

# Forrabury & Minster Parish Council



Minutes : 12<sup>th</sup> August 2021

Page 1 of 4

**Present** Cllr Hockin, Cllr Edwards, Cllr Simmonds, Cllr Bright, Cllr Edwards-Symons, Cllr Yates, Cllr Rodda, Cllr Bridges, Cllr Potter and CCllr Jordan

## 08.01 Apologies – Cllr Ferrett

**08.02 Declarations of Interest** – Cllr Edwards declared an interest in planning application PA21/04844. Cllr Potter and Edwards-Symons declared an interest in planning application PA21/06974 (if discussed).

**08.03 Public Participation** - 1 members of the public present.

**Cornwall Councillors Report** – CCllr Jordan reported Cornwall Council have purchased land and plan to build 40-50 council houses. They are seeking further land to purchase to build more council houses. Cornwall Council is planning to sow seeds which flower as red, white and blue plants to celebrate The Queen's Platinum Jubilee.

St Genny's Parish Council have arranged defibrillator training if any councillor would like to attend please contact their clerk.

"20 is Plenty" – the Camelford Community Network Panel are seeking where parish councils feel 20mph is required in their area.

## 08.04 Planning - To consider planning applications received

|             |                                                                                                               |
|-------------|---------------------------------------------------------------------------------------------------------------|
| Application | PA21/04844                                                                                                    |
| Proposal    | Outline Application with all matters reserved except access for a phased development of up to three dwellings |
| Location    | Land North Of Wilmar Tintagel Road Boscastle Cornwall                                                         |
| Applicant   | Mr & Mrs Ian and Michelle Nicholls                                                                            |

Cllr Edwards left the meeting.

Cllr Edwards-Symons proposed the council support this application. Seconded by Cllr Bridges. All in favour.

Cllr Edwards re-joined the meeting.

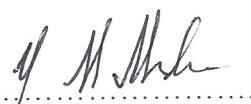
|             |                                                                                    |
|-------------|------------------------------------------------------------------------------------|
| Application | PA21/06800                                                                         |
| Proposal    | Alterations and improvements to existing farmhouse to include new balcony to rear. |
| Location    | Polrunny Farmhouse, Boscastle, Cornwall, PL35 0EL                                  |
| Applicant   | Mr A Benjamin                                                                      |

Cllr Simmonds proposed the council support this application but would like to see the finish in stone rather than render. Seconded by Cllr Edwards-Symons. All in favour.

|             |                                                                                                                                                                 |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Application | PA21/06844                                                                                                                                                      |
| Proposal    | General updating and construction of two storey extension, enlargement of rear lean-to and construction of lean-to plant roof for ASH and borehole pump/filter. |
| Location    | Higher Pendavey B3314 Between Higher Trethem Farm And Station Road Camelford PL32 9TY                                                                           |
| Applicant   | Mr Richard Mattos                                                                                                                                               |

Cllrs Simonds proposed the council support this application. Seconded by Cllr Edwards-Symons. All in favour.

Adrian Prescott (Clerk)

Signed Chairman.....

# Forrabury & Minster Parish Council



Minutes : 12<sup>th</sup> August 2021

Page 2 of 4

## 08.05 To consider other planning applications received by time of meeting

The clerk advised there had been five planning applications received since the agenda was published. Cllr Simmonds proposed the council consider three of them ( PA21/07282, PA21/07236 and PA21/06947) at this meeting. Seconded by Cllr Edwards-Symons. All in favour.

The clerk would arrange a further planning meeting on 26<sup>th</sup> August.

|             |                                                |
|-------------|------------------------------------------------|
| Application | PA21/06974                                     |
| Proposal    | New garage roof and erection of artists studio |
| Location    | Heathdene Paradise Road Boscastle PL35 0BL     |
| Applicant   | Mr & Mrs A Fry                                 |

Cllrs Potter and Edwards-Symons left the meeting.

