

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

**Tintagel Visitor Centre
Bossiney Road
Tintagel
Cornwall
PL34 0AJ**

16th June 2017

Minutes of the meeting of Tintagel Parish Council Wednesday 15th June 2017

The Chairman read out the following notice: -

'This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media 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.'

At the request of Cllr. Goward, attendees were advised that the meeting was being recorded by Cllr Hodge.

Present: Cllrs. Hodge (chairman), Brooks (Vice Chairman), Dale, Flower, Goward,

Also: Cllr Barry Jordan (CC)

Clerk: Carolyn Y. May

Apologies: Cllrs. Dyer, Hart and Wickett

Members of the Public – one

Declarations of Interest – none

Invitation to members of the public to speak prior to formal meeting, (10 minutes allowed for this item).

Cllr Barry Jordan requested to speak about the Trebarwith Strand Toilets. He noted that the matter had been placed on the agenda for the closed (Committee) part of the meeting, therefore he would be unable to participate in that discussion.

He had met with Peter Morris and John James, prior to his going on holiday. At that meeting, it had been agreed that they would set up a meeting with Cllr Richard Hart and those others who were keen to set up a CIC (Community in Action Group), in order to manage the Trebarwith toilets (TTCC - Trebarwith Toilets Community Consortium).

On return from holiday he learned that nothing had been done. This had annoyed councillor Jordan as there had been an undertaking given by Peter Morris to contact the Parish Council, in order to organise a meeting.

Cllr Jordan met with Sarah Simms (CC- Community Co-ordinator) on 13th and questioned why nothing had been done. Mrs. Simms stated that it was not her province, therefore I contacted John James (CC). Peter Morris rang me this morning and stated that the Trebarwith Toilets would be opened by Cornwall Council on 16th June after an initial clean.

Cllr Jordan stated that he has agreed to underwrite any losses on the toilets for the next three months, from his Community Chest funds. I have attempted to speak with business owners at Trebarwith because we will all need to work together to ensure that they do not prop the doors open. If 120 people per day use the male and female toilets, that should just about cover the cost of running the toilets (just over £1,000 per month to run the toilets).

If necessary, Cllr Jordan would be prepared to finance the toilets from his own pocket. He added that the toilets need to be open for the summer. This offer covers the period from now until September 2017, this will provide the members of the CIC to get together with Peter Marsh, John James and Sarah Simms. This group need to be set up and get running and Cllr Jordan stated that 'we' would do anything that he could to help.

At that juncture the Chairman intervened, enquiring who 'we' referred to. He asked if Cllr Jordan had seen the press and the commitment and proclamations from Richard Hart (Cornish Guardian). Cllr Jordan responded by stating that he had not seen the Cornish Guardian. The Chairman also alluded to the article on the matter, printed in the Camelford and Delabole Post and the statement by Richard Hart and the statement that Richard Hart is the organiser of the TTCC; the organiser of the meeting at Trebarwith on 6th June 2017 at which they rallied 40 people to come to our Parish Council meeting to put us under pressure. That article speaks volumes about the on-going matter but also provides a solution to the community. He added that the article implicates those who are going to undertake the work and that there was an email sent by Richard Hart to Cllr. (Vice Chairman) Brooks confirming the position of the TTCC. It was confirmed that Cllr Jordan had not seen the email.

The email referred to (ibid.) was read out to the meeting by Cllr Brooks, who advised that the email had been sent to him the morning after the suspended Council Meeting (8th June 2017). Cllr Brooks had engaged in a short discussion with Richard Hart after the aforementioned meeting and the latter had stated that he wished for the proposal contained in the email, to be presented to the next Council Meeting. Cllr Hart agreed to send the proposal to Cllr Brooks, who agreed to present the same on his behalf.

Email from Richard Hart (body only):

Below is a brief description of how we intend running and financing the public toilets as requested:

Trebarwith Toilets Community Consortium (TTCC) will be set up as a charity, a committee and trustees will be appointed to run the TTCC.

TTCC will be a self- funding, self -regulating body of local people and businesses who will be responsible for the day to day running of the toilets to ensure a stable future for this facility. The toilets will operate from Easter till 31st October.

