and the most pressing at present, was that relating to the re-classification of part of the Byway open to all traffic (BOAT), Genver Lane, Trethevy.

Mr Hutchison explained that the BOAT is formed in three parts. The smallest section is that which leads into St Nectans Glen itself. An application was submitted to Cornwall Council in 2010, requesting that the third section be downgraded to a footpath. It is unlikely that the said application would be addressed by Cornwall Council until 2025. Consequently, it was felt that an application should be made to the Magistrate's Court, in order to expedite the matter of downgrading the third section of the BOAT to a footpath and having Cornwall Council amend its records.

Mr Hutchison explained that the purpose of the application was, essentially, to address an unsatisfactory situation whereby, the owners/ employees of St Nectans Glen Ltd, can by virtue of the existence of the BOAT, be served with a parking ticket for parking business owned vehicles on its own land – for obstructing the BOAT, which nobody else is entitled to use because the land is owned by the company.

Members discussed the matter and anecdotal evidence, provided by the Chairman, tended to highlight the point that the third section of the BOAT had, potentially, been erroneously included in the decision to designate the whole lane as a BOAT (circa 1947). Members were of the opinion that it would be advantageous for the matter to be settled in early course.

Cllr Appleby-Tremain raised the issue of parking at the entrance to the St Nectans Glen site and suggested that Mr Hutchison should be provided with all copy correspondence received by the Clerk. The Clerk advised that this could be provided if the authors consent to the disclosure. Mr Hutchison stated that he had been in discussions with Oliver Jones and had made a Freedom of Information request for all correspondence.

Minute 42 – 2020/21

It was **proposed** by Cllr. Goward **seconded** by Cllr. Flower and **RESOLVED** that the Parish Council does not object to Mr Hutchison making the application, on behalf of St Nectans Glen Ltd, to the local Magistrates Court for the downgrading of the third part of the BOAT to a footpath. All in favour. Unanimous. **Carried**.

Repairs to Genver Lane – Section 58 Highways Act 1980 - Obligation to Repair

The second matter to which the attention of the Parish Council was drawn relates to the condition of Genver Lane itself. Mr Hutchison has endeavoured to address the matter with Cornwall Council, which has responsibility for the maintenance of the lane – but which has failed to carry out proper maintenance for a lengthy period of time.

It is the opinion of Mr Hutchison that the lane requires an immediate assessment and repair. This is not a view shared by Cornwall Council Highways Department.

It was **agreed** that the open letter, addressed by St Nectans Glen Ltd, to local residents (relating to the condition of the lane) should be posted on the Parish Council website, in a quasi-consultation fashion. This would enable Parishioners to voice their views in respect of the proposals contained therein. Thereafter, Mr Hutchison intends to instruct a suitably qualified engineer to produce a report as to the condition of the surface of the lane. Mr Hutchison will then be guided by the content of the report, in relation to on-going action.

Unlike the application referred to in Minute 42 (ibid), this is perceived to require a longer-term discussion with Cornwall Council.

PLANNING MATTERS

Minute 43 – 2020/21

Reference	PA20/06792
Alternative Reference	N/A
Application Validated	Wed 09 Sep 2020
Address	Jill Pool Bossiney Tintagel Cornwall PL34 0AY
Proposal	Proposed demolition of existing low-grade garage and replacement with new garage with a gym/study over.
Parish Council Determination	It was proposed by Cllr Goward, seconded by Cllr Brooks and RESOLVED that the Parish Council would not object to the application. All in favour. Unanimous. Carried .

Minute 44 – 2020/21

Reference	PA20/02088/PREAPP
Alternative Reference	n/a
Application Validated	Fri 18 Sep 2020
Address	The Old Vicarage Hill Tintagel Cornwall PL34 0DJ
Proposal	Pre-application advice to convert and extend redundant barn into small residential property.
Parish Council Determination	It was proposed by Cllr Goward, seconded by Cllr Brooks and RESOLVED that the Parish Council would not object to the application. All in favour. Unanimous. Carried.

PLANNING DECISIONS – Noted

Cllr Goward raised the issue of the approval PA20/05949 – approval of the installation of an ATM machine. It was felt by Members that there is no way in which two people can walk side by side at the location if somebody is using the cash machine. Cllr Goward is willing to address the Planning Committee, to object on behalf of the Parish Council, should the decision be taken to a meeting.

