

# TINTAGEL PARISH COUNCIL



'Tintagel's Great Seal'

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**A2 Victoria Advent House  
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**Roche**

**Cornwall  
PL26 8LG**

5<sup>th</sup> November 2020

## Minutes of the Virtual Meeting of Tintagel Parish Council Wednesday 4<sup>th</sup> November 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:** Three

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:** Cllr Flower declared an interest in Planning Matter P/A 20/04009

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

Cornwall Councillor, Cllr. Dominic Fairman was invited to address the meeting. Cllr Fairman introduced himself as the appointed Liberal Democrat candidate for Tintagel – 2021 local elections. He currently represents St Teath and Delabole.

Cllr Fairman advised the meeting that one decision of the Electoral Review Committee had been to separate St Teath and Delabole, as a single division and to create two separate Councils.

Cllr Fairman was welcomed by the Parish Council and invited to attend meetings as he wished.

## AGENDA

### MINUTES

#### **Minute 46 – 2020/21**

The Minutes from the Parish Council Meeting, held on the 7<sup>th</sup> October 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. Pearse and **RESOLVED** that the minutes be signed as a true record of the meeting. Six in favour. Two abstentions. **Carried.**

### CORNWALL COUNCIL REPRESENTATIVE

Cllr Mould had been unable to attend the Parish Council meeting, due to unforeseen circumstances. The Clerk advised the Members that Cllr Mould had expressed her apologies.

Members asked if Cllr Fairman had any matters to raise. The Clerk asked if there had been any confirmation that business rates on public lavatories were to be abolished from the start of the next financial year. Cllr Fairman advised the meeting that he would investigate the matter and advise the Clerk accordingly.

### VICE CHAIRMAN'S REPORT

Cllr Brooks advised that he was making a short report this month. He had hoped for other matters to be raised but was still awaiting further information from external sources.

Cllr Brooks thanked Members for their expedient responses to email correspondence, which had enabled matters to be addressed as they arose.

## PLANNING MATTERS

### Minute 47 – 2020/21

Application Validated	PP-09002915
Address	Wed 07 Oct 2020
Proposal	Menadue Farm Trenale Tintagel Cornwall PL34 0HR
Status	Alterations to existing facilities building to provide student accommodation and erection of WC and washing facilities
Decision	Awaiting decision
Parish Council Decision	It was <b>proposed</b> by Cllr Goward, <b>seconded</b> by Cllr Brooks and RESOLVED that the Parish Council would not comment on this matter. Unanimous. <b>Carried.</b>

### Minute 48 – 2020/21

Reference	PA20/07178
Alternative Reference	
Application Validated	Wed 07 Oct 2020
Address	Menadue Farm Trenale Tintagel Cornwall PL34 0HR
Proposal	Listed Building Consent for alterations to existing facilities building to provide student accommodation and erection of WC and washing facilities
Status	Awaiting decision
Parish Council Decision	It was <b>proposed</b> by Cllr Goward, <b>seconded</b> by Cllr Brooks and RESOLVED that the Parish Council would not comment on this matter. Unanimous. <b>Carried.</b>

### Minute 49 – 2020/21

Reference	PA20/06020
Alternative Reference	PP-08899766
Application Validated	Fri 09 Oct 2020
Address	Coombe Cottage Back Lane Bossiney Tintagel PL34 0AU
Proposal	Construction of first floor extension over Kitchen on rear elevation. Creation of a dormer on rear elevation with doors leading to proposed balcony, and internal alterations.
Parish Council Decision	It was <b>proposed</b> by Cllr Goward, <b>seconded</b> by Cllr Brooks and RESOLVED that the Parish Council would not object to this application. Unanimous. <b>Carried.</b>

#### Minute 50 – 2020/21

Reference	PA20/07365
Alternative Reference	
Application Validated	27 <sup>th</sup> October 2020
Address	Land North Of Wishford Cottage Treligga Downs Road, Delabole Cornwall PL33 9DL
Proposal	Construction of 3 detached dwellings, modification of existing field access, construction of Cornish hedging, provision of private foul drainage, demolition and clearance of second world war structure and remains and associated tree/shrub planting
Parish Council Decision	It was <b>proposed</b> by Cllr Goward, <b>seconded</b> by Cllr Brooks and RESOLVED that the Parish Council would not object to this application. Unanimous. <b>Carried.</b>

