

## TINTAGEL PARISH COUNCIL



'Tintagel's Great Seal'

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10/06/ 2018

### **Minutes of the meeting of Tintagel Parish Council** **Wednesday 6<sup>th</sup> June 2018**

**Present:** Cllrs. Lewis (Chairman), Hart (Vice-Chairman), Flower, Goward, Dyer, Brooks, Avis

**Apologies:** Cllr Rotherham

**Members of the Public:** Thirteen

**DCC – Cllr Jordan**

**The Chairman read aloud the declaration relating to the filming and recording rights of the meeting.**

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**Declarations of Interest** –Cllr. Hart declared an interest in the following Planning Matters;

**PA18/04043**

**PA18/03700**

**PA18/04550**

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

**YMCA** - Mr. Simon Johnson addressed the meeting on behalf of the Youth Club Committee. Mr Johnson outlined the problems faced by young people and their parents in the community and stressed the need for a meeting place and appropriate resources to combat the problems. He advised the meeting that there was substantial support for the formation of a youth club in Tintagel.

The Youth Club Committee has met and attempted to progress the creation of the service. A plan has been agreed but the committee requires support and Mr Johnson requested the same from the Parish Council.

Discussions highlighted that there had been no applications submitted on behalf of the Youth Club to funding organisations. It was suggested by the Chairman that the Youth Club Committee should formulate a plan for progressing the project and seek funding from other groups, bringing their plan and achievements back to the Parish Council in November 2018. It was stressed by Cllr Lewis, that the Parish Council would offer support to the Group, provided that an effective and coherent plan is provided for consideration, and evidence of successful bidding for finance.

**Cllr Barry Jordan** (Cornwall Council) advised the meeting that there is a contact for Youth Club organisations at County Hall, Truro. He added that there is no charge for DBS checks in respect of such groups.

Cllr Jordan apologised the Parish Council for errors in a leaflet recently distributed on his behalf.

Cllr Jordan also advised the meeting that he had discussed the speeding issues in the area with the local PCSO. Cllr Jordan had been advised that it is possible for a Community Speed Watch Group to be set up and trained by the police. This would require a minimum of six people.

Cllr Dyer raised the matter of car park payments at the Council Car Park, Bossiney Rd. She advised Cllr. Jordan that the ticket machine payment system was ineffective, and that the situation was impacting adversely on the TVC staff, who are receiving abuse from car owners.

### **Minute 92 – 2018/19**

It was **proposed** by Cllr. Goward, **seconded** by Cllr. Hart and **RESOLVED** that the Warriors of Tintagel should be permitted to address the Parish Council in the public session. Unanimous. **Carried.**

**The Warriors of Tintagel** – Ms Emma Knight addressed the Parish Council on behalf of the Warriors of Tintagel. Ms Knight stated that the group (30 Members), a historical re-enactment organisation, which concentrates on the lives of Saxon/ Celtic peoples, during the period 400 – 600 AD, was seeking permission to utilise the area at the bottom of Trevena Square to provide entertainment and educational opportunities, during the summer months.

The group is well known within the area and forms part of the 'Living History Project', visiting schools etc, all insurances and safety requirements are in situ for displays.

The Group is a 'not for profit' organisation, which raises money for charitable purposes only (the chosen charity being Children's Hospice South West).

### **Minute 93 – 2018/19**

It was **proposed** by Cllr. Hart and **seconded** by Cllr. Avis and **RESOLVED** that the Warriors of Tintagel should be permitted to use Trevena Square at will, liaising with Cllr Hart in relation to scheduling. It was also **agreed** that appropriate signage could be displayed. Unanimous. **Carried.**

## AGENDA

Meeting Minutes**Minute 94 - 2018/19**

The Minutes from the Parish Council Meeting, held on the 2nd May 2018, were considered by the Members, on a page by page basis. No issues were raised in relation to the same and no amendments were requested.

It was **proposed** by Cllr. Dyer **seconded** by Cllr. Flower and **RESOLVED** that the Minutes for the Parish Council Meeting, held on 2<sup>nd</sup> May 2018, should be signed as a true record of the meeting. Unanimous. **Carried**

Reports – none received

Planning Applications**Minute 95 – 2018/19**

**Matter PA18/03411** – Trewethen Barn, Tregatta, Tintagel PL34 0DX

It was **proposed** by Cllr Hart, **seconded** by Cllr Goward and **RESOLVED** that, the Parish Council would record an objection to this application on the basis that the projection of the roof on the proposed holiday let extension is deemed unacceptable. Unanimous. **Carried**

**Minute 96 - 2018/19**

**Matter – PA18/01453** - Tintagel Castle, Castle Road, Tintagel PL34 0HE

It was proposed by Cllr. Goward **seconded** by Cllr Brooks and **RESOLVED** that the Parish Council would raise no objection to the application. Six in favour, one abstention. **Carried**