It was **agreed** that the Clerk would correspond with the Planning Officer in relation to this matter.

ACCOUNTS PAYABLE

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

Minute 45– 2020/21

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

SEPTEMBER 2020 PAYMENTS (for approval)

PAYMENTS

Date	PMT	PAYEE	AMT (Net)	VAT	Total
1102020	DD	Bank Charges	5.00	0.00	5.00
1102020	DD	Cornwall Council (Rates)	1150.00	0.00	1150.00
1102020	DD	BT	60.73	12.14	72.87
1102020	DD	Google Ireland	4.14	0.00	4.14
1102020	DD	Google Ireland	4.14	0.00	4.14
1102020	DD	Corona Energy	66.32	0.00	66.32
1102020	DD	Opus Energy	147.02	0.00	147.02
1102020	DD	Pennon Water	97.48	0.00	97.48
7102020	DD	SeaDog IT	25.00	0.00	25.00
7102020	FPO	A.J. Pearce (est)	1250.00	0.00	1250.00

7102020	FPO	R. Barnes	2033.33	0.00	2033.33
7102020	FPO	Llawnroc	101.94	20.39	122.33
7102020	FPO	Viking	129.96	25.99	155.95
7102020	FPO	SeaDog IT	25.00	0.00	25.00
7102020	FPO	Stephens Scown Solicitors	2547.50	509.50	3057.00
7102020	FPO	Stephens Scown Solicitors	945.00	189.00	1134.00
7102020	FPO	Chubb	90.00	18.00	108.00
7102020	FPO	Gracie Louise (SOR)- TVC	43.00	0.00	43.00
7102020	FPO	Llawnroc	153.90	30.78	184.68
7102020	FPO	SW Hygiene	79.75	15.95	95.70
7102020	FPO	CLLR EXPENSES	30.43	0.00	30.43
7102020	FPO	G. Climo & Son	320.00	64.00	384.00
1102020	S/O	FOT	30.00	0.00	30.00
1102020	S/O	CAAT	50.00	0.00	50.00
Total			9389.64	885.75	10275.39
Additional Invoices Received after the Publication of the Agenda					
7102020	FPO	South West Hygiene	159.50	31.90	191.40
7102020	FPO	Callywith Accountants	175.00	35.00	210.00
7102020	FPO	A.J. Pearce	157.61	0.00	157.61
7102020	FPO	LLawnroc	59.96	11.99	71.95
			522.07	78.89	600.96

RECONCILIATION

PC BUS BANK Income SEPT 2020	£62,967.220
Bank Balance after DD/SO/ Discharged Transactions	£52,724.35
Discharged TPC Transactions (ibid)	5114.35
Undischarged Transactions at 01102020	5762.00
Total Transactions	10,876.35
Reconciled Sum	£46,962.35

INCOME

Date	Amount	Source
9092020	720.00	Tintagel Brewery
3092020	918.90	Lavatories
10092020	1027.92	Lavatories
16092020	54893.06	Cornwall Council (Precept)
17092020	1334.05	Lavatories
24092020	949.85	Lavatories
24092020	70.00	SLCC
30092020	2216.79	Hi-Tech/ Nayax (Lavatories)
1102020	836.65	Lavatories

Total

62967.22

Parish Council Reserves	Total
Savings A/c TIPOL32	£56,621.97
National Savings Investment	£4,346.89
Lloyds Bank Deposit A/c	£56,210.70
Total Reserves	£117,179.56

REPORTING/DISSEMINATION OF INFORMATION - Brought forward from the Meeting of 2nd September 2020

Cllr. Appleby-Tremain raised the matter of the reporting/ dissemination of information and the matter of the appointment of a suitable person to address the matter of dissemination of information for the TCH.

It had been suggested that a part-time administrator should be appointed, for 5 hours per week (across two days) – supplemented with volunteers, to run the TCH office and website, duties to include: to disseminate information, manage social media, produce newsletters, and to manage events. Cllr Appleby-Tremain stated that it was important that this process be started in early course. In order that the opening of the centre could be worked towards.

Cllr Flower voiced his view that we (the Council) were getting ahead of ourselves. Cllr Pearse added that there was still work to be undertaken at the facility, prior to discussing the appointment of an administrator.