We will be securing a lease with CC for the toilets only (male, female and disabled), CC would retain the freehold of the toilets and be responsible for the building insurance and any maintenance and repair of the building.

TTCC would be responsible for the movable contents of the building only and insure these accordingly.

TTCC would provide full public liability insurance for the toilet area only.

TTCC will take on the running costs of the toilets on an annual basis (reviewed every 12 months) which we estimate to be in the region of 15 –£20,000.00 PA, however this amount will vary depending upon concessions from CC for business rates as we will be a charitable organisation. Outgoings are as follows:

Cleaning, water rates, business rates, PI insurance, contents insurance, electricity and cleaning equipment/ toilet rolls etc.

We envisage creating income in the following ways:

Donation annually from TPC (reviewed annually)

Retaining the money received from the payment machines on the doors (already installed by CC) these would be closely monitored by the local businesses on the Strand.

Sponsorship from local businesses in the form of advertising board on site with local map insert (similar to Boscastle)

Corporate sponsorship from larger companies associated with the toilets in some way.
Investigate grants from community project groups and organisations and the lottery.
Crowd funding – this would be a way of raising further money from holiday makers, second home owners etc.

Fund raising events (2 No during the closed season) – we successfully carried out these types of events whilst running the local village hall and they were very successful.

We believe with the correct financial backing and the commitment of the local parishioners, this organisation can be a great success and allow us to continue to offer this essential service to our tourists and locals.

The accuracy of the following part of this email is contested by the Vice Chairman:

I will take you up on your kind offer to present this proposal to the TPC next meeting if I am away on holiday (return on 26th June) and your suggestion of a parish council donation of £15,000.00 PA (reviewed on an annual basis)

All our accounts will be carefully logged and will be available for inspection at any time, they will also be checked by our accountants annually.

I believe this is a sound proposal which relieves the parish council of any obligation and time spent running this facility.

The Vice Chairman advised the Members that the suggestion of £15,000 was **not** his. The Vice Chairman states that he had asked Richard Hart how much of a donation was he asking from the Parish Council. He required a figure to put to the Parish Council. He then asked £1,000? £5,000?; £10,000?; £15,000 ? £20,000?..... what is your position?

It is stated that Richard Hart stated '£15,000'. Cllr. Brooks stated 'Okay, I'll take that to council'.

Cllr Brooks stated clearly that, despite the comment in Richard Hart's email, the sum of £15,000 was not his (Cllr Brooke' s) suggestion. He sent Richard Hart an email to clarify the situation. The email has not yet been responded to, as Richard Hart is on holiday.

The Chairman then read out the email, which he sent to Richard Hart on the 12th June 2017.

'Dear Mr. Richard Hart

It was a pity the TPC meeting on Wednesday 7th June 2017 was disrupted to such an extent that it had to be suspended. Sadly, the planned Council Agenda discussion about Trebarwith toilets and other important Parish issues did not take place.

Vice Chairman Councillor Brooks has forwarded your email to him dated 8th June 2017 to the TPC Clerk and myself for information. In this communication, you set out in detail your plan to take responsibility for running and managing the Trebarwith toilets. You state that to achieve this a "Trebarwith Toilets Community Consortium (TTCC) will be set up as a charity, a committee and trustees will be appointed to run the TTCC. TTCC will be a self -funding, self -regulating body of local people and businesses who will be responsible for the day to day running of the toilets to ensure a stable future for this facility". I personally welcome this proposal.

Following the suspension of the TPC meeting on Wednesday 7th June 2017 a further TPC meeting is now planned to take place on Thursday 15th June 2017 at which the original Agenda will be worked through. The Agenda item originally requested by you as Councillor Richard Hart will be addressed. Vice Chairman Councillor John Brooks will read your email dated 8th June 2017 thus enabling the Council to discuss the matter. To enhance understanding of your proposals, it would be helpful if you could provide details of your project plan time line, names of your proposed Trustees and a

breakdown of your anticipated income and outgoings. '

The Chairman stated that, to date, he had received no response to this email. Cllr Jordan stated that there had probably been no response because Richard Hart was on holiday. He added that he had absolutely no knowledge of the arrangements described in both letters and had, upon return from holiday, 'just got on with things'. Cllr Jordan added that he did not intend to write any letter during the next three months and hoped, in that time, the TTCC would be formed and running.

