

# ST MAWGAN-IN-PYDAR PARISH COUNCIL

## Minutes of the Annual Meeting of the Parish Council

Held in **St Mawgan Community Hall**

On

**Wednesday, the 9th day of May 2018**

55/18		<u>Election of Chairman</u> for the year 2018/19 and signing declaration of office. Cllr Corbett proposed, and Cllr G Jennings seconded, and it was <b>resolved</b> to elect Cllr E McKenzie as Chairman to the Council. Cllr E McKenzie signed the Declaration of Acceptance of Office, duly witnessed by the Clerk to the Council.
56/18		<u>Election of Vice Chairman</u> for the year 2018/19. Cllr E McKenzie proposed, and Cllr W Corbett seconded, and it was resolved to elect Cllr C Tyson as Vice Chairman to the Council. Cllr Tyson took a seat next to the Chairman.
57/18		<u>Appointment of Councillors for Working Groups and Internal Control</u> . All Councillors present requested to remain on their 2017/18 Working Groups as follows: (Lead in bold). <u>Amenities</u> – <b>E McKenzie</b> , B Cawley, G Jennings, S Jones <u>Beach and Environment</u> – <b>S Tavener</b> , W Corbett, D Carter, T Thomas <u>Planning</u> – <b>W Corbett</b> , E McKenzie, R Cawley, C Tyson, C Mann <u>Transport and Rights of Way</u> – <b>D Carter</b> , R Cawley C Tyson, S Karkeek <u>Digital and Social Media</u> – R Cawley, D Carter, T Thomas <u>Complaints</u> – <b>E McKenzie</b> , C Tyson <u>Internal Control</u> – <b>D Carter</b> , T Thomas, C Mann <u>Playground Inspections</u> – T Thomas <u>Tree Warden</u> – W Corbett <u>Neighbourhood plan</u> - <b>W Corbett</b> , E McKenzie, C Tyson, D Carter.
58/18		<u>Appointment of Representatives to Organisations</u> . All Councillors present requested to represent their 2017/18 Organisations as follows: <b>Healthwatch</b> – G Jennings. <b>Affordable Housing</b> –W Corbett, C Tyson, E McKenzie <b>Newquay St Columb Community Network</b> – C Mann; <b>Cornwall Airport Newquay</b> – G Jennings; <b>Newquay in Bloom</b> – S Tavener. <b>Playing Field Booking</b> – Clerk (A Hayne). <b>Road Safety</b> – S Tavener. <b>Halls</b> : St Mawgan Community Hall – B Cawley, Mawgan Porth Village Hall – D Carter. <b>Almshouses</b> – C Tyson. <b>Denzell Downs Community Benefit Fund</b> (Panel for Awarding) – E McKenzie; S Tavener, S Karkeek (Reserve). <b>Plastic Free Community</b> : D Carter.
59/18		<b>To note those present and to receive any Apologies</b> Present: Cllrs E McKenzie, R Cawley, W Corbett, G Jennings, S Jones, D Carter, C Tyson, S Karkeek, and T Thomas. In attendance: Mrs Angela Hayne (Parish Clerk), Cllr J Fitter (CC), and 10 members of the public. Apologies received from Cllrs B Cawley and C Mann. Apologies not received at the time of meeting: S Tavener
60/18		<b>Members' interests</b>
	a	To receive declarations of interest from Members relating to items on the agenda: Cllr E McKenzie - 10 b (v); Cllr C Tyson – 10 b (vi) and 10 b (viii); Cllr R Cawley – 10 b (vi); Cllr S Karkeek – 10 b (vi) and 10 b (viii) and Cllr W Corbett – 14 m.
	b	To consider written requests for dispensations or interests (if any) – none.
61/18		<b>To receive oral or written reports, and authorise any action</b>
	a	<u>Police Report</u> by PCSO Anita Parry – Apologies PC Lenton rest day and PCSO Burgess day shift Four crimes reported this month, same time last year also a total of four. 1 Common assault; 2. Threatening behaviour; 3. Theft by employee 4. Common assault.

