

TINTAGEL PARISH COUNCIL



'Tintagel's Great Seal'

Clerk. Mrs S.J. Moth

Phone: 01840 770022

E-mail : tintagelpc@btinternet.com

Lincoln House,
Treven,
Tintagel,
Cornwall.
PL340DT

14th May 2013

DRAFT Minutes of the Annual Meeting of Tintagel Parish Council held on Monday 13th May 2013

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

4 members of the public were present

Apologies: Cllr. Spurdens

Declarations of Interest

Cllr. Roberts declared an interest in planning application PA13/03589 as it was an application for his own property.

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

Martin Smith advised that a cheque was on the way from the Lighting Committee. He asked what was happening regarding the public conveniences at Bossiney and the Chairman advised him that the Parish Council were in the process of purchasing the toilets from Cornwall Council and that a schedule of refurbishment works would be carried out by Cornwall Council prior to the transfer. He congratulated the councillors on their re-election and their success over the past twelve months with the Visitor Centre.

Terry Dangar asked if the Parish Council had considered the costs in taking over the conveniences at Bossiney. Cllr. Wickett advised that a lot of thought had been given to the matter.

Cllr. Glenton Brown wished the Parish Council every success with the conveniences at Bossiney.

Cllr. Wickett thanked him for his kind comments but did note that he was disappointed that Cornwall Council did not continue with the cleaning and maintenance of all the conveniences in the parish bearing in mind the revenue gleaned from the two car parks in the parish.

ELECTION OF CHAIRMAN AND VICE CHAIRMAN

It was proposed by Cllr. Dyer, seconded by Cllr. Dorman and RESOLVED that Cllr. Wickett be elected Chairman for the coming year. All in favour. Cllr. Wickett accepted the position and duly signed the "Chairman's Declaration of Acceptance of Office" which was witnessed by the Clerk.

It was proposed by Cllr. Dorman, seconded by Cllr. Roberts and RESOLVED that Cllr. Hodge be elected as Vice-Chairman for the coming year. All in favour. Cllr. Hodge accepted the position.

To confirm receipt of Declarations of Acceptance of Office from all councillors

The Clerk confirmed that all Declarations had been signed and countersigned.

Election of:

Playing Fields Representative – Cllr. Goward noted a point of order regarding this. He did not know who the representatives had been. The Chairman explained that the Playing Fields Committee was an outside body to which the Parish Council elected a representative. However, due to the meeting being held on the same night as the Parish Council meeting it was rare that attendance took place. Cllr. Hodge proposed that no representative be elected but that Cllr. Roberts be nominated as the Liaison Officer. Seconded by Cllr. Dorman. All in favour. Cllr. Roberts accepted the position.

Christmas Lighting Committee Representative – In the absence of any nominations, Cllr. Wickett offered to be the representative, this was seconded by Cllr. Dyer. All in favour.

To consider the following items:-

- **Nomination and election of a Staffing Committee (Draft copy of Terms of Reference circulated to members with Agenda)** – Cllr. Flower proposed that Cllr. Hodge be elected to the Staffing Committee, seconded by Cllr. Dorman. Cllr. Hodge proposed that Cllrs. Flower and Dyer also be elected, seconded by Cllr. Brooks. All in favour of all three nominations. Cllr. Goward raised the point about indemnity to the Staffing Committee. The clerk had used the NALC/CALC Terms of Reference but she would confirm this point. It was agreed that the Staffing Committee would meet prior to the next Parish Council meeting to elect a Chairman and Vice-Chairman and to consider acceptance of the Terms of Reference, Disciplinary Procedure and Grievance Procedure.
- **the adoption of a Disciplinary Procedure (Draft copy circulated to members with Agenda)** – to be considered by the Staffing Committee at their first meeting.
- **the adoption of a Grievance Procedure (Draft copy circulated to members with Agenda)** - to be considered by the Staffing Committee at their first meeting.
- **the adoption of a Model Publication Scheme (Draft copy circulated to members with Agenda)** – it was proposed by Cllr. Flower, seconded by Cllr. Hodge and resolved that the Model Publication Scheme be accepted and that the charge for hard copies would be 10p per sheet except for the Parish Plan of which the Clerk still had several copies available. All in favour.
- **the acceptance of the recommended amendments to Standing Orders received from Cornwall Association of Local Councils** – it was agreed that the Parish Council would await the new Standing Orders due to be published later this year.
- **the acceptance of Calendar of Meetings for 2013/14** – an amendment was needed – the date for the April 2014 meeting should read the 2nd not the 3rd. Clerk would amend and provide new copies.
- **the acceptance of List of Parish Councillors with any additions to include telephone numbers and email addresses** – Cllr. Goward advised the Clerk of his telephone number and she would add this before distributing revised copies to all members.

Declarations of Interest

No further declarations.