#### Minute 51 – 2020/21

Reference	PA20/04009
Alternative Reference	
Application Validated	27 <sup>th</sup> October 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
Parish Council Decision	It was <b>proposed</b> by Cllr Goward, <b>seconded</b> by Cllr Brooks and RESOLVED that the Parish Council would 'leave this matter on the table' Unanimous. <b>Carried.</b> Cllr Flower declared an interest in this matter.

#### Minute 52 – 2020/21

Reference	PA20/01700
Alternative Reference	PP-08480948
Application Validated	Tue 25 Feb 2020
Address	Land West Of Grenofen Rounds Lane Bossiney Tintagel PL34 OAE Cornwall
Proposal	Construction of two dwellings
Parish Council Decision	It was <b>proposed</b> by Cllr Goward, <b>seconded</b> by Cllr Brooks and RESOLVED that the Parish Council would object to this application on the following grounds: <ul style="list-style-type: none"> <li>the application was discussed by the Parish Council in April 2020 April, when the PC objected to the proposed development.</li> </ul>

- Rounds Lane is a private road, and no permission has been granted to anyone, other than the owner, to use the lane.
- The proposed development shows access to and from the site along Rounds Lane. Even if permission should be granted, the access to the main Bossiney Road is dangerous, with adjoining premises built up to the road, providing no line of sight to drivers.
- The only other access to the main road has similar problems.
- Cornwall ANOB Unit and Highways cannot support the application.

The Parish Council, therefore, objects on the grounds of lack of permitted access to the private road and the dangerous nature of the exits from the two private roads onto the main Bossiney Road. Six in favour, two against. **Carried.**

#### PLANNING DECISIONS – Noted

#### ACCOUNTS PAYABLE

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

#### **Minute 53– 2020/21**

Members considered the schedule of payments to be made. It was proposed by Cllr Brooks, seconded by Cllr Flower 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 VAT recovery and Utility Cost recovery, totalling £12,626.24 had been received.

**BUDGET SETTING 2021-22** – due to the perceived time period required for this matter, it was **agreed** that the matter would be discussed at a later point in the meeting.

## UPDATES

**Public Lavatories Trevena** – The Clerk gave the following update:

From the 1st September until the date of this update, the public lavatories at Trevena Square have generated the sum of £2,239.83 (gross). It is clear from the Table 1. and Chart 1. below that the ‘break-even target’ of £90.00 per day, was met on only 11 of the 27 days reported on (41% of days reported on). That is, the lavatory running costs are now being subsidised from the Parish Precept.