		<p>We have been monitoring the speed down the hill at Mawgan Porth, after a request by Councillor Fitter, and found the traffic was flowing freely and not in any excessive speed. This is probably because of a large Police van parked up. We will continue to monitor as the summer season starts.</p> <p>PC Lenton has spoken to Highways regarding the double yellow lines near the Airport and they will be doing a site visit and some reparation work to sort out the issue of vehicles parking up the bank behind the yellow lines.</p>
	b	<p><u>CC John Fitter –</u></p> <p>The enforcement complaint regarding the damage to the hedge of a neighbouring property during the process of development of the former Riviera site has now been resolved and the complaint has been closed.</p> <p>I understand that there is no condition in place that requires the developers to construct a footpath from the development down the hillside to the car park of the Merrymoor.</p> <p>The countryside team are looking at getting the link joined up on the Bridleway/Byway that goes from Gluvian to join up with the road at Tolcarne Merock.</p> <p>Cormac are at present refusing to repaint the yellow lines that are on the hill out of Mawgan Porth and the yellow lines that go into Tredragon Road as required. This matter is ongoing.</p> <p>I am meeting highways tomorrow at Trevarrian to discuss various pedestrian safety options.</p> <p>Work is taking place to create another access point for the East Car Park at the airport. The leaking roof on the control tower is being attended to by the Landlord, Cornwall Council.</p>
	c	<p>The Clerk – (circulated prior to the meeting). Within the report the Clerk had highlighted that a 4 metre section of the damaged bridge at St Mawgan was to be put on a schedule of works for possibly later this year</p> <p>A CC Highways team had cleared a drain blockage at Ox Lane at T Junction with Lanherne.</p>
62/18		<p><b>Public Participation</b> - This item will last no longer than 10 minutes (unless agreed by the Chair) and refers to items on the Agenda.</p>
	1.	10 b (iii) - Mr Dan Meek (agent), spoke to support his clients' application PA18/03086.
	2.	10 b (iv) - Ms Ann Rawling (tenant of Hawkey's Shop), spoke to support the retrospective application PA18/03623
	3.	10 b (vi) - Mr Gordon Millet (parishioner), spoke to object to PA18/03292
	4.	10 c (i) - Mr Douglass (parishioner), spoke to object to PA18/03050
63/18		<p><b>Minutes of the Parish Council Meeting</b> - to Resolve that the Minutes of the last meeting held on 11<sup>th</sup> April 2018 are an accurate record.</p> <p>Proposed by Cllr W Corbett and seconded by Cllr S Jones and <b>resolved</b> to accept and were duly signed by the Chairman.</p>
64/18	a	<b>PLANNING</b> - Pre-App Consultation with Parish Council - none
	b	Planning - new applications – to discuss and decide on response to Cornwall Council
	i	<p><b>PA18/02824</b> Applicant Mr Scott Eggleton. Proposal: Erection of first floor balcony and stairs to rear of the property. Location: 4 Sandy Court Mawgan Porth Hill Mawgan Porth</p> <p>Prior to the meeting the Clerk was notified that this application was to be withdrawn and new plans submitted in the future. The members did not discuss this application.</p>

