

TINTAGEL PARISH COUNCIL



'Tintagel's Great Seal'

Clerk. Mrs S.J. Moth

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3rd October 2013

DRAFT Minutes of the Meeting of Tintagel Parish Council **held on Wednesday 2nd October 2013**

Present: Cllrs. Wickett, Hodge, Flower, Dorman, Spurdens, Roberts, Dyer (joined the meeting at 7.00 p.m.),
Brooks & Goward

1 members of the public was present

Apologies : Cllr. Dyer

Co-option of Parish Councillors

Two candidates attended the meeting with a view to joining the Parish Council. Parish councillors were invited to ask questions of the candidates.

It was proposed by Cllr. Dorman, seconded by Cllr. Hodge and RESOLVED that Ms. Lewis be invited to join the Parish Council. All in favour.

It was proposed by Cllr. Brooks, seconded by Cllr. Roberts and RESOLVED that Mr. Hockerday be invited to join the Parish Council. One vote against, remainder in favour.

Cllr. Dyer joined the meeting.

Declarations of Interest

Cllr. Goward declared an interest in Planning Application PA13/08114 as the applicant is a relative of his wife.

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

A member of the public asked if the Council still had a contract with a private company to control unauthorised parking at the Social Hall. This item would be discussed under Matters Arising from the last minutes.

The Chairman welcomed Ms. Lewis & Mr. Hockerday to the meeting. They had met with the Parish Council earlier and were invited to sit in on the meeting.

Declarations of Interest

No further declarations.

Minutes of the previous meeting 4th September 2013 and Matters Arising

Pg. 1399 – the Clerk had received an email from the Planning Department regarding the Pasty Shack. It was agreed that the Clerk should write to Cornwall Council expressing concern about the length of time this issue takes to resolve each year meaning that the Pasty Shack remains in situ for the whole season and to ask what plans would be put in place for 2014 to prevent this.

Pg. 1402 – Social Hall parking – the Clerk had been trying to contact Llawanroc Parking. Cllr. Spurdens proposed that the Clerk write and give 7 days for a response or the signs would be removed. Seconded by Cllr. Dorman. Cllr. Brooks proposed that the Clerk write and give 28 days for a response or the signs would be removed. Seconded by Cllr. Roberts. All in favour. Cllr. Flower proposed an amendment that the Clerk write and advise the Company that they are responsible for the signs and they do not appear to be carrying out regular patrols and ask them if they do intend to continue to patrol the area or cease the Contract. Seconded by Cllr. Goward. All in favour.

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

Police – no report

CCC C/Cllr. Brown – no report

Christmas Lighting Committee - no report

Code of Conduct Consultation Event – Cllr. Roberts reported on the Code of Conduct Consultation Event.

He had noted that members should leave the room or the chamber when necessary, that non-registerable interests relate to family and friends, that Apologies and Declarations of Interest should come before the public participation section.

Cllr. Roberts also reported on the recent Community Network Meeting. Sarah Simms is the new Community Network Officer. Removal of RADAR keys was a mistake and they would be replaced where necessary. Parish Councils should submit Network Priorities which may be funded by the Community Infrastructure Levy. The Clerk reminded members that this item had been on the Agenda a number of times last year and no effort had been made to suggest priorities in order to complete the forms.

Cllr. Roberts felt the main point of the meeting was regarding Neighbourhood Planning. The only way to prevent development in your area is to produce a plan. The Clerk had been advised of a Special Meeting to be held re Neighbourhood Plans in Camelford on the 22.10.13. Cllrs. Dyer, Roberts, Brooks, Goward, Wickett, Flower and Spurdens would attend. Cllr Dorman advised that she would be away at the time. Cllr. Hodge advised that he would be away. An item would be placed on the next Agenda to discuss this matter.

PLANNING APPLICATIONS

PA13/08413 Mrs. Lesley George, Poldu, Trebarwith Road, Delabole - Alterations to kitchen, erection of orangery and utility room extensions

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

PA13/08114 Mr. D. May, Trewarmett Farm, Trewarmett, Tintagel - Construction of dwelling

It was proposed by Cllr. Spurdens, seconded by Cllr. Dorman and RESOLVED that an objection be raised to this application as it is on a dangerous bend, the site would be overdeveloped and is in an Area of Outstanding Natural Beauty. One abstention. Remainder in favour.

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

PA13/08555 Mr. Nigel Francis, Crispen House, Fore Street, Tintagel – Extension of time of PA10/03835 for Construction of a dwelling following demolition of existing garage approved on 24.9.10.

It was proposed by Cllr. Goward, seconded by Cllr. Dorman and RESOLVED that no objection be raised to this application. All in favour.

AGENDA ITEMS

Co-option of Parish Councillors – to confirm any co-options made

The appointment of Mr. Hockerday and Ms. Lewis was confirmed.

Recommendation from Staffing Committee 5.6.13 that the Terms of Reference, Disciplinary Procedure & Grievance Procedure be accepted

It was proposed by Cllr. Flower, seconded by Cllr. Brooks and REESOLVED that the documents be accepted. All in favour.

Parish Website update – correspondence from Seadog IT with recommendations for progression

The Clerk advised of the recommendations received from Seadog IT with regard to councillors providing some brief information about themselves for the website. She would distribute a copy of the information with the Draft Minutes.