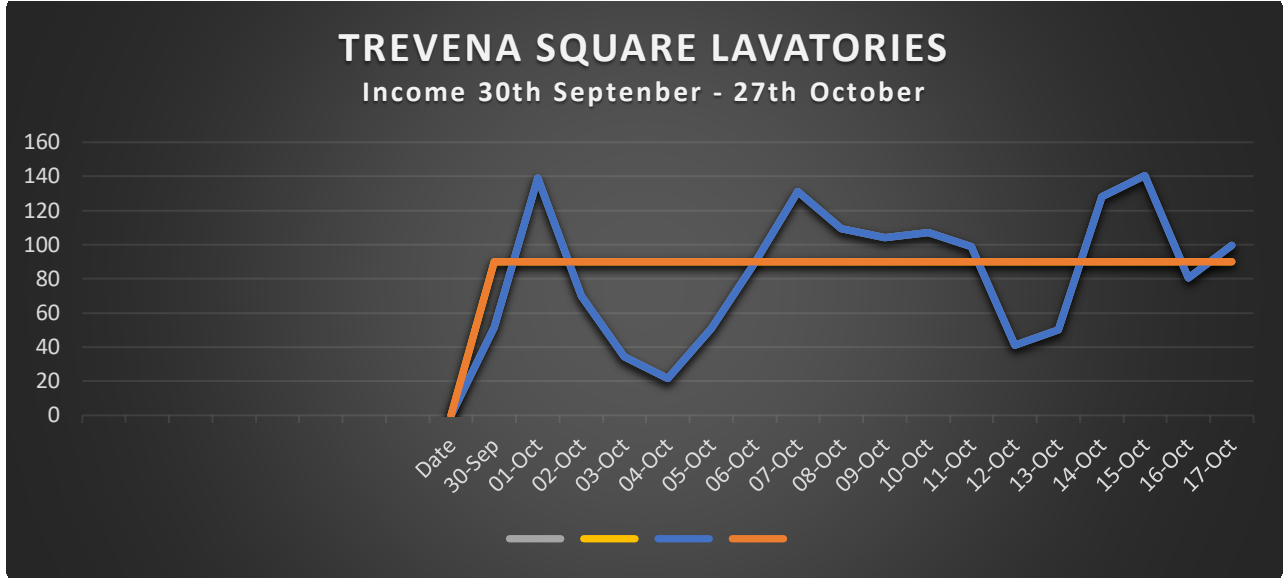
The break-even sum for the period reported on was calculated at £2,430, the sum achieved from usage totalled £2,239.83 (a loss of £190.17 (9.2%)).

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

**Table 1 – Public Lavatory Income Data**

Date	Income	Break Even	Card	Cash	Profit/Loss
30-Sep	51.50	90.00	23.50	28.00	-38.50
01-Oct	139.00	90.00	49.50	89.50	49.00
02-Oct	69.83	90.00	30.50	39.33	-20.17
03-Oct	34.50	90.00	12.00	22.50	-55.50
04-Oct	21.50	90.00	5.50	16.00	-68.50
05-Oct	51.00	90.00	16.50	34.50	-39.00
06-Oct	89.50	90.00	37.00	52.50	-0.50
07-Oct	131.00	90.00	49.00	82.00	41.00
08-Oct	109.50	90.00	46.00	63.50	19.50
09-Oct	104.00	90.00	46.00	58.00	14.00
10-Oct	107.00	90.00	46.50	60.50	17.00
11-Oct	99.00	90.00	48.50	50.50	9.00
12-Oct	41.00	90.00	18.00	23.00	-49.00
13-Oct	50.00	90.00	18.00	32.00	-40.00
14-Oct	128.00	90.00	50.00	78.00	38.00
15-Oct	140.50	90.00	48.00	92.50	50.50
16-Oct	80.50	90.00	32.50	48.00	-9.50
17-Oct	99.50	90.00	49.00	50.50	9.50
18-Oct	86.50	90.00	35.50	51.00	-3.50
19-Oct	72.00	90.00	25.50	46.50	-18.00
20-Oct	47.00	90.00	20.50	26.50	-43.00
21-Oct	51.50	90.00	17.00	34.50	-38.50
22-Oct	120.50	90.00	59.50	61.00	30.50
23-Oct	82.00	90.00	35.50	46.50	-8.00
24-Oct	41.00	90.00	23.00	18.00	-49.00
25-Oct	66.00	90.00	36.5	29.5	-24.00
26-Oct	126.50	90.00	56.000	70.5	36.50
	2239.83	2430.00	935.00	1304.83	-190.17