	ii	<b>PA18/01038/PREAPP</b> – Applicant: Gareth Thyer. Pre-application advice for erection of timber store plus associated landscaping. Location: Bolingey Farm St Mawgan TR8 4HD. Cllr W Corbett proposed, and Cllr S Jones seconded, and it was <b>resolved</b> that concerns were expressed to the CC Planning Officer that there should be a proper, functional justification for the building and its size, if there was to be submission of a formal planning application.
	iii	<b>PA18/03086</b> . Applicant Mr & Mrs N Curry. Proposal: Demolition of garages and construction of new dwelling adjacent to 'Headlands' at Trenance. Location: Land Adjacent to Headlands Trenance Mawgan Porth. It was proposed by Cllr W Corbett and seconded by Cllr S Karkeek and <b>resolved</b> to object as it appears to be contrary to Policy 3 of the CLP in that it involves the development of land which has long been deemed to contribute significantly to the character of the area. The proposal would also be contrary to those parts of Policy 2 and Policy 12 of the CLP which require new development to 'respect and enhance the special character of Cornwall'; The proposal would also be in conflict with para. 109 of the Framework, which seeks 'to protect valued landscapes'; with para. 61 which states that development is not just about good design, but about the integration of development into its surroundings; and with para. 111 which only encourages the use of brownfield land only if it is not of high environmental value.
	iv	<b>PA18/03623</b> . Applicant Ms Ann Rawlings. Proposal: Retrospective - Change of use of A1 Shop to Cafe including minor alterations. Location: Hawkeys Shop St Mawgan. It was proposed by Cllr T Thomas and seconded by Cllr S Jones and <b>resolved</b> to object to the proposed change of use to that of a Café that could dilute the profitability and viability of important local businesses nearby. Cllr W Corbett abstained.
		<b>Cllr E McKenzie left the room</b>
	v	<b>PA18/03292</b> . Applicant Mr G Lay. Proposal: Retention of temporary equine dwelling house at Gluvian Farmyard. Location: The Caravan Gluvian Farm Mawgan Porth. It was proposed by Cllr W Corbett and seconded by Cllr G Jennings and <b>resolved</b> that the PC did not object to a further temporary permission so that the viability of the business could be established.
		<b>Cllr E McKenzie returned to the room</b> <b>Cllrs C Tyson, R Cawley and S Karkeek left the room</b>
		<b>Standing Order 3e was suspended and the Chairman directed that CC J Fitter highlight the history of Application PA15/05171 in relation to PA18/03293 for the benefit of Members and those in attendance in accordance with Standing Order 3 (h).</b>
	vi	<b>PA18/03293</b> . Applicant: Mr I Mackintosh. Proposal: Proposed redesign of approved planning application PA15/05171 for erection of a two-bedroom bungalow with garage and associated works. Location: Land South of Ivy Cottage Ball Lane St Mawgan TR8 4EQ It was proposed by Cllr S Jones and seconded by Cllr D Carter and <b>resolved</b> to object.
		<b>Standing Order 3e was reinstated.</b>
		<b>Cllrs C Tyson, R Cawley and S Karkeek returned to the room</b>
	vii	<b>PA18/03884</b> . Applicant: Mr and Mrs P Shaw. Proposal: Conversion of existing garage, extensions and alterations including enlarged rear veranda/terrace, installation of two stainless steel flues and additional parking. Location: 5 Tredragon Close Mawgan Porth Newquay TR8 4DP. It was proposed by Cllr W Corbett and seconded by Cllr S Karkeek and <b>resolved</b> no objection.
		<b>Cllrs C Tyson and S Karkeek left the room</b>
	viii	<b>PA18/01672</b> . Applicant: Mrs Caroline Makepeace. Proposal: Construction of a dwelling. Location: Land West of Summer House Winsor Lane St Mawgan TR8 4EU At CC Planning Officer request: to review the PC objection to the above application considering the Historic Environment Officer statement, and the willingness of the applicant to restrict the unit to ancillary. It was proposed by Cllr W Corbett and seconded by Cllr S Jones and resolved to maintain the PC objection. Cllr T Thomas abstained.

