

TINTAGEL PARISH COUNCIL



'Tintagel's Great Seal'

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PL340DT

3rd July 2014

DRAFT Minutes of the Meeting of Tintagel Parish Council held on Wednesday 2ND July 2014

Present: Cllrs. Dyer, Wickett, Flower, Hockerday, Spurdens, Dorman, Hodge, Goward & Lewis
Apologies: Cllr. Brooks & Cornwall Cllr. Glenton Brown
Two members of the public were present

Declarations of Interest

Cllr. Dorman declared an interest in Planning Application PA/05447 being an acquaintance of the applicant.

Invitation to members of the public to speak prior to meeting regarding items on the Agenda (10 minutes allowed for this item)

Pru Black expressed her interest in volunteering for the Parish Council and will make contact with the Clerk.

Minutes of meeting held on the 7th May 2014 – to take a further vote on approval following last meeting

The Minutes of the meeting had been proposed and seconded for acceptance on the 4th June, but no vote was taken. A vote was taken and all members were in favour of accepting the Minutes as a true record of the meeting.

Minutes of the previous meeting 4th June 2014 and Matters Arising

Cllr. Goward had found out that PA14/04028 had been refused.

Cllr. Goward noted that regarding the proposal to site a sign on the property "Delilicious" that there were already signs for the Visitor Centre on the main directional sign and on the finger post.

It was proposed by Cllr. Spurdens, seconded by Cllr. Dorman and RESOLVED that the Minutes be accepted and signed as a true record of the meeting. All in favour.

REPORTS

CCC C/Cllr. Brown had sent his apologies as he was unable to attend.

Christmas Lighting Committee – Cllr. Wickett had nothing to report.

Neighbourhood Development Plan – Cllrs. Goward & Hockerday

Cllr. Goward reported on the NDP. A meeting was held on the 9th June at which Janet Brown was elected as Chairman. At the meeting held on the 23.6.14, a further volunteer came forward bringing the total to 8. Margaret Beckett was elected as Secretary. The questionnaire had been discussed and was now printed ready for putting into envelopes etc. on 4.7.14 at the Social Hall from 10.00 a.m. – 4.00 p.m. Tintagel had been divided into areas and property statuses were being checked i.e. residential, second homes etc. A public meeting was planned for the 14.7.14 when it was hoped more volunteers would come forward.

Cllr. Dyer noted there were now 8 volunteers. At this point, Cllr. Hockerday advised that he did not wish to be part of the Steering Group as he was not happy with the way things were going. There was not a further volunteer from the Parish Council. Cllr. Wickett felt it important that the Group keep asking for further help.

Police Report - the Clerk read out the report and its contents were noted.

PLANNING APPLICATIONS**PA14/04509 Mr. & Mrs. R. Dorich, Upton Farm, Trebarwith - Change of use of home office (previously approved under decision E1/2007/00465) to a dwelling with the erection of an extension**

It was proposed by Cllr. Flower, seconded by Cllr. Goward and RESOLVED that no comment be made on this application. All in favour.

PA14/04920 Mill Hill Quarries Ltd., Trevillet Rustic Quarry, Trevillet, Tintagel - First periodic review of old mineral planning permissions for Trevillet Quarry

It was proposed by Cllr. Hodge, seconded by Cllr. Dorman and RESOLVED that no comment be made on this application. All in favour.

PA14/04946 Mr. G. Dangar, Public conveniences, Molesworth Street, Tintagel Conversion of former public convenience block (including the erection of extensions) to form a dwelling

It was proposed by Cllr. Goward, seconded by Cllr. Hockerday and RESOLVED that an objection be raised to this application on the grounds of overdevelopment of the site, no parking was provided and the access was immediately after a sharp bend. All in favour.

PA14/04299 Sally Bradbury, 14 Palmers Terrace, Treknow, Tintagel Retrospective application for the fitting of two, clear glazed, opening windows to the side of the elevation of the house, one on the first floor and one on the second floor

It was proposed by Cllr. Hockerday, seconded by Cllr. Hodge and RESOLVED that no objection be made to this application. All in favour.

Also to consider any other applications received since the Agenda was published.

