

TINTAGEL PARISH COUNCIL



'Tintagel's Great Seal'

Clerk. Mrs S.J. Moth

**Lincoln House,
Treven,
Tintagel,
Cornwall.
PL340DT**

Phone: 01840 770022

E-mail : tintagelpc@btinternet.com

5th September 2013

DRAFT Minutes of the Meeting of Tintagel Parish Council
held on Wednesday 4TH September 2013

Present: Cllrs. Wickett, Dorman, Spurdens, Roberts, Dyer, Brooks & Goward

Apologies: Cllrs. Flower & Hodge

5 members of the public were present

Declarations of Interest

None

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

No-one wished to speak

Minutes of the previous meetings 3rd July, 15th July & 29th July and 28th August and Matters Arising

Minutes of 3rd July – The Clerk confirmed she has received additional correspondence from Cllr. Goward querying the information she had sought on this matter. Agreed that the Clerk would make further enquiries. Refer to next meeting.

Cllr. Spurdens asked if any further information had been received regarding the siting of the Pasty Shack. Clerk to write to Cornwall Council to ask for update.

Community Network Meeting – Cllrs. Dyer & Dorman to attend on Tuesday 10th September.

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

Minutes of 15.7.13 - It was proposed by Cllr. Dorman, seconded by Cllr. Goward and RESOLVED that the Minutes be signed as a true record of the meeting. All in favour.

Minutes of 29.7.13 - It was proposed by Cllr. Roberts, seconded by Cllr. Dyer and RESOLVED that the Minutes be signed as a true record of the meeting. All in favour.

Minutes of 28.8.13 – Pg. 1397 – The Clerk had received further correspondence from the Planning Department regarding the application for Tom Cabin, Treknow. It was agreed that no further comment would be made on this application.

Pg. 1398 – The Draft response for the planning application at Mandalay Farm was discussed and the Clerk would redraft and circulate to members prior to it being sent to Cornwall Council.

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.

REPORTS

Police – not present

CCC C/Cllr. Brown reported that savings of £2m had been made on consultancy fees from last year. He noted the shelter at Trethevy had been painted by a local resident. The Clerk would send a letter of thanks. Cllr. Wickett passed Cllr. Brown a copy of the email complaint received regarding licensing hours. Cllr. Goward noted that there are no designated motorcycle spaces at the Visitor Centre car park although they are noted on the signs. Cllr. Brown to make enquiries.

Christmas Lighting Committee - Cllr. Wickett reported that two successful fundraising events had been held during the summer.

PLANNING APPLICATIONS

PA13/07119 **Mr. T. Ward, Trerubies, Upton Farm, Trebarwith, Delabole**
Proposed alterations

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

*Also to consider any other applications received since the Agenda was published.
No further applications received.*

AGENDA ITEMS

Anti-social behaviour in Fore Street and concerns over licensing hours – email concerns from a local resident
The clerk outlined details of an email complaint received. A copy had already been passed to Cllr. Brown regarding the licensing issues and it was resolved to send a copy of the email to the Police asking that urgent action be taken regarding the issues raised. The Clerk would advise the complainant of the action taken.

Parish work

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

Cllr. Wickett advised of small items which needed to be purchased such as sundry items for toilet repairs. There were no objections to this but the matter would be discussed further in the Autumn.

Public Conveniences –

- Transfer of Bossiney Public Conveniences from Cornwall Council – to agree additional signatures required to documentation – it was proposed by Cllr. Dorman, seconded by Cllr. Brooks and RESOLVED that the form be signed by Cllrs. Wickett & Spurdens. All in favour.
- To update on re-opening of conveniences at Bossiney – the toilets have been re-opened and are being cleaned, locked and unlocked by Rob and Lorraine and Cllr. Wickett. An item will be placed on the next Agenda to consider opening hours for the winter.

Tintagel Visitor Centre Public Conveniences:

- To consider replacing paper towels to the disabled toilet with a hand-dryer – it was proposed by Cllr. Spurdens, seconded by Cllr. Dyer and RESOLVED that an electric hand dryer be provided to the disabled toilet at the Visitor Centre. Cllr. Spurdens would check supplies of paper towels and the electricity supply prior to the Clerk placing the order.
- To consider removal of RADAR key lock to disabled facility to enable all users – it was agreed to consider this option at a later date.
- To advise of receipt of complaint from Mrs. W. Lewis – the content of the letter was advised to the Parish Council and noted.

Cllr. Goward asked what the agreed times were for opening and closing of the conveniences at the Visitor Centre. It was agreed that set times should be agreed over the coming winter period for next season and Cllr. Wickett would speak to Larry and Claire to try and ascertain current closing times in order that the toilets could be re-opened and locked after being cleaned when considered necessary.