Cllr Jordan alluded to the length of time that it takes to set up a charity and stated that if the group starts operating, provided that they can prevent doors being jammed open, there would be enough money for the toilets to look after themselves for a short period of time. If they set themselves up as a charity trust, then they will get a massive rate relief, but there is a move afoot to exempt all public toilets from rates. He added that he had done the immediate work to get them (the toilets) open as he had promised he would do. That is what he had canvassed on and he has not done what he said.

Cllr Jordan added that he has a £2,000 Community Grant for the whole area for the year and if he had to use it all on Trebarwith toilets, he did not mind because health and safety of the people are the most important thing to him.

The Chairman thanked Cllr Jordan and advised him that the matter of Trebarwith toilets was on our agenda for discussion during the closed session. He added that whilst the Council will discuss the topic, only the information received could be alluded to; which was not a lot.

The Clerk asked if there was any information relating to the identities of the Trustees. Cllr Jordan stated that he had no idea. The Chairman asked what Cllr Jordan's roll in the TTCC was. He replied that he had no role and that he had never been contacted in relation to the same. He added that he is not involved with Richard Hart and has merely facilitated getting the toilets opened.

The Chairman asked if Cllr Jordan had been involved in the meeting of 25th May. Cllr Jordan stated that he was but that Richard Hart was not. The Clerk asked who it was who had provided the information that the Parish Council was involved in the Trebarwith toilets issue. Cllr. Jordan confirmed that it was not him.

Summarising, the Chairman noted that the toilets were to be open for three months and in three months from now, the plan is for the TTCC to take over. Cllr Jordan agreed with this. The Chairman advised Cllr Jordan that TPC will not meet again until August 2017, but that this did not seem to be a problem as CC was currently running the toilets.

The public session was closed at 19.30 hrs

AGENDA

Minute 2017/18-012 To Approve the Minutes of the previous meeting on the 10th May 2017, plus matters arising.

It was proposed by Cllr. Hodge, seconded by Cllr. Brooks and **RESOLVED** that the minutes be signed as a true record of the meeting. One abstention; four in favour. **Carried.**

Minute 2017/018 – 013 To Approve the Minutes of the previous meeting on the 7th June 2017, plus matters arising.

Cllr. Goward stated that it was not proper to discuss the minutes as the item was not listed on the Meeting Agenda. Cllr Flower concurred, stating that the consideration of the Minutes could be dealt with at the next Parish Council Meeting.

Minute 2017/2018 - 014 - For this matter a proposal was put forward that Standing Orders should be suspended in order to consider the Minutes of the Meeting held on 7th June 2017. It was **proposed** by Cllr Hodge; **seconded** by Cllr Brooks and **RESOLVED** that Standing Orders should be suspended to enable consideration of the Minutes of the 7th June 2017. Three in favour, two against. **CARRIED**

Standing Orders suspended

Minute 2017/18 – 015 - Cllr Flower suggested that a motion should be raised to consider the minutes at the next 'proper meeting' of the Parish Council. He added that when a meeting has been held between Parish Meetings, it is common practice to take the Minutes to the next Parish Meeting.

The Chairman stated that this was, in fact the 'suspended' Parish Meeting and was, therefore the correct place to consider the Minutes. The Clerk had taken advice from CALC and assured those present that the Meeting had been properly advertised, with the requisite number of days' notice having been given.

Cllr Flower stated that the two main factors referred to in the Minutes were not present. The Chairman advised that it is not possible to hold up proceedings because Members are on holiday.

The Chairman invited the Members to comment as deemed appropriate as Members looked through the Minutes under consideration.