		<b>CLLrs C Tyson and S Karkeek returned to the room</b>
	c	To consider planning applications received before meeting
	i	<b>PA18/03050.</b> Applicant: Mr Michael Bennett. Proposal: Demolition of an existing single storey dwelling and outbuildings and replacement with of 2no new dwellings: 1no. 5-bed house with garage and 1no. 3-bed cottage. Use to remain as C3 Residential. Location: Waylea Trenance Mawgan Porth TR8 4DA. Proposed by Cllr W Corbett and seconded by Cllr S Jones and <b>resolved</b> to place a holding objection and to consult with and seek clarification of proposal in relation to Cornwall Local Plan Policies 2010-2030 with Planning Case Officer.
	ii	<b>PA18/03566.</b> Mr Michael Fox. Proposal: Extension and reconfiguration of existing dwelling. Location: Sea Ways Gwel An Mor Trenance Mawgan Porth. Proposed by Cllr W Corbett and seconded by Cllr G Jennings and <b>resolved</b> to express concerns to CC Planning Officer for the neighbouring property to loss of light due to the addition of a proposed second storey on the existing garage.
	d	To note Advices and Decisions by Cornwall Council:
	i	<b>PA18/01707 APPROVED</b> Applicant: Mr and Mrs I Jeffrey. Proposal: Proposed rear sunroom extension and replacement windows and doors. Location: Merrick Lanvean St Mawgan TR8 4EY
	ii	<b>PA17/06953 APPROVED</b> Applicant: Mr C Broom. Proposal: The construction of a single dwelling for the primary agricultural farm worker. Location: Land at Trevarrian Barton Trevarrian Newquay
	iii	<b>PA18/02624 APPROVED</b> Applicant: Mr and Mrs Kerry Williams. Proposal: Extend roof and first floor to the west over existing sun room. New porch/boot room. Demolish existing porch Location: 1 Tolcarne Villas Higher Tolcarne St Columb TR9 6DD.
	e	To discuss planning enforcement issues – to refer any new issues and updates – if any. There were no new updates, but 1 new issue reported by Cllr W Corbett:
	i	Land near Westward – evidence of further engineering works. <b>Action:</b> Clerk to notify Enforcement.
65/18		<b>WORKING GROUPS</b> - to receive reports (if any), and agree any necessary action and expenditure:
	a	<u>Amenities:</u> Awaiting Sovereign equipment supplier RoSPA check to the Rota-Swing. The equipment remains out of action until further notice.  RoSPA Play Safety Report concluded (circulated prior to the meeting). PC to action recommendations.
	b	<u>Transport and Rights of Way</u>
	i	<u>Mawgan Porth/Trenance public footpath signage.</u> It was proposed by Cllr T Thomas and seconded by Cllr D Carter and <b>resolved</b> to commission locally, 14 laser cut panels featuring poems by pupils of Mawgan-in-Pydar School (at a cost of £15 - £25 per panel). To be affixed to Public Footpath posts supplied by CC Countryside Access.
	c	<u>Beach and Environment</u> – Cllr W Corbett reported that a repair had been affected to the Disabled Access Area and the access onto the beach with the help from Mr Mike Farmer and Mr Pete Abell. Cllr Thomas also mentioned that live electricity cables were visible near to the RNLI hut. <b>Action</b> – Clerk to contact and report issue to Western Power for their attention.
	d	<u>Neighbourhood Plan</u> – Cllr W Corbett reported that no further progress had been achieved. The next step being to produce mapping of the area. <b>Action</b> – Clerk to identify area on CC Online Mapping Tool.
	e	<u>Digital Media for Parish Council</u> – PC actively engaged in providing information for the benefit of parishioners on the PC Facebook page.