Unfortunately, the internet connection was interrupted and Cllr Appleby-Tremain 's link was adversely impacted.

It was suggested by Cllr Brooks that Members should engage in an informal meeting to discuss the matter face to face. Any ideas arising from the same should then be brought back before the next Parish Council meeting in November.

It was **proposed** by Cllr Appleby Tremain and **seconded** by Cllr Coshall, that 5 hours per week should be agreed by Members to employ Lorna Crystal to carry out the administrator's duties. Unfortunately, the internet connection was lost again, and a lawful vote could not be undertaken.

Cllrs Appleby-Tremain and Coshall expressed their frustration at the matter being delayed for a further month. It was therefore suggested that a socially distanced, informal, meeting should be held at the Community Hub in order to discuss the matter. Cllr Brooks stated that he would like to like to see a Business Plan in support of the proposal. He added that he felt deep concern about the impact of a decision to pay a person to undertake the role. Cllr Brooks alluded to Parishioners who did not seem keen to help the community, and their recent conduct towards decisions made. Cllr Coshall stated that the group referred to comprise a very small minority of Parishioners and that the majority of those spoken with about the proposed Community Hub were extremely enthusiastic. She added that the TCH is an

amenity for every age group, and that it is a lovely thing to do for the Parish, and that perhaps the Parish Council should just progress the matter.

The Clerk requested to know how much the proposed administrator was expecting to be paid per hour. Cllr Appleby-Tremain stated that she did not believe that the sum (p/h) would not run into double figures. The Clerk offered to reduce her contracted hours to cover the costs. She did, however, caution that such a move would impact on her availability for Council matters.

Cllr Brooks questioned the benefit of losing the Clerk for 5 hours, in order to meet the costs of an Administrator. Cllr Appleby-Tremain responded by stating that we cannot afford to lose the opportunity to employ a person who can provide expertise in the areas of advertising and PR.

Cllr Brooks requested that the following be investigated: The Clerk to retain all of her current hours and the Administrator to be brought on board if the funding can be found. The Clerk stated that this was a discussion which should be held in private and that an informal meeting should be held, with the possibility of an Extraordinary Meeting to follow. Alternatively, a decision could be reached, and the matter placed on the next Meeting Agenda.

The Clerk also suggested that Members should meet with Lanivet Parish Council, which had managed the procurement of their Community Centre from inception to completion.

UPDATES

Public Lavatories Trevena – The Clerk gave the following update:

Lavatories Update – as of 27th September 2020

From the 2nd September until the date of this update, the public lavatories at Trevena Square have generated the sum of £4604 .50 (gross). Allowing for a daily ‘break-even’ sum of £90, there have been no days where the ‘break-even’ total has not been achieved.

Calculating the ‘break-even’ cost to date (£6,210), the facilities have generated a ‘profit’ of £4,836 (gross), as at the date of this report.

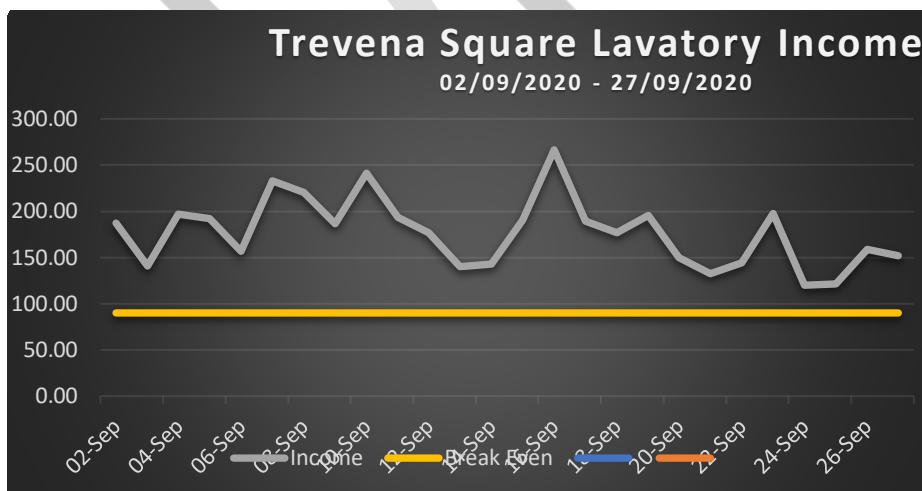
The ‘break – even’ sum has been calculated by adding the cleaning costs, plus sundries, plus payments to Nayax, plus sanitary container provision. To include an element for damages and drainage problems, it may be prudent to raise the ‘break even’ sum to £90.00 (erring on the side of caution).