It was **proposed** by Cllr Brooks; **seconded** by Cllr Dale and **RESOLVED** that the Minutes be signed as a true record of the Meeting (from commencement to suspension). Three in favour, two against. **CARRIED.**

Standing Orders were Re-Instated

Reports

Minute 2017/18 – 016 No Reports received Planning Applications – Appendix B

Minute 2017/18 – 016

Reference	PA17/03789 & PA17/03789
Alternative Reference	PP-05895055
Application Validated	Tue 09 May 2017
Address	Menadue Youth Camp Trenale Tintagel Cornwall PL34 0HR
Proposal	Refurbishment and alterations of a Grade II listed Farmhouse to upgrade existing dormitory accommodation and associated facilities.
Parish Council Comment	It was proposed by Cllr Goward; seconded by Cllr Flower and RESOLVED that the Parish Council would not object to either of the applications. 4 in favour, one abstention. CARRIED

Minute 2017/18 – 017

Reference	PA17/04904
Alternative Reference	
Application Validated	Wed 17 May 2017
Address	Trebarwith Road Quarry Trebarwith Road Delabole Cornwall PL33 9DE
Proposal	EIA screening opinion request for the extension of planning permission area and extension of time for quarrying activities
Parish Council Comment	It was proposed by Cllr Flower; seconded by Cllr Dale and RESOLVED that the Parish Council would not make a decision on this matter until further information relating to the area to be affected by the proposal is furnished for consideration. Unanimous. CARRIED

Minute 2017/18 – 018

Reference	PA17/047
Alternative Reference	N/A
Application Validated	Mon 15 May 2017
Address	Land North Of Higher Trethern Camelford Cornwall PL32 9TY

Proposal	Application for Outline planning for the construction of a farm workers dwelling with some matters reserved
Parish Council Comment	It was proposed by Cllr Goward; seconded by Cllr Flower and RESOLVED that the Parish Council would not object to either of the applications, subject to an agricultural tie being imposed.. 4 in favour, one abstention. CARRIED

Minute 2017/19 – 019

Reference	PA17/05159
Alternative Reference	N/A
Application Validated	Mon 15 May 2017
Address	St Edwards Church Hill
Proposal	Variation to roof lights
Parish Council Comment	It was proposed by Cllr Goward; seconded by Cllr Flower and RESOLVED that the Parish Council would not object to the proposal Unanimous. CARRIED

Minute 2017/20 – 020

Reference	PA17/ 04022
Alternative Reference	N/A
Application Validated	1 st May 2017
Address	Jonwyns, Trewarmett PL34 0EU
Proposal	Outline Planning Permission for two dwellings
Parish Council Comment	It was proposed by Cllr Brooks; seconded by Cllr Dale and RESOLVED that the Parish Council would not object to either of the applications. 4 in favour, one against. CARRIED

Minute 2017/18 – 021

Planning Decisions – noted

Minute 2017/18 – 022

Correspondence

Jocelyn Murgatroyd - Email to Scott Mann and Dan Rogerson. Re: Trebarwith.

The Clerk read out the email to Members, the Clerk’s response and the second email from J. Murgatroyd.

Minute 2017/18 – 023
Accounts Payable

Members considered the list of invoices submitted for payment.

It was **proposed by Cllr Brooks** Cllr Brooks; **seconded** by Cllr Goward and **RESOLVED** that the schedule of payments should be approved. Unanimous. **CARRIED**

Minute 2017/18 – 024
Co-option of Councillors

The Chairman highlighted the fact that the issue of co-option had been placed on the agenda, following the Parish Council meeting on the 10th May.

He suggested that the matter should not be addressed at present in order to allow the Council to settle down and sort itself out, prior to co-opting new Members.

It was **proposed** by Cllr Hodge that the Members do not consider the matter at this juncture;

An amendment was **proposed** by Cllr Brooks and **seconded** by Cllr. Flower that the matter of co-option should not be considered again until October 2017. Unanimous. **CARRIED**

Substantive proposal: It was **proposed** by Cllr Brooks, **seconded** by Cllr Flower and **RESOLVED** that the matter of co-option should not be considered again until October 2017. Unanimous. **CARRIED.**

Minute 2017/18 – 025
Trevena Square Improvements – adjourned until August 2017 Meeting.

Minute 2017/18 – 026

Date of next Meeting – 2nd August

Due to the holiday arrangements of the Clerk and the inability to procure the services of a locum, it was suggested that the meeting for July 2017 should be postponed and re-arranged for August 2017.