66/18		<b>REPORTS FROM MEETINGS:</b>
	i	Affordable Housing – Cllr Corbett reported that a meeting is scheduled with Cornwall Community Land Trust on Thursday 17 <sup>th</sup> May at 2.30pm. Venue to be arranged.
67/18		To note and discuss (if appropriate) the correspondence received since the last meeting (circulated) and any associated actions and expenditure:
	i	Playing Field Booking – 22 <sup>nd</sup> June, St Mawgan-in-Pydar School Fair – 5.30pm. Noted.
	ii	CALC April Newsletter – including GDPR. Noted.
	iii	Surfers Against Sewage Fundraising and Awareness Days – Mawgan Porth Beach. PC advised organisers to contact Mr Pete Abell (licensee of the main part of the beach) for owner’s approval.
	iv	NALC Model Standing Orders
	v	St Mawgan-in-Pydar Toilets – to agree to renew Service Contract 2658 (11 months) – 1 <sup>st</sup> May – March 2019 at £325 each unit (2) + VAT. The Chair proposed and seconded by Cllr S Jones and it was <b>resolved</b> to renew. <b>Action:</b> Clerk to contact Wallgate to seek a guide to price of replacement units for 2019.
		<b>It was proposed by the Chair, seconded by Cllr W Corbett and resolved to extend the meeting in order to conclude the business on the Agenda in accordance with Standing Order Order 3 (u)</b>
68/18		<b>FINANCE and LEGISLATION:</b>
	a	To note any income received – £18,500 Precept, £348.68 CTS Grant, Kernow Solar Park £2,590. Noted.
	b	Internal Control – conducted 15 <sup>th</sup> April included a review of the budget against actual expenditure in accordance with Financial Regulation 2.2. Cllr T Thomas and Chair signed the Budget Monitoring document and the Bank Reconciliation document as at 31 March 2018.
	c	Internal Audit Report 2017-2018 (circulated prior to meeting) – To agree to authorise the Clerk to complete the Internal Audit Report Response Record in accordance with Clerk’s response – as circulated. Proposed by Cllr W Corbett and seconded by Cllr C Tyson and it was <b>resolved</b> to authorise.
	d	Smaller Authority approval of the accounting statements – Annual Accounts year end 2017-2018 – to approve accounts as circulated and signed by the Chair. Proposed by Cllr W Corbett and seconded by Cllr R Cawley and it was <b>resolved</b> to approve accounts as circulated and were signed by the Chair.
	e	Internal Control – To accept the Statement of Internal Control to accompany the accounts as circulated. Proposed by Cllr W Corbett and seconded by Cllr T Thomas and it was <b>resolved</b> to accept the Statement of Internal Control to accompany the accounts.
	f	Annual Return for the year ending 31 <sup>st</sup> March 2018
	i	Annual Governance Statement 2017-18 – to approve section 1, as circulated prior to the meeting. Proposed by Cllr W Corbett and seconded by Cllr S Karkeek and it was <b>resolved</b> to approve section 1.
	ii	Accounting Statement 2017-18 – to approve section 2, as circulated prior to the meeting. Proposed by Cllr W Corbett and seconded by Cllr T Thomas and it was <b>resolved</b> to approve section 2.
	g	Ear-marked Reserves 31 <sup>st</sup> March 2018 – to approve as circulated. Proposed by Cllr W Corbett and seconded by Cllr T Thomas and it was <b>resolved</b> to approve Ear-marked Reserves 31 <sup>st</sup> March 2018.
	h	Asset Register as at 31 <sup>st</sup> March 2018 – (as circulated prior to the meeting). Amended to show replacement Dog Bin at entrance to Carnanton Woods
	i	To confirm physical check of Assets. Proposed by Cllr S Jones and seconded by Cllr R Cawley and it was <b>resolved</b> to confirm physical check of Assets.

