

TINTAGEL PARISH COUNCIL



'Tintagel's Great Seal'

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5th January 2017

Minutes of the meeting of Tintagel Parish Council **Wednesday 4th January 2017**

Present: Cllrs. Dyer (Chairman), Hodge, Brooks, Dale, Flower, Goward, Hart, Keenan, Soutter, Wickett

Apologies: Cllr Dorman; Cllr Brown (CC)

Members of the Public: three

Declarations of Interest: Cllr. Wickett declared an interest in Planning Matter PA16/12006

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

Members of the public present, raised several matters appertaining to Planning Matter PA16/11833/PREAPP, a pre-application advice for a proposed footbridge between the mainland and Tintagel Castle, Castle Road. Tintagel, Cornwall PL34 OHE issued by English Heritage.

Councillor Dyer advised those present that the matter was on the evenings' Agenda for discussion (under Planning Applications).

Members of the public felt that there had been a lack of information provided to parishioners, in relation to the proposal. Members advised that the proposal had been well advertised in the media and that the Parish Council had received a presentation from the applicants, several months previous.

There was a discussion relating to the manner in which the bridge would be constructed and members of the public were advised that detailed project proposals were available to the public from the Cornwall Council Planning website. However, the documents are both lengthy and extremely technical.

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.'

AGENDA

To Approve the Minutes of the previous meeting on the 7th December 2016, plus matters arising.

It was proposed by Cllr. Flower, seconded by Cllr. Brooks and **RESOLVED** that the minutes be signed as a true record of the meeting. All in favour. **Carried.**

Reports

Cllr Goward reported to Members that the white lining had not yet been carried out in the Bossinney Road car park.

Members were advised that Cllr Glenton Brown (CC) was still in the process of addressing the matter.

Planning Applications

PA16/11833/PREAPP - Pre-application advice for footbridge between mainland and island and associated landscape works. - English Heritage. **Location:** Tintagel Castle -Castle Road, Tintagel, Cornwall PL34 0HE.

Members discussed the pre-application documentation, highlighting the facts that it was extremely lengthy and too technical. It was, however, emphasised that this was a pre-application and not a full planning application. Therefore, the onus on the Parish Council, to consider the matter in greater depth, would arise with the issuing of the full planning application.

It was proposed by Cllr Dyer and Seconded by Cllr Hodge and resolved that the Parish Clerk would correspond with Cornwall Council Planning Department, advising the same that the Parish Council note the pre-application and details provided and looks forward to receiving the full application for consideration and comment. Nine in favour, with one abstention. **Carried.**

PA16/12006 - Application for a Lawful Development Certificate for an Existing Use to determine the holiday or residential use status of the property known as Dowr. **Location:** Dowr, Bossiney Road Bossiney Tintagel PL34 0AY. **Applicant:** Haulfryn Group Ltd.

It was proposed by Cllr. Flower and seconded by Cllr. Hart and **RESOLVED** that there be no objection to this application. Six in favour and three abstentions. **Carried.**

PA16/ 10074 – Trewarmett Lodge, Trewarmett Hill, Trewarmett, Tintagel PL34 0ET

Cllr. Hart advised the Parish Council that a decision to approve the above detailed (second) application had been made by Cornwall Council, notwithstanding that the matter had not been discussed by the Parish Council. Enquiries by Cllr. Hart revealed that Cornwall Council Planning Department had forwarded the application to the Parish Clerk on 4th November 2016.

The Parish Clerk had checked all email correspondence for the date stated and confirmed to the Members that no such application had been received by her. It was further noted that ANOB, which has adversely commented on the first application (later withdrawn) had not commented upon PA16/10074. It was surmised that ANOB may have failed to receive the application also.

Members were advised that this was not the only planning application that had not been forwarded to the Parish Council, prior to a decision being made at County Council level.

It was proposed by Cllr. Dyer and seconded by Cllr. Wickett and **RESOLVED** that the Parish Clerk should write to Cornwall Council Planning Department, requesting that a full explanation be given in relation to the reasons why the above detailed planning application was approved without it having been appropriately forwarded to the Parish Council for consideration and comment.