It was agreed that Cllrs. Roberts and Brooks along with Mr. Hockerday and Ms. Lewis (once their paperwork had been completed) would be the liaison members for the Clerk between meetings when information was requested from Seadog IT.

Discussion took place about a possible logo for the site and it was agreed that the Great Seal should be used.

Parish work

- **To consider authority for small maintenance issues to public conveniences, Visitor Centre and areas in parish between meetings**

It was proposed by Cllr. Spurdens, seconded by Cllr. Dorman and RESOLVED that the Clerk continue to have authority to authorise small works. All in favour.

Bossiney Public Conveniences

- **to decide winter opening hours** – it was agreed that only the disabled facility would be opened wef from 4.11.13.
- **correspondence from Cornwall Council re: completion of transfer** – it was agreed that the Clerk and Chairman would arrange to complete the Land Registry Forms.

TVC Public conveniences

- **to decide winter opening hours** – it was agreed that the facilities would remain open 7 days a week through the winter months. Cllr. Spurdens would continue to open them around 8.00 a.m. and they would be closed by Ms. Lewis after cleaning at around 5.00 p.m.
- **Disabled toilet - To consider removal of RADAR key lock to disabled facility to enable all users** - it was agreed that the RADAR key facility would not be removed.

Tintagel Visitor Centre

- **To consider cover for the Clerk, the Clerk's hours at the Centre and on-going cover through the winter** – the Clerk advised that she was almost up to date with work at the present time now that it was a little quieter. She did re-iterate however that additional cover would be required for her through the next season. She thanked Cllrs. Wickett, Spurdens, Dyer & Dorman for their support when cover was needed.
- **To consider the Opening Hours for the Winter 2013/14** – it was proposed by Cllr. Spurdens, seconded by Cllr. Dyer and RESOLVED that the winter opening hours wef 4.11.13 would be from 10.00 a.m. – 12.30 p.m. All in favour.

Recommendations from Visitor Centre Working Group 11.9.13:-

- **That 2000 copies of the Tintagel book be ordered from Kingfisher Print** – it was proposed by Cllr. Hodge, seconded by Cllr. Dorman and RESOLVED that 2000 copies of the book be ordered. The Clerk would liaise with members of the Working Group about the minor amendments needed to the print.
- **That, space permitting, a page allocated for one line entries for all advertisers at the back of the Guide** – it was agreed that a similar format to this years would be included in the Guide whereby all advertisers were thanked for their support.
- **That the keyholder list be reviewed and new keyholders agreed** – It was agreed that the alarm contacts would be amended to Cllr. Spurdens, Sue Moth, Cllr. Dyer, Cllr. Roberts. Cllr. Flower felt he no longer needed a set of keys and would return them. It was proposed by Cllr. Wickett, seconded by Cllr. Hodge and RESOLVED that the spare set of keys be passed to Mr. Dale, a long-standing volunteer. All in favour.

Update on proposed Tintagel Guide and Advertising 2014 following Working Group 1.10.13

The Clerk updated on the advertisers who had taken up spaces and adverts to date totaling just over £2000. The next Working Group would be held during the week commencing 21.10.13. All those interested in assisting with the Guide were asked to let the Clerk know which businesses they would follow-up with calls or emails.

Trevena Square

- **to consider any repairs necessary to the boardwalk** – Cllr. Spurdens noted that improvements had been made to the repair work carried out to the bridge. The boardwalk was ok at the present time and any remedial work would be considered in the Spring.
- **to update on work needed to enable street lights to be repaired (email from Cllr. Spurdens)** – Cllr. Spurdens provided a comprehensive report on the street lights and seat lights. It was proposed by Cllr. Dyer, seconded by Cllr. Brooks and RESOLVED that the necessary tool be purchased to lower the lights and that a quote be obtained from Mr. Lowe to carry out work to the street lights. All in favour.

Footpath issues – the Clerk would continue to email Chris Monk to try and get the outstanding issues resolved.

Tintagel Christmas Lights – consideration of quotations for erection and taking down of Christmas Lights 2013

It was proposed by Cllr. Dyer, seconded by Cllr. Dorman and RESOLVED that the quotation from Mr. Lowe be accepted. All in favour.

Cllr. Spurdens advised that he had advised the Lighting Committee that they could use his garage again for the storage of the lights whilst they were being tested, erected and taken down as long as they were packed up and removed from his garage by the end of January.

CORRESPONDENCE

Tintagel Memorial Playing Fields – Request for donation towards upkeep of skate park – It was proposed by Cllr. Brooks, seconded by Cllr. Dyer and RESOLVED that a donation of £250 be made. All in favour.

National Joint Council for Local Government Services – 2013/14 Payscales and Allowances

The Clerk suggested this be discussed at the next meeting.

FOR INFORMATION

Grant Thornton – Completion of Audit for year ended 31.3.13 – The clerk advised that the Completion of Audit had been returned by Grant Thornton.

ACCOUNTS PAYABLE

It was proposed by Cllr. Spurdens, seconded by Cllr. Dorman and RESOLVED that the cheques be signed. Two abstentions. Remainder in favour.

DATE AND TIME OF NEXT MEETING AND CONSIDERATION OF DATE FOR A BUDGET MEETING

The next meeting would be held on the 6th November 2013. A Budget Meeting would be held on the 27th November 2013.

There being no further business, the Chairman closed the meeting at 9.30 p.m.

Chairman

Minutes 0203

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