	ii	To approve Asset Register. Proposed by Cllr S Jones and seconded by Cllr R Cawley and it was <b>resolved</b> to approve Asset Register.
	iii	To approve the disposal of Optima Projector. Proposed by Cllr S Jones and seconded by Cllr C Tyson and it was <b>resolved</b> to approve the disposal of Optima Projector.
	i	Financial Risk Assessment Annual Review – to agree to adopt as circulated. Proposed by Cllr C Tyson and seconded by Cllr W Corbett and it was <b>resolved</b> to adopt Financial Risk Assessment Annual Review as circulated.
	j	General Data Protection Officer – to appoint. Consideration of SLCC and CALC notification noted in 67/18 ii, of a Government amendment to the Data Protection Bill during Report Stage this item was deferred. <b>Action</b> – Clerk to ensure PC is GDPR compliant before the 25 <sup>th</sup> May GDPR regulations come into force.
	k	Standing Orders Review – nominated members to undertake a review of the revised NALC model document and recommend to PC for adoption at a future meeting. Cllrs T Thomas and D Carter volunteered to review document along with the Clerk and to seek PC adoption at a future meeting.
	l	Renewal of Annual Long -Term Agreement (LTA) Insurance with Zurich Insurance – to accept Policy Schedule as circulated. Proposed by Cllr S Jones and seconded by Cllr C Tyson and it was <b>resolved</b> to accept the Zurich Insurance Policy Schedule as circulated
	m	Accounts – to approve invoices for payment and sign cheques at the end of the meeting (list circulated prior to the meeting). Proposed by Cllr C Tyson and seconded by Cllr G Jennings and it was <b>resolved</b> to approve invoices for payment.
		<b>The public and the press to be excluded from the meeting during the consideration of the items 14 (e) and 14 (f), owing to the confidential nature of the business to be transacted which is prejudicial to the public interest in accordance with public bodies (Admission to Meetings) Act 1960.</b>
	n	Playground Fence – to receive separate quotes to supply and fit 90m length, 1.2 high replacement galvanised fence. This item was deferred to a future meeting.
	o	Noticeboards – to receive further quotes to supply and fit replacement at Mawgan Porth. This item was deferred to a future meeting.
		<b>The Clerk left the room</b>
	p	Clerk’s Salary – to agree NALC 2018-19 Pay Scale increase from 1 <sup>st</sup> April 2018. Proposed by Cllr E McKenzie and seconded by Cllr W Corbett and it was <b>resolved</b> to agree the NALC 2018-19 Pay Scale increase from 1 <sup>st</sup> April 2018 and travelling expenses from 40p per mile to 45p per mile as raised by the Internal Auditor.
		<b>The Clerk returned to the room</b>
69/18		<b>Notice of items for the next Agenda:</b> (note – no decisions can be taken on any item raised under this heading). Policy Reviews to include: Grievance/Disciplinary; Equal Opportunities, General Data Protection.
70/18		<b>Close of meeting – 9.50pm</b>

## Payment of Accounts Sheet

SWW	Services at TIt-pumping Station – (paid 18/04 to avoid penalty)	59.20
A Hayne	Clerk's Salary & Expenses	941.98
S Plant	Maintenance- April	800.00
S Plant	Footpaths - April	100.00
A Prowse	St Mawgan Toilet Clean – April	210.00
M Farmer	Beach Clean – Easter & April	1155.00
Reef Water Solutions Ltd	Legionnaires test and service – April	54.50
Vodafone Ltd	Mobile phone – April	12.94
SMEGMA	Scheduled Grant Award (Minute Ref: 25/18iv)	960.00
Mawgan Porth Village Hall	Scheduled Grant Award (Minute Ref: 25/18iii)	850.00
N J Glanville Cwll Ltd	Celtic Garden Furniture 2 qty – 3-seater Banns Bench Including delivery (Minute Ref: 53/18ii)	318.00
Zurich Insurance	Municipal Insurance Premium 01/06/18- 31/05/19	804.12
W Corbett	Reimbursement to Edyvean Printers (Neighbourhood Plan leaflets)	25.00
Hudson Accounting Ltd	Year End Internal Audit 2017/18 (Minute Ref: 25/18b)	225.00
<b>Total</b>		<b>£6515.74</b>

Date of next meeting: 11<sup>th</sup> June 2018 commencing 7.30pm at Mawgan Porth Village Hall

Signed as a true record of the meeting: Chairman's signature.....11<sup>th</sup> June 2018