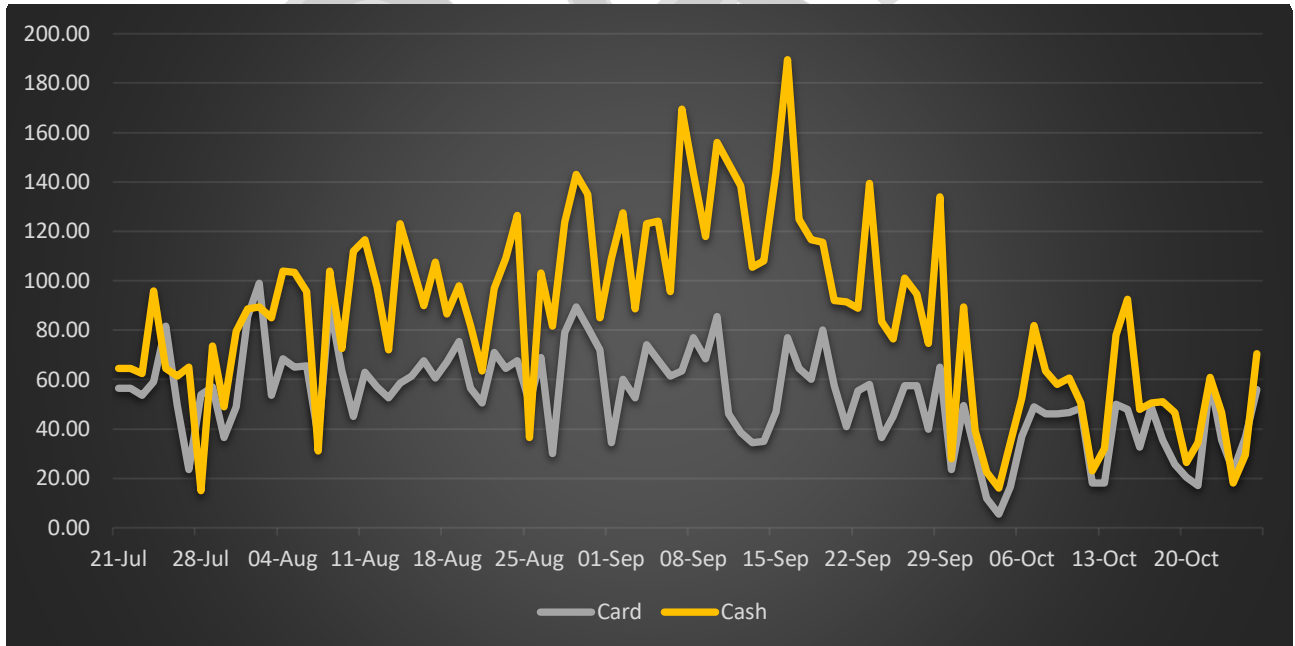
Chart 1.



Since the opening of the Trevena Square Lavatories, on 21<sup>st</sup> July 2020, the total income generated is recorded at £13,599.33, which provides an overall profit of £4,779.33, in respect of takings (based on the break-even sum of £90.00 per day).

**Cash Versus Card Payment**

Chart 2. (below) compares the level of cash versus card payments at the Trevena Square Lavatories.



To date, 38% of all payments have been made using the card payment system, and 62% of payments being made in cash. Although card payments provide a substantial proportion of lavatory income, it must be borne in mind that the handling costs (11%) reduce the value of that income to the Parish Council.

**COMMUNITY NETWORK – No report available.**

## SOCIAL HALL UPDATE

Cllr. Appleby Tremain reported that the Social Hall had provided 100 cooked lunches and 300 packed lunches during the half terms holiday. The Social Hall Committee thanked local businesses for their support with this venture. There has also been a 'Curry Takeaway' event and a 'Sunday Roast' event, along with a pumpkin parade.

## COMMUNITY HUB UPDATE

A business proposal provided by Cllr. Appleby Tremain was disseminated to Members prior to the meeting. It was suggested that the matter be left on the table, for consideration at the December Parish Council meeting. It was felt necessary to consider the report in the public part of the meeting, so that feedback can be received and discussed.

Cllr Tremain was commended for the quality of the report. It was **agreed** that a copy would be forwarded to Cllr Fairman.

## CORRESPONDENCE

There were five items of correspondence to be noted:

1. **Correspondence from Cornwall Council Planning** – the Clerk advised the Meeting that a vexatious and false complaint had been lodged with the County Council, in which it had been claimed that the Parish Council had unlawfully undertaken building work within the Community Hub building.