**Matter – PA18/04043**- Halgabron Cottage, Halgabron, Tintagel PL34 0BD – no action required.

**Minute 97 - 2018/19**

**Matter – PA18/03700** – Bossiney Bay Holiday Park, Bossiney, Tintagel PL34 0AY

It was proposed by Cllr. Brooks **seconded** by Cllr. Avis and **RESOLVED** that the Parish Council should object to the application, on the basis that the structure would interfere with/ change a public footpath. Six in favour. one declared interest. Unanimous. **Carried**

**Minute 98 - 2018/19**

**Matter – PA18/03587** – Kilcummer Barn, Tregeath Lane, Trewarmett, Tintagel PL34 0EA

It was proposed by Cllr. Hart **seconded** by Cllr. Goward and **RESOLVED** that the Parish Council would object to the application on the basis that it did not comply with local planning policy, it did not amount to in-fill or rounding off. Six in favour, one abstention. **Carried**

**Minute 99 - 2018/19**

**Matter – PA18/01453** - Tintagel Castle, Castle Road, Tintagel PL34 0HE

It was proposed by Cllr. Goward **seconded** by Cllr Brooks and **RESOLVED** that the Parish Council would raise no objection to the application. Six in favour, one abstention. **Carried**

**Minute 100 - 2018/19**  
**Matter – PA18/04236**

It was **proposed** by Cllr. Goward **seconded** by Cllr Brooks and **RESOLVED** that the Parish Council would raise no objection to the application. Five in favour, one abstention and one declared interest. **Carried**

**Planning Decisions** – None

**Correspondence**

**Ist. Tintagel Brownies** – Donation request. It was **agreed** that the applicants should be asked to provide more information to the Parish Council in relation to the purpose of the requested grant.

**Tintagel Rainbow Group** – Donation request. It was **agreed** that the applicants should be asked to provide more information to the Parish Council in relation to the purpose of the requested grant.

**Minute 101- 2018/19**  
**Tintagel Carnival** - Donation request.

It was **proposed** by Cllr. Flower **seconded** by Cllr. Dyer and **RESOLVED** that the Parish Council would donate £500 to the Tintagel Carnival committee, as the amount had been accounted for in the 2018/19 precept. Six in favour and one abstention. **Carried.**

**Youth Club** – previously discussed during the public session.

**Annual Governance Statement**

**Minute 102- 2018/189**

Members considered the Annual Governance Statement, for submission to the External Auditor. It was **proposed** by Cllr. Dyer **seconded** by Cllr. Lewis and **RESOLVED** that the Annual Governance Statement would be accepted and approved. Unanimous. **Carried.**

**Annual Accounting Statement**

**Minute 103- 2018/19**

Members considered the Annual Accounting Statement, for submission to the External Auditor. It was **proposed** by Cllr. Dyer **seconded** by Cllr. Lewis and **RESOLVED** that the Annual Governance Statement would be accepted and approved. Unanimous. **Carried.**

**Accounts Payable**

The Clerk distributed a list of accounts payable, which were considered by the Members.

**Minute 104- 2018/19**

It was **proposed** by Cllr. Dyer **seconded** by Cllr. Lewis and **RESOLVED** that that accounts be agreed and accepted. Unanimous. **Carried**

**Locum Clerk Appointment****Minute 105- 2018/19**

It was **proposed** by Cllr. Hart and **seconded** by Cllr. Dyer that Jacqui PESKETT should be appointed as the Locum Clerk, for the period of the Parish Clerk's leave. It was **agreed** that the locum clerk would be appointed for 10 hours per week. Should the locum clerk require further hours, she will be required to discuss the matter with the Chairman. Unanimous. **Carried.**

**Hedge and Footpath Maintenance****Minute 106- 2018/19**

Cllr Hart raised the matter of hedge and maintenance of footpaths and hedges. He stated that the Local Maintenance Payment from Cornwall Council is currently £1,300 p.a, yet the maintenance schedule is costing the parish three times that amount.

It was **proposed** by Cllr Dyer, **seconded** by Cllr Brookes and **RESOLVED** that the issue of LMP should be raised with Cornwall Council and that the outcome of discussions should be brought back before the Parish Council for further consideration. Unanimous. **Carried**

**Accounts and HMRC Negotiations (Update)**

The Clerk advised Members of the progress currently being made in relation to HMRC.

**Police Presence During the Hours of Darkness – Deferred****Updates:**

- **Enforcement Issues**

The Clerk advised Members that Cornwall Council is now looking into several Enforcement Issues, raised by the Parish Council.

- **Shed Update**

Cllr Hart reported that the Planning Application for the new storage shed had been lodged with Cornwall Council. The shed is ready for delivery and once the application has been addressed, the shed will be delivered and constructed.

- **Pavement Signs Update**

Cllr Goward submitted a report to the Clerk which is to be forwarded to Cllr. Jordan (CC).