Tintagel Visitor Centre:-

- To update on the Advertising Scheme and publishing of a new Guide for 2014 – the Clerk advised that nearly all the brochures had been posted or hand-delivered. Cllr. Roberts offered to help with Port Isaac and Cllr. Spurdens with Boscastle. It was agreed to hold a Working Group next Wednesday 11th September at 8.30 a.m. to finalise delivery and to draw up a list of other businesses to which the information could be sent. The Clerk advised there were a small number of new products for consideration at the meeting.
- To consider cover for the Clerk, the Clerk's hours at the Centre and on-going cover through the winter period and 2014 season – Cllr. Wickett advised that the Clerk needed more time away from the Centre to keep up with Parish work. This item would be considered through the winter in order that alternative cover was in place prior to next season.
- To consider the Opening Hours for the Winter 2013/14 – agreed to put forward for consideration at October meeting
- To update on the complaint made re: feeding of animals – the problem has been resolved with input from the Environmental Health Department at Cornwall Council. Any further incidents will be reported to them immediately.
- To consider provision of additional equipment – Cllr. Spurdens suggested the provision of a laptop for the Clerk's work. After discussion it was agreed that this was not necessary at this time.

Parish Website

- To update on the provision of a Parish/Visitor Centre website – two presentations had been attended by councillors through the summer months, both of which were very impressive.
- To consider quotations received to provide a Parish/Visitor Centre website – all councillors had received copies of both estimates. Cllr. Goward suggested this item be deferred by a month in order to allow more time to look at the estimates received. It was proposed by Cllr. Brooks, seconded by Cllr. Spurdens and RESOLVED that the estimate received from SeaDog IT be accepted. All in favour. The Clerk would confirm to Sea Dog IT that their estimate had been accepted and advise Razor Solutions that their estimate was not accepted at this time but to thank them for their presentation.

Cllr. Wickett advised that a letter of thanks for the hard work carried out by councillors, the Clerk and volunteers at the Centre had been received from Mr. Sandercock along with a £250 donation towards enhancements at the Centre. The Clerk would write and thank Mr. Sandercock for his kind words and donation.

- To consider application for a grant from the Community Chest – it was agreed that an application for £500 be made from the Community Chest towards the cost of the provision of a website.

Audit of Accounts – 2012/13

- To consider further comments received from Cllr. Goward 27.8.13 – the comments had been circulated to all members and no further comments were received.
- Letter from Grant Thornton re Audit of Accounts – the Clerk advised that the Audit Form could not be returned until the Parish Council had confirmed that the Accounts had been approved and Sections 1 and 2 on the form re-dated following acceptance of the Accounts.
- To consider acceptance of the Accounts 2012/13 – it was proposed by Cllr. Dorman, seconded by Cllr. Dyer and RESOLVED that the Accounts be accepted. One abstention. Remainder in favour.

Co-option of Parish Councillors - To consider co-option to fill two remaining vacancies on the Parish Council – it was proposed by Cllr. Dyer, seconded by Cllr. Goward and RESOLVED that the Clerk would display the relevant notices with a view to interviewing any prospective councillors prior to the October meeting. All in favour.

Street lights, Trevena Square – to consider work to repair lights – Cllr. Spurdens agreed to speak to Ted Lowe to try and resolve the situation with the broken street lights in the Square.

Footpaths – update on increasing list of repairs and replacements advised to Cornwall Council – The Clerk advised that she had been notified by Chris Monk today that the bridge at the bottom of Trevena Square had been repaired. Cllr. Spurdens advised it was not a very good repair. Clerk would contact Chris Monk to advise of this and also to enquire if anything was being done about all the other issues which had been reported to him.

Parish Seats

- Broken seat opposite Trebarwith Farm – it was proposed by Cllr. Dyer, seconded by Cllr. Spurdens and RESOLVED that a new seat be purchased. All in favour. Clerk to arrange.

Tintagel Social Hall

- Parking of unauthorised vehicles – Cllr. Spurdens was concerned that vehicles are still being parked there that are not using the Social Hall. Clerk to contact the parking company to see if regular patrols are still being carried out.

CORRESPONDENCE

Cornwall Council

- Town and Parish Council Summit Event, 21st September 2013 - noted
- Budget Consultation Event, 9th October 2013 - noted
- Charges for uncontested election, May 2013 – the clerk advised that CALC had taken this issue up with Cornwall Council but that no reductions in the charges were proposed.

National Joint Council for Local Government Services – 2013/14 Pay scales and Allowances – to be referred to the October meeting.

FOR INFORMATION

South West Water – “Water Future Proposals and Choices 2015-2020” – noted.

ACCOUNTS PAYABLE

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

DATE AND TIME OF NEXT MEETING

The next meeting would be held on Wednesday 2nd October.

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

Chairman

Minutes 0493

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