Planning Decisions – Noted

Correspondence

The Clerk advised Members that two additional invoices had been received since the publication of the Agenda. **Noted**

Information

Clerk's Actions – Noted

Cormac Solutions Ltd – The Parish Clerk advised Members that Cormac Solutions Ltd were still invoicing the Parish Council, in respect of lavatory cleaning/ maintenance at Trebarwith Strand and Trevena Square. The Clerk reported that she had refused to discharge some of the unidentifiable invoices and had written on two occasions to Cormac about the same. To date, the Parish Council is still receiving maintenance invoices date September / October

2016. She has suggested that a face to face meeting is required between the parties, in order to establish more appropriate invoicing references and to determine precisely what these invoices refer to.

It was highlighted by Members that there have been a number of complaints relating to the poor standard of cleanliness in the TVC lavatories, notwithstanding the high cost of Cormac's services.

It was proposed by Cllr. Wickett, seconded by Cllr. Flower and **RESOLVED** that the Parish Clerk should arrange a face to face meeting with Cormac Solutions Ltd, Invoicing Department to discuss the issues outlined. That Cormac Solutions Ltd payments be withheld until matters have been sorted out to the Clerk's satisfaction. All in favour. **Carried**

Accounts Payable

Cheque	Payee	Service	Cost	VAT	Total	
2850	Mrs A. Fry	Pictures	£ 48.75		£ 48.75	
2851	Viking	Stationery	£ 31.47	£ 6.29	£ 37.76	
2852	Viking	Stationery	£ 87.50	£ 17.50	£ 105.00	
2853	Cormac	Bossiney Road Toilets (Maintenance)	£ 496.49	£ 99.30	£ 595.79	
2854	Seadog IT	Annual Licence Key	£ 40.00		£ 40.00	
2855	Seadog IT	Website Maintenance	£ 19.95		£ 19.95	
2856	Cormac Ltd	Cleaning (TVC) - 31311	£ 680.44	£ 136.09	£ 816.53	
2857	Cormac Ltd	Maintenance	£ 129.28	£ 25.86	£ 155.14	
2858	Cormac Ltd	Cleaning (TVC) - 31955	£ 680.44	£ 136.09	£ 816.53	
2859	Carolyn May	Locum Clerk's Salary	£ 929.90	£ 185.98	£ 1,115.89	
2860	Carolyn May	Locum Clerk's Expenses	£ 213.07	£ 42.61	£ 255.68	
2861	Suez UK Ltd	TVC refuse	£ 9.29	£ 1.86	£ 11.15	TVC
2862	Wholesale Stationers (Devon) Ltd	Stationery	£ 62.20	£ 12.44	£ 74.64	TVC
2863	Westcountry Books & Stationery Ltd	Books	£ 57.58		£ 57.58	TVC
2864	JAC Printers	Fobs	£ 45.00		£ 45.00	TVC
			£ 3,531.36	£ 664.02	£ 4,195.38	

It was proposed by Cllr Wickett, seconded by Cllr Flower and **RESOLVED** that the accounts be agreed. Unanimous. **Carried**

Off Street Parking Consultation - Deferred from the meeting of 7th December 2016

Cllr. Garrard highlighted the fact that the consultation was now closed (16th December 2016). No discussion took place.

Planning Protocol Consultation - Deferred from the meeting of 7th December 2016

Cllr Hart informed Members that he had attended a training course, in relation to the implementation of the Planning Protocol in Cornwall.

Cllr Hart stated that Cornwall Council wishes to become more proactive with Parish and Town Councils in relation to the planning process. The provisions of the aforementioned protocol provide for developers approaching Parish and Town Councils at an early stage of the development/planning process, in order to engage in a pre-application consultation.

Should the Parish Council opt to sign up to the Planning Protocol, it would effectively be able to set its own development level. He stressed that the pre-application process would not encompass individual applications, rather, it is intended for developers.

Members considered what tasks would be undertaken by the Parish Council, should it agree to sign up to the protocol. Cllr Hart suggested that there would be a need to attend site / developers meetings etc.

The setting up of a sub-committee to carry out this function was discussed. It was, however, felt by some Members that the current planning application assessment process, adopted by the Parish Council, serves the Council well and that there was no requirement for the establishment of a sub-committee to deal with planning matters. The establishment of such a committee would require additional resources and a separate governing policy.