Minutes of the previous meeting 3rd April 2013 and Matters Arising

The Clerk advised that she had been in contact with Oliver Jones and Bossiney Bay/Ocean Cove with regard to payment for the new signage and all was in hand.

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

REPORTS

Police no report.

CCC C/Cllr. Brown updated on the recent Cornwall Council elections. The Chairman congratulated Cllr. Brown on his re-election but noted it was a shame about the internal politics.

Christmas Lighting Committee - there was no report.

PLANNING APPLICATIONS

PA13/02765 **Mr. Roy Richards, Pencarn, Trewarmett, Tintagel**

Construction of conservatory

It was proposed by Cllr. Flower, seconded by Cllr. Dorman and RESOLVED that no objections be made to this application. All in favour.

PA13/02476 **Mr. Alan Chamberlain, Westcote House, Bossiney Road, Bossiney, Tintagel**

Removal of collapsing wall and pedestrian gateway to create vehicular entrance/exit

It was proposed by Cllr. Hodge, seconded by Cllr. Brooks and RESOLVED that no objections be made to this application. One vote against. Remainder in favour.

PA13/03253 **Mr. S. Evans, 7 Atlantic Way, Tintagel**

Replace front extension and extend, re-clad external elevations, extensive internal alterations

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

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

Cllr. Roberts left the room during discussion of the following item:

PA13/03589 **Mr. M. Roberts, Fenaria, Bossiney, Tintagel**

Proposed single storey rear extension and construction of dormer windows in rear elevation at first floor level

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

AGENDA ITEMS

Public Convenience Review

- **Update on cleaning of Visitor Centre public conveniences** – the Clerk advised that all was going well with the cleaning of the conveniences.

- **Update on purchase and refurbishment of public conveniences at Bossiney** – the Clerk had written to Cornwall Council to accept the schedule of works to be carried out.
- **To consider agreement of Tenancy at Will with Cornwall Council to re-open conveniences at Bossiney** – it was proposed by Cllr. Flower, seconded by Cllr. Dyer and RESOLVED that the Clerk write to Cornwall Council to advise that the Parish Council wished to proceed with a Tenancy at Will which could be signed by the Chairman if it was received prior to the next meeting. Clerk to contact the lady who had offered cleaning services. All in favour.

Tintagel Visitor Centre

- **To consider the continuation of the hot water supply to public conveniences** – it was proposed by Cllr. Dyer, seconded by Cllr. Dorman and resolved that any hot water supplies to the conveniences at the Visitor Centre be removed. The clerk would check how many supplies there were and report back to the next meeting.
- **To consider prices for the collection of paper waste from public conveniences** – it was proposed by Cllr. Dyer, seconded by Cllr. Goward and RESOLVED that the price from Sita for emptying of a 240l bin be accepted. All in favour.
- **To advise of contract with Initial Waste for disposal of female hygiene waste** – the Clerk advised that the paperwork had been received and the new bins were in place.
- **To review the keyholder list** – it was proposed by Cllr. Hodge, seconded by Cllr. Dyer and RESOLVED that the keyholder list remain the same. All in favour.

To consider the Co-option of Parish Councillors (2 vacancies)

In accordance with Cornwall Council requirements, it was agreed that the Clerk would arrange for the appropriate Notice to be displayed this week with a view to meeting with prospective applicants at the meeting on the 5th June.

CORRESPONDENCE

Cornwall Council

- **Letter regarding Bossiney Mast Action Group** – it was proposed by Cllr. Hodge, seconded by Cllr. Brooks and RESOLVED that no further reply be sent to Bomag regarding the letter they had sent to Cornwall Council.
- **Local Maintenance Partnership 2013/2014 – Eligible funding – Offer of grant** – it was proposed by Cllr. Roberts, seconded by Cllr. Brooks and RESOLVED that the offer of grant of £1205 be accepted. All in favour.

It was proposed by Cllr. Flower, seconded by Cllr. Dyer and RESOLVED that the following resolution be passed. All in favour:-

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 item:-

To consider quotations for a new parish noticeboard adjacent to the Medical Centre

Cllr. Hodge requested that the Clerk obtain further details of the wood, hinges, size of legs to be provided. Agreed that the Clerk would make further enquiries.

ACCOUNTS PAYABLE

It was proposed by Cllr. Dorman, seconded by Cllr. Dyer and RESOLVED that the cheques be signed. One abstention. Remainder in favour.

DATE AND TIME OF NEXT MEETING AND DATE FOR ANNUAL PUBLIC PARISH MEETING

It was agreed that the next meeting would be held on the 5th June 2013 at 7.30 p.m. and that the meeting would be preceded by the Annual Public Parish Meeting at 7.00 p.m.

There being no further business, the Chairman closed the meeting at 9.15 p.m.

Chairman

Minutes 1353

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