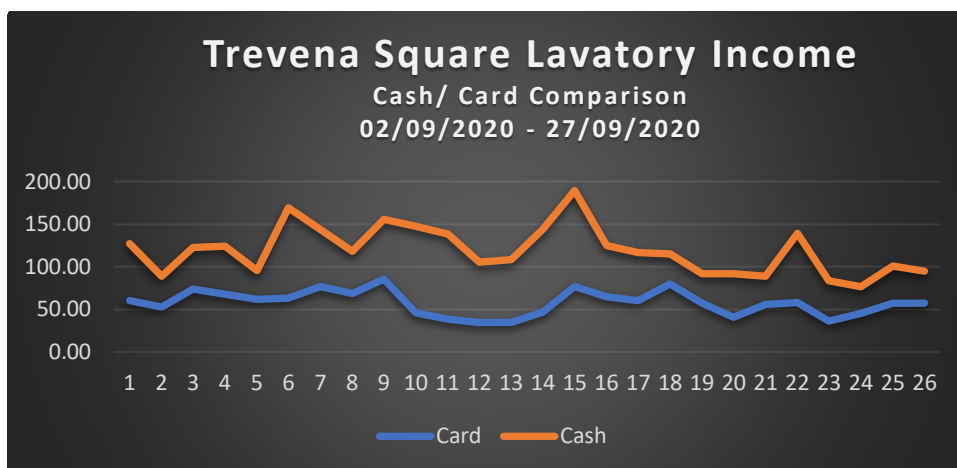
The Chart below gives a pictorial view of income to date, with the green line depicting the daily ‘break-even’ cost (£90).

We are still awaiting payment of card generated revenues, from Hi-Tech Washrooms Ltd.

Table 1 – Public Lavatory Income Data

Date	Income	Break Even	Card	Cash	Profit/Loss
02-Sep	187.50	90.00	60.00	127.50	97.50
03-Sep	141.00	90.00	52.50	88.50	51.00
04-Sep	197.00	90.00	74.00	123.00	107.00
05-Sep	192.00	90.00	68.00	124.00	102.00
06-Sep	157.00	90.00	61.50	95.50	67.00
07-Sep	233.00	90.00	63.50	169.50	143.00
08-Sep	220.50	90.00	77.00	143.50	130.50
09-Sep	186.50	90.00	68.50	118.00	96.50
10-Sep	241.50	90.00	85.50	156.00	151.50
11-Sep	193.50	90.00	46.00	147.50	103.50
12-Sep	177.00	90.00	38.50	138.50	87.00
13-Sep	140.00	90.00	34.50	105.50	50.00
14-Sep	143.00	90.00	35.00	108.00	53.00
15-Sep	191.00	90.00	47.00	144.00	101.00
16-Sep	266.50	90.00	77.00	189.50	176.50
17-Sep	189.50	90.00	64.50	125.00	99.50
18-Sep	176.50	90.00	60.00	116.50	86.50
19-Sep	195.50	90.00	80.00	115.50	105.50
20-Sep	149.50	90.00	57.50	92.00	59.50
21-Sep	132.5	90.00	41.00	91.5	42.50
22-Sep	144.50	90.00	55.50	89.00	54.50
23-Sep	197.50	90.00	58.00	139.50	107.50
24-Sep	120.00	90.00	36.50	83.50	30.00
25-Sep	121.50	90.00	45.00	76.50	31.50
26-Sep	158.50	90.00	57.50	101.00	68.50
27-Sep	152.00	90.00	57.50	94.50	62.00
Totals	4604.50	2340.00	1501.50	3103.00	2264.50





COMMUNITY NETWORK

Cllr Appleby-Tremain attended the Community Network meeting. Tintagel has now been signed up to the 'Communication Tree'.

Reference was made to the availability of grants.

A meeting is to be held with Tina McGrath later this month to discuss what can be obtained for the community from the panel.