The Clerk stated that she had discussed the allegation with the relevant Planning Control Officer, highlighting the fact that this was the second malicious complaint made about the Parish Council to the Planning Department (the first arising from a foray to the rear of the public lavatories at Bossiney by the complainant).

The Planning Officer accepted the Clerk's assurances that no unlawful work had been undertaken and assured her that the case would be closed immediately.

2. **Several emails have been received by the Clerk, in relation to the siting of bollards at Tregatta.** The Clerk advised the meeting that the Parish Council had not been advised of the intention to install the posts. Cllr Fairman is to raise the issue at County.
3. **Letter Received from Parishioner Re; Now Defunct TVC** – The Clerk advised Members that the Parish Council had received a further letter, relating (inter alia) to the, now defunct, TVC. A response had been sent to the author. It was noted that there had been a number of such letters sent by the same person and, despite information having been provided, there seemed a reluctance, on the part of the author to accept the explanations and documentation provided.

It was felt that an impasse had been reached and that no explanation would satisfy the correspondent. Addressing these missives is time consuming and there is nothing that can be added to the information already provided.



#### **Minute 54 - 2020/21**

It was **proposed** by Cllr. Flower. **seconded** by Cllr. Pearse and **RESOLVED** that further correspondence from the author of the aforementioned letters, appertaining to matters contained within the said documents, will not be responded to in the future. Unanimous. **Carried.**

4. **Complaint to IOPC** – The Clerk advised Members that a letter of notification had been received in relation to the complaint lodged with the IOPC. An Investigating Officer has now been appointed and the investigation has commenced.

#### **BUDGET SETTING**

A request was made to move this matter into a Part II Meeting. The Clerk advised that the matter should be addressed in the open meeting. However, due to some of the matters being classed as 'confidential', the following proposal was made:

#### **5. Minute 55 - 2020/21**

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

**The Public Left the Meeting at 20:20 hrs**

**Cllr Coshall Left the meeting at 20:20 hrs**

**20: 20 hrs**

**PART II DELIBERATIONS**

**Cllr Fairman was invited to remain in the meeting**

The Parish Council Budget and Precept for the Financial Year 2021/22 was considered, the Clerk having provided a budget forecast for the total period 2020/21, and a Budget Report, highlighting potential fiscal pressures to which the Parish Council is likely to be exposed during 2021/22.

The cost pressures discussed were as follows:

- Lavatories- Significant work is required to be undertaken at Trevena Square Lavatories. This will include replacement of some sanitary ware and maintenance of doors. Two hand driers require replacement. It is suggested that a sum of £8,000 should be set aside for this work. It must also be borne in mind that the COVID situation has increased cleaning costs by 30% and there is no means of assessing the length of time that the additional measures will be required.
- Business Rates - The current uncertainty relating to the abolition of business rates for public lavatories creates a large element of ambiguity in terms of budget planning for the Parish Council, more so than ever given the impact of COVID. The relief from Business Rates on public lavatories would enable the Parish to meet the costs of provision of the facilities, with greater ease. Therefore, the Business Rates position should be kept under review and, if possible, the council should formulate and implement a strategy of setting aside any income generated from the

abolition of Business Rates for public lavatories during 2021/22, into a Financial Risks Reserve, to support budget deficits in future years.