It was pointed out that Tintagel is a small parish and would be unlikely to receive many pre-applications for consideration. Should any concerns be raised at Parish Meetings in relation to such applications, the Parish Clerk would be asked to contact the applicant to request clarification. In the event that an onerous matter was to arise, a decision could be made, at a later date, to set up a sub-committee, if deemed necessary.

Members did, however, feel that it was important for the Parish Council to sign up to the protocol.

It was proposed by Cllr. Dyer, seconded by Cllr. Souttar and **RESOLVED** that the Parish Council should sign up to the Planning Protocol but that matters arising would be dealt with under the current planning process. Nine in favour, one abstention. **Carried.**

Social Hall Repairs

The Social Hall repair project was discussed. The Parish Council is now at a point where it must commission the preparation of a Tender Specification. It was suggested that this should be undertaken by RTP.

Cllr Wickett advised that the decision to repair the existing Social Hall is a major undertaking and that there is a need to 'get it right'. Although there has been a refusal, on the part of Cornwall Council, to sell the Bossinney Road Car Park to the Parish Council, he

would like to have one last discussion with Cornwall Council in order to ascertain whether it would be willing to sell part of the Bossiney Road car park, for the purpose of building a new Social Hall. He added that a purpose built social hall would be cheaper to maintain and that the existing Social Hall could be sold for development.

Cllr Wickett volunteered to speak with the relevant Cornwall Council Cabinet Member and indicated that the Parish Clerk would also attend any such meeting.

It was proposed by Cllr. Wickett, seconded by Cllr Keane and **RESOLVED** that a meeting should be convened in the next month with Cornwall Council, in order to determine whether a designated piece of land could be procured by the Parish Council, and that a report should be presented to the Parish Council at its' next meeting on 1st February 2017. Unanimous. **Carried.**

Internet Security

The Parish Clerk gave an update to Members in respect of the Council's internet security. She advised Members that there had been a serious breach of the Council's internet security system and that all of the data stored on the laptop had been lost. Fortunately, the files had been backed up to a hard drive and the Parish Council's information loss was minimal.

The computer is currently being repaired and the Clerk requested that the Parish Council; purchase a three year, high security programme at a cost of £150.00

It was proposed by Cllr Hodge, seconded by Cllr Dyer and **RESOLVED** that the Clerk should purchase appropriate internet security for the Parish laptop, Unanimous. **Carried.**

Tintagel Visitor Centre Management

Members discussed the options relating to the management of the TVC and of the Parish Council's assets.

Cllr. Wickett advised Members that an appointed Business Administrator would have to take responsibility for the maintenance of the public lavatories at the TVC. He referred to the fact that the Parish Council is, at present, paying external businesses to carry out the maintenance and cleaning of the lavatories and the Social Hall. Cllr. Wickett then raised the questions: should these tasks be undertaken by an employee? and does the Parish Council have funding for such a person?

Cllr. Hart advised that the position discussed by the Parish Council, at a previous meeting, was that of a 'Parish Council Assets Co-ordinator' and not a 'TVC Manager'. It was also suggested that the post holder would not be responsible for the TVC assets, as the TVC is a separate entity from the Parish Council.

Cllr Hodge alluded to the costs that would be incurred through the appointment of an

employee and suggested that the Parish Council/ TVC could procure the necessary services from individual contractors, thus saving on the costs of employment.

The issues surrounding the appointment of a paid 'Overseeing Manager' for the TVC were also discussed.

It was proposed by Cllr Hart, seconded by Cllr. Hodge and **RESOLVED** that a separate meeting should be convened to discuss the position and responsibilities of any potential 'Business Co-ordinator' post holder. Unanimous. **Carried.**

Date and Time of Next Meeting

The next meeting of the Tintagel Parish Council will be held on 1st February 2017 in Tintagel Social Hall. Commencing at 7.00 pm

The Parish Council Entered into Committee at 8.50 p.m

Staffing - Members were advised that the new Parish Clerk, Mrs Carolyn May, had now been appointed.

Parish Councillor Issues – no comments were made on this matter.

Correspondence – Members were appraised of the opinion provided by Cornwall Council

The Parish Council exited Committee at 09.15 p.m

The Meeting closed at 09.15 pm

Carolyn Y. May LLB (Hons), MA (Finance & Investment), B.Sc
Parish Clerk