Cllr. Dorman had declared an interest in this application and took no part in the discussion or vote

PA14/05447 Mrs. D. Squires, Peregrin Cottage, Bossiney Road, Tintagel, Cornwall Removal of condition 7 in relation to 79/2740 and condition 3 in relation to PA14/01920: to allow full residential use

It was proposed by Cllr. Flower, seconded by Cllr. Spurdens and RESOLVED that no comment be made on this application. 6 votes in favour, 2 against, one abstention. Carried.

AGENDA ITEMS

Tintagel Neighbourhood Development Plan

- Feedback from meeting held on 9.6.14 – discussed during Reports.
- **Email from Cllr. M. Goward regarding composition of Steering Group** – Cllr. Goward advised in his email that the Parish Council had never resolved nor had it been minuted that there should be 10 members in the Steering Group. After much discussion it was proposed by Cllr. Spurdens, seconded by Cllr. Dorman and RESOLVED that the Parish Council accepts the minimum of 7 members of the Steering Group but that every effort should be made to increase this number to a maximum of 10 as soon as possible. 7 votes for, 2 against. Carried.
- **To consider amended Terms of Reference (copy enclosed with Agenda)** – the Terms of Reference were discussed at great length and the following points were raised:-
 - a) Cllr. Goward noted that Cornwall Council's guidelines note that the Ward member should be part of the group. Cllr. Hodge felt Cllr. Brown should be approached by the NDP Steering Group to see if he wished to be involved.
 - b) Cllr. Hockerday proposed that the Group confirm the correct position with regard to the development boundary statement on page 1.
 - c) Cllr. Hodge felt the statement "consisting of 2 parish councillors" should be deleted.
 - d) Cllr. Hockerday noted that in Section 4 it should read "a minimum of 7"
 - e) Cllr. Hockerday felt all meetings should be open to the public. Cllr. Hodge agreed as the current lack of support could only be improved if the public were made aware of the meetings.
 - f) Cllr. Hockerday noted that when he had attended Group meetings the Group were only sending out the current questionnaire because the Parish Council had told them to do so.
 - g) Cllr. Hodge felt that the group should propose a regular meeting day of the month i.e. 2nd Monday or similar, so that the public were aware of the regularity of the meetings and when they could attend. He also suggested that a positive communications campaign is required to advertise these meetings well in advance, inviting the local community to attend the regular meetings and hear about progress, have an opportunity to put their views forward and welcoming new working group members to join the team.

Following discussion of the above it was proposed by Cllr. Spurdens, seconded by Cllr. Hockerday and RESOLVED that Cllr. Goward should take the above suggestions back to the Group and expect a new draft of the Terms of Reference. All in favour.

- **To consider funding from the Parish Council towards the project** – Cllr. Wickett felt that the Parish Council continue to provide printing facilities and review the whole Project in September. Cllr. Hodge felt the crunch point would come when the number of responses and quality of responses was known.

At this point Jane Soutter, a member of NPD team who was in attendance was consulted. She had not seen a final copy of the questionnaire before it was printed and as far as she was aware there was no mention on it of the date by which it should be returned. Cllr. Hodge asked Cllr. Goward to ensure that a copy of the timeline and the questionnaire be provided to all members of the Parish Council. It was also felt that the date for return of the questionnaires should be before the Parish Council meets in September.

The Clerk advised that Gemma Hankin of Cornwall Council could assist with the funding application and it was proposed by Cllr. Wickett, seconded by Cllr. Dorman and RESOLVED that the Clerk would send her details to Cllr. Goward to pass on to the Group with a view to a meeting being arranged with her to find out more information about the funding application. All in favour.

Tintagel Visitor Centre Public Conveniences

- **To discuss reports of feeding of animals in vicinity** – Cllr. Goward had received reports that cats were still being fed in the vicinity. The Clerk advised that the Environmental Health Department could only take complaints where names and firm evidence was given. Cllr. Spurdens agreed that he would provide such a complaint.