SOCIAL HALL UPDATE

Cllr. Appleby Tremain reported that the Social Hall roof has now been repaired and is now watertight and the damaged ridge tiles replaced. There was an option of replacing the roof, if replaced with Brazilian tiles. However, it was felt that this would not be in character with the building.

The Trustees are now awaiting quotations for refurbishment of the ladies lavatories.

The Hall is now Covid Secure, having completed risk assessments. A one-way system has been introduced along with signing in, contract tracing system and hand sanitizing and clear instructions with isolation areas.

Some of the regular users will soon be returning, in a limited fashion – following the current guidelines. The groups are mainly focused on health and wellbeing (fit-steps, meditation, bowls, and cookery club).

In the event of another lockdown, the hall will be used as a distribution centre for provision and meals, for anybody in the community who needs it.

Arrangements for the Social Hall AGM will have to be made in early course and advice is being sought in relation to the holding of a public meeting safely. There has only been one committee meeting since lockdown, however, as there are only two post holders and four members, we have managed to communicate and make decisions collectively, with every decision being fully documented.

Cllr Goward advised the meeting that Mrs. Gledhill had approached him recently, advising that the Social Hall Committee wanted the 'shed' space.

The Clerk stated that the shed was purchased, and used, by the Parish Council and, at present, there is a substantial amount of property in it. There is no other, suitable, place for the items and, indeed, if the Parish Council was to purchase a brush mower, the facility would still be required.

It was also noted that the Parish Council had covered the full cost of the Social Hall insurance for 2020/21. That sum had exceeded £400, part of which was in lieu of ground rent for the shed. At present, it would not be economically viable for the Parish Council to sell the shed and then purchase another. It is believed that the best option for the future would be to obtain an independent assessment for ground rent for the shed, payable to the Social Hall Funds.

DISPOSALS FROM TVC

The Clerk advised the meeting that the majority of the Sale or Return items have been returned to their appropriate providers. This includes books to Tormark, Gracie Louise Jewellery, Maps to Yellow Publications and smaller amounts of items to local suppliers.

The disposal of purchased items of stock will be addressed once Members have been provided with a suitable opportunity to consider the options set out by a group established to move forward with the Community Hub.

Smaller items, such as pens, pencils, keyrings, mugs etc, will be retained, as a small central information facility is being considered.

Exhibits, which are the property of the Royal Cornwall Museum, were collected on 6th October 2020.

I have been contacted by a government department, which is seeking to establish a long-term programme in the Tintagel area. It has been suggested that the programme could be established at the new Community Hub. The organiser of the programme was extremely pleased with the suggestion and a meeting is to be facilitated between the PC and the department head, in order to move the project forward.

There are a number of persons who have indicated a desire to volunteer at the Community Hub. This is encouraging and highlights the fact that the project has support.

The curved units have now been removed from the display area and this has provided a larger space. We were pleased to note that the floor under those units does not require remedial work.

Cllr Appleby-Tremain added that she had been contacted by a representative from Connect Cornwall (action for employment) providing services for people in need of support. Leaflets have been provided and these will be forwarded to the Clerk to be placed on the Parish Council website.

TOWN TWINNING

The Mayor of Silvi wishes to progress this matter and has forwarded an official letter for signature. There has been an enquiry from an Italian film director, requesting to be advised of suitable filming locations in the area, I have contacted several organisations and the discussions are set to continue between the parties.

An enquiry has been received from an Italian entrepreneur, who wishes to participate in any future seasonal events (such as Christmas Markets/ Summer Fayres etc, by providing a stall with Italian produce from the Abruzzo Region. It is possible that he may also seek to lease commercial premises in the village in order to sell Italian goods and to strengthen any potential town twinning partnership. This person is also affiliated to an international events company and had intimated that there is a potential opportunity to include Tintagel in future event planning.

It was **agreed** that the Parish Council would progress this matter.

CORRESPONDENCE

There were two items of correspondence to be noted:

1. **A Letter of apology has been received from the SLCC**
2. **A letter of acknowledgement and acceptance of a complaint was received from the Independent Police Complaints Commission** – a complaint was made to the Commission, following advice received from D&C Police. The matter is to be investigated.

The meeting closed at 20:52 hours.

Next Meeting: Wednesday 4th November - Precept Setting