It was **proposed** by Cllr Brooks and **seconded** by Cllr Dale and **RESOLVED** that the next meeting of the Parish Council should be held on the 2nd August 2017. Unanimous. **Carried.**

CONFIDENTIAL

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: -

Minute 2017/18 – 027

- **Public Toilet's Cleaning Contract**

The contracts submitted in response to the Public Tender Advertisement were considered.

It was **proposed** by Cllr Dale, **seconded** by Cllr Flower and **RESOLVED** that the sum of £450 will be paid to AJH Cleaners, in order to undertake 'deep cleaning' of the public lavatories (Trevena & TVC) owned by the Parish Council. Unanimous. **Carried.**

Minute 2017/18 – 028

It was **proposed** by Cllr Flower, **seconded** by Cllr Goward and **RESOLVED** that the cleaning contract for the Parish Council's Lavatories (Trevena & TVC) would be awarded to AJH Cleaners. The contract sum is comprised as follows:

- Main Contract £14,797.00 pa. – fixed for three years;
- Coin Collection £2,100 p.a. fixed for three years;
- Lavatory Maintenance/ Management £2,000.00, to be reviewed after 6 months.
- No VAT.
- Payable in 12 monthly payments.

Although the company AJH is known to the Clerk, they are not personal friends. It was requested that this point be recorded.

Unanimous. **Carried**

Minute 2017/18 – 029

- **Tintagel Visitors Centre Management**

Financial Management of TVC and installation of an EPOS (Electronic Point of Sale) system (£1,800 plus VAT), plus £25 p.m. support fee and initial stock take.

It was **proposed** by Cllr Hodge, **seconded** by Cllr Brooks and **RESOLVED** that an EPOS system should be purchased and installed at the TVC, on the terms outlined above. Unanimous. **Carried**.

It was agreed that the Clerk should be awarded an additional five hours per week for TVC finance administration, to be backdated to the 1st June. The Parish Council is to pay the Clerk for hours expended on TVC matters and invoice the TVC for the same.

It was **proposed** by Cllr Goward, **seconded** by Cllr. Flower and **RESOLVED**, that the Clerk should be granted an additional five hours employment, backdated to 1st June 2017. Unanimous, **Carried**.

Minute 2017/18 – 030

It was **proposed** by Cllr Goward, **seconded** by Cllr. Brooks and **RESOLVED**, that the monies received by way of donation to the TVC should be banked and accounted for in an accepted manner. Unanimous, **Carried**.

Minute 2017/18 – 031 – The following matters were deferred to the August 2017 meeting

- **TVC Management**
 - Epos system
 - Additional 5 hours allocated to Clerk
 - Management of cash donations
 - VAT risk to TPC
 - Is the TVC sustainable?

- **Magazine Management**
 - Review of magazine management; profitability from first publication
 - Distribution of Magazines to fully paid up advertisers;
 - Bossiney Hotel;
 - Any outstanding invoices;
 - 1,200 copies of 2015/16 magazines sent for shredding. Why? Where are they now?
 - Magazine management team 2018/19

- **Staffing – Co-coordinator’s Role**
 - Is this role still necessary?
 - A professional job description and contract of employment will be required.

- **Cllr. Wickett**
 - Review of Cllr Wickett’s conduct leading to suspension of the TPC meeting on Wednesday 17th June and damaging the TPC reputation.

Minute 2017/18 – 032

- **Trebarwith Strand Lavatories**

Review of Cllr Hart's conduct and role within TTCC.

Conflict of interests not declared at TPC meeting 7th June 2017

Review of toilets situation and TTCC progress

Cost

Management

Meeting issues

Predisposed Interests/ impact and legality

The members agreed to offer Cllr Jordan some positive support by offering a free collection of sanitary waste from the Trebarwith site, as an extension of the existing TPC specialist contract. All members present agreed. It was proposed that Cllr Hodge would contact Cllr Jordan the next day to communicate this offer.

It was agreed that a TPC Statement Regarding Trebarwith Toilets would be drafted and disseminated to those present at the meeting, for approval and amendment, before it is sent to all Councillors, TTCC members and the media to accurately communicate our position.

21.20 hrs. - The Meeting Closed

These minutes have been compiled from contemporaneous notes and the recorded record of the meeting, held on 15th June.