- **To discuss cleaning arrangements and keyholders** – Cllr. Goward reported that he had seen Mr. & Mrs. Lewis cleaning the toilets and when he had approached them they had told him that the Vice-Chair of the Parish Council had given them permission and her keys. Cllr. Hodge could not see a problem as the toilets were clean and well-kept and felt there was no issue if Ms. Lewis was having help to keep them in such a good state of cleanliness. Cllr. Wickett felt it should be noted that there was not a problem with the cleaning but the problem was with the feeding of cats/small animals. Cllr. Goward asked for confirmation of the closing time and it was agreed that the toilets should not close before 5.00 p.m.

Tintagel Visitor Centre:

- **Further consideration of creation of Charitable Incorporated Organisation – further advice received from Mr. Taylor, Hedleys Solicitors** – the Clerk read out the latest email from Mr. Taylor and it was agreed she would forward a copy of correspondence with him to all councillors. Cllr. Hodge felt that we did not have the understanding of a business model of a charity and how they are achieving their aims. It was agreed that Cllrs. Hodge and Lewis would discuss the matter and see if any further advice could be brought to the next meeting.
- **Formation of Maintenance Working Group** – it was proposed by Cllr. Dorman, seconded by Cllr. Hockerday and RESOLVED that Cllrs. Wickett and Spurdens would form a Maintenance Working Group and draw up a list of necessary maintenance work and report to the next meeting. All in favour.
- **Advertising 2015 (copies sent to members 16.6.14)** following confirmation of the content of the “new advertisers” letter, it was proposed by Cllr. Dorman, seconded by Cllr. Spurdens and RESOLVED that the Clerk should print the letters and get the flyer printed at Sir James Smiths School with the current advertiser letter being sent out as soon as it was ready and the new advertiser letter being sent out three weeks later. All in favour.
- **Draft Job Description for Visitor Centre Manager (copies sent to members 16.6.14)** – Cllr. Wickett felt that the Parish council should provide the funding to keep this venture going. A manager could be appointed to increase sales and if the Parish Council needed to help with funding this position it should, as many other local initiatives were helped with funding by the Parish Council.

(at this point Cllr. Wickett left the meeting)

- In the absence of a decision on this matter, the Clerk advised that she had already prepared a letter explain her position at the Visitor Centre and as Clerk, and she would deliver the letter to the Chairman in the morning with a copy to all councillors. An Extra-ordinary meeting should then be called to deal solely with this issue.

CORRESPONDENCE

Came and Company – quotations for increased insurance premiums for recent property valuations and consideration of amendments to the Parish Council Asset Register

The Clerk outlined the quotes for the increased premiums from Came and Co. It was agreed that the Clerk would write to Came and Company to ask for advice on the options available to them as they felt the property valuations were somewhat high and the matter would be further discussed at the September meeting. Cllr. Hodge would also try and obtain some advice from his own insurance company.

Cornwall Council

- **Highway verge cutting – update on email correspondence with Mr. O. Jones, Cormac** – the Clerk outlined the correspondence she had with Mr. Jones regarding the unsatisfactory cutting and lack of cutting to some areas. Maps had been exchanged and Mr. Jones had been agreed that all cutting outlined on the maps which the Parish Council held would be carried out.
- **Further Code of Conduct Training courses** – noted.
- **Camelford Community Network Meeting – notes of last meeting and presentation (circulated to members with Agenda)** – noted.

Cllr. Hodge left the meeting

Camelford Town Band – confirmation of dates they wish to perform in Trevena Square – the band had confirmed that they would perform in the Square on the 24.8.14 and 14.9.14 from 2.00 p.m. – 4.00 p.m. and it was agreed that the Clerk would put information in the newsletter and on the notice board in the Square.

ACCOUNTS PAYABLE

It was proposed by Cllr. Flower, seconded by Cllr. Dorman and RESOLVED that the cheques be signed. All in favour.

DATE AND TIME OF NEXT MEETING AND PROVISIONAL DATE(S) FOR PLANNING MEETING LATE JULY/EARLY AUGUST

The next full meeting of the Parish Council would be held on the 3rd September 2014. The Clerk would send an Agenda out for a Planning Meeting as and when any applications were received. The Clerk would liaise with the Chairman on a date for an Extra Ordinary Meeting to discuss the issue of the management of the Visitor Centre.

There being no further business, the meeting closed at 9.20 p.m.

Chairman

Minutes 0274

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