- Tintagel Community Hub Creation – the proposed conversion of the former TVC is likely to incur substantial cost to the Parish Council. Whilst this, in part, may be off set against available grant funding, match funding and some investment will be required on the part of the Council. The sum of £40,000 has been earmarked from our investments for the said task. However, depletion of reserves should be undertaken with caution.
- Tintagel Community Hub – ongoing costs. In the interim period, consideration must be given to the on-going costs incurred by the TCH facility. Until such times as income can be generated, the Public Works Loan, Business Rates, Maintenance Costs, and utility costs have to be met from the precept, these costs total approximately £16,000 p.a.
- On-going Legal Costs - the current legal matters were unexpected and have resulted in the Parish being required to finance legal costs. Unfortunately, both the matters are not of a nature which can be ignored. It is unfortunate that the conduct of persons, eternal to the Parish Council, should incur such expense for Parishioners.
- LMP Payments - the payments received from Cornwall Council, for maintenance of Parish Footpaths, fail to cover the cost to the Parish of carrying out the work. Currently, the payment meets approximately 33% of the total cost. The Parish Council, therefore, loses approximately £3000 per annum in the maintenance of County Council assets. However, the accessibility and safety of the footpaths is important to the Parish, its Parishioners, and its economy, therefore, they must be properly maintained.
- Handyman Costs – In 2020/21, the sum set aside for the services of the Handyman totalled £11,000. That sum has proven to be insufficient. It is recommended that an increased sum should be provided for in the budget for this service.
- Staff Pensions - although a statutory requirement, the Clerk has, to date, not required the Parish Council to provide her with a pension. However, it is suggested that consideration should be given to future provision at the rate of £150 pcm.

#### Conclusion:

It is regrettable that the ambit of the Parish Council's responsibility has been extended to include the additional and unexpected financial outputs. It is evident that these additional charges will impact upon the 2021/22 budget and Precept. However, Government has clearly stated that taxes are likely to rise in order to meet the costs incurred by COVID. Those increases will inevitably trickle down to Parish level.

#### Minute 56 - 2020/21

It was **proposed** by Cllr Brooks, **seconded** by Cllr Flower and **RESOLVED** that the Parish Precept should be raised by 6%, to £113,575.76 for the period 2021/22. All in favour. Unanimous. **Carried.**

The Meeting moved out of Committee and concluded at 21:15 hrs.

**Next Meeting: 2<sup>nd</sup> December 2020**

Budget Head	Allocation 2020/21	Allocation 2021/22
<b>EMPLOYEE COSTS (TOTAL incl. Salary/ NICS/ PAYE/Pension apportionment/ Expenses)</b>	<b>£ 49,800.00</b>	<b>£ 46,000.00</b>
Accountant	£ 2,500.00	£ 2,500.00
Air Ambulance	£ 600.00	£ 600.00
Audit	£ 875.00	£ 1,000.00
Bus shelter maintenance	£ -	£ 300.00
CALC Subscription	£ 600.00	£ 650.00
Churchyard Maintenance	£ 4,000.00	£ 4,000.00
Donations	£ 1,000.00	£ 1,000.00
First Responders	£ 360.00	£ 360.00
Handyman	£ 11,000.00	£ 16,000.00
Hanging Baskets (filling)	£ 500.00	£ 500.00
LMP**	£ 4,000.00	£ 4,000.00
Mark Brocklehurst	£ 500.00	£ 250.00
Parish Insurance/Valuations	£ 2,000.00	£ 2,400.00
Public Conveniences*	£ 30,000.00	£ 35,000.00
Seats & Notice Boards (Renewals)	£ -	£ 1,500.00
SLCC	£ 500.00	£ -
Social Hall Hire & Heating	£ 250.00	£ -
Stationery/stamps	£ 500.00	£ 700.00
Training	£ 250.00	£ 250.00
Business Rates***	£ 10,000.00	£ 14,000.00
Trevena Square maintenance	£ 500.00	£ -
Website	£ 1,500.00	£ 1,500.00
Parish Council Fund	£ 275.00	£ 275.00
Bank Charges	£ 60.00	£ 60.00
Western Supplies	£ 2,000.00	£ 1,000.00
Projects	£ 20,000.00	£ 5,000.00
<b>Total</b>	<b>£ 143,570.00</b>	<b>£ 138,845.00</b>
PWLB Loan		£ 6,457.00
TCH Rates		incl ibid
TCH Running Costs/ Repairs (Estimate)		£ 3,500.00
<b>TOTAL OF ADDITIONAL COSTS</b>		<b>£ 9,957.00</b>
<b>2021/22 Budget</b>		<b>£ 148,802.00</b>
<b>% Increase in Expenditure</b>	<b>6.94%</b>	

**Notes**

\* subsidised by income

\*\* part funded by Cornwall Council

\*\*\* may be reduced

DRAFT