- **Trevena Square Refurbishment, Update and Approval**

**Minute 107 – 2018/19**

Cllr Hart submitted a list of items to be purchased for the Trevena Square Refurbishment, this included, sign posts, notice boards and railings. The total purchases are costed at £17500 approx. This sum falls within the budget agreed for the project. It was **proposed** by Cllr. Dyer seconded by Cllr. Hart and **RESOLVED** that the schedule of items be agreed and that these should be purchased, the cost being provided from the allocated funds. Six in favour, one abstention. **Carried.**

- **Farmer's Market**

Cllr Hart reported that discussions relating to the Farmers' Market are on-going. It was suggested by Cllr Avis that the Farmers Market could be launched in tandem with the Christmas Lights switch on.

- **Planning Group**

Cllr Hart reported that Members of the Planning Group had attended at the Trethevy 'wall site'. The wall has been constructed on private land and does not contravene Planning Policy.

- **Christmas Lights Group**

#### **Minute 108 – 2018/19**

Cllr Avis reported that she had discussed a proposal, relating to the future of the Christmas Lights Group, with its' committee. In short, it had been pointed out by the Clerk/ Chairman and Vice Chairman that, as a sub-group of the Parish Council, all funds raised by the group should be provided to the Parish Clerk for banking. The monies would then be ring-fenced for the Christmas Lights. Alternatively, the group could become an independent body and maintain control of it's funds. However, as an independent body, the group may only apply to the Parish Council for a donation, rather than be provided with a specific, precepted sum.

Cllr. Avis advised the Members that the group did not wish to have its monies managed by the Parish Council and, therefore, wished to proceed as an independent body, on the following conditions:

- a. The group wishes to receive the full support of the Parish Council;
- b. The group wishes to utilize the Parish Council's insurance for the 'Switch-On' of the lights and to cover the fairground items on Trevena Square and;
- c. That all existing funds/ lights and the 2018/19 precept should be provided to the Group.

It was **proposed** by Cllr. Hart **seconded** by Cllr. Lewis and **RESOLVED** that the Christmas Lights sub-committee of the Parish Council should be dissolved and that the lights owned by the Parish Council, the 2018/19 precept sum and any other existing funds should be transferred to a new, independent committee. Five in favour, one abstention and one declared interest. **Carried**.

- **TVC Update**

Cllr. Dyer reported that the TVC is currently in need of volunteers. It has been suggested that there should be a leaflet drop throughout the village advertising this need.

Cashing up and banking duties have now been transferred to Debbie Moore, following the retirement of Roger and Carol Wickett from that task.

The TVC staff are to resurrect the Parish newsletter, which will be published bi-monthly.

The responsibility for issuing of car permits has now been transferred to the TVC. It was stressed by the Clerk that no personal information relating to applicants is to be retained/ disseminated.

Online applications for permits may be problematic. The Clerk has discussed options for redirecting applications from the Parish website to the TVC, with Seadog IT. It has been suggested that a separate email address is set up for the TVC and that all applications and enquiries for the TVC would be automatically re-directed through that system. The cost for this is £95.00 plus approximately £3.00 per month. It was **agreed** that the Clerk would arrange to set up the email address

**Minute 109 – 2018/19**

It was **proposed** by Cllr. Lewis **seconded** by Cllr. Dyer and **RESOLVED** that the TVC should issue parking permits but refrain from collating and retaining personal information relating to applicants. Four Abstentions, two in favour and one Declared Interest. **Carried**.

**Minute 110– 2018/19**

It was **proposed** by Cllr. Flower **seconded** by Cllr. Hart and **RESOLVED** that the TVC would be provided with paper and ink to provide the Parish Newsletter and that the Clerk should arrange for an appropriate re-direction system to be implemented from the PC website to the TV. Six in favour and one declared interest. **Carried**.

- **Floral Displays in the Village**

Cllr Hart reported that the flower baskets are now ready for collection from Homeleigh Garden Centre. There are an additional eight baskets and he has arranged for new brackets to be manufactured at a cost of £360.

- **Co-option Update**

The Clerk reported that the Cornwall Council notice for election to the Parish Council is about to expire. She anticipates that she will receive authority for the Parish Council to co-opt new Members.

- **Lavatories Update**

**Minute 111 – 2018/19**

Cllr Hart reported that the lavatory doors at Trevena Square require replacement, he has arranged for this to be carried out. The new doors require kick-plates and new locks on the disabled lavatories. It was also suggested that new air-freshener systems should be installed in all lavatories.

The cost for the work outlined in his update is estimated at £3,000.

It was **proposed** by Cllr Hart, **seconded** by Cllr. Dyer and **RESOLVED** that the stated requirements should be commissioned, and the costs met from Parish Council funds. Unanimous. **Carried**

**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: -*

1. CCTV – Cllr Hart to investigate
2. Social Hall Discussion

**Minute 112 – 2018/19**

It was **proposed** by Cllr. Lewis **seconded** by Cllr. Dyer and **RESOLVED** that a planning pre-application should be submitted. **UNANIMOUS. Carried**.

3. Summer Traffic – noted

**The meeting closed at 10.00 p.m.**