Cllr Edwards proposed the council support this application. Seconded by Cllr Bridges. All in favour.

Cllrs Potter and Edwards-Symons re-joined the meeting.

|             |                                                                           |
|-------------|---------------------------------------------------------------------------|
| Application | PA21/07282                                                                |
| Proposal    | Improvements to existing access to B3266, together with associated works. |
| Location    | Tregath Business Park Station Road Camelford Cornwall PL32 9TZ            |
| Applicant   | Mr J Smeeth                                                               |

Cllr Simmonds proposed the council support this application. Seconded by Cllr Yates. All in favour.

|             |                                                                       |
|-------------|-----------------------------------------------------------------------|
| Application | PA21/07236                                                            |
| Proposal    | To coppice (fell at the base) 5 Ash Trees which are subject to a TPO. |
| Location    | Within Minster And Peter's Wood Boscastle                             |
| Applicant   | C/O Agent                                                             |

Cllr Edwards-Symons proposed the council support this application but would expect replacement trees planted to offset the removal of these trees. Seconded by Cllr Yates. All in favour.

## 08.06 Minutes

Minutes of the meeting held on 10<sup>th</sup> June 2021 – Cllr Simmonds proposed the minutes be accepted as a true record. Seconded by Cllr Yates. All in favour.

Minutes of the meeting held on 8<sup>th</sup> July 2021 – Cllr Yates proposed the minutes be accepted as a true record. Seconded by Cllr Edwards-Symons. All in favour. Cllrs Bridges and Potter abstained not at meeting.

Minutes of the meeting held on 29<sup>th</sup> July 2021 – A section of the planning item appears to be missing on the printed version. Clerk to check and re print for next meeting.

## 08.07 Matters to Report (only) from previous meetings minutes – nothing raised

## 08.08 Items from previous meeting

Covid-19 – To be added to risk assessment document as appropriate.

Website – The Clerk reported each councillor had been allocated a unique email account for use as a councillor. Cllr Simmonds proposed all councillors to have their new email account set up by next meeting on 9<sup>th</sup> September. Seconded by Cllr Edwards-Symons. All in favour. Cllr Yates proposed the clerk review the existing website particularly the Councillors page as it was out of date. Seconded by Cllr Simmonds. All in favour.

Highways – CCllr Jordan reported Cornwall Council is due to start cutting back hedges etc. in September.

Cllrs Hockin and Edwards would take the issue of speed signs which indicated the speed a vehicle was doing (for sharing across the area) to the next Camelford Community Network Panel meeting.

Adrian Prescott (Clerk)

Signed Chairman.....

# Forrabury & Minster Parish Council



Minutes : 12<sup>th</sup> August 2021

Page 3 of 4

WI – The Telephone box at the bottom of Old Road is now being used as a second hand book stall. There is to be a arts and craft exhibition on 23<sup>rd</sup> 24<sup>th</sup> and 25<sup>th</sup> September.

## Works around the village –

Notice boards – nothing further to report.

Cllr Bright reported the wall supporting private road has cracks in it above the Visitor Centre. The Wire fence on the path above the harbour on the left is broken, and the gate to the stitches from the coast path near the lookout is broken. Clerk to report to National Trust. Cllr Bright also commented on the amount of ragwort throughout the village. Cllr Edwards reported she had received a concern that the concrete sculpture owned by the Parish Council which was a display exhibit in the Visitor Centre in being stored outdoor where is likely to be damaged by the weather. Cllr Hockin proposed the lady who raised the concern contact the clerk. Seconded by Cllr Edwards. All in favour. *FOR THE EVIDENCE BASE HAS BEEN COMPLETED*

Neighbourhood Development Plan – Cllr Bridges reported someone was interested in getting involved. Cllr Simmonds advised that most of the work ~~and just need bringing to fruition~~. The Council discussed the formation of the NDP and felt it best to wait until the main holiday season is finished. Cllrs Edwards-Symons and Yates would meet with Cllr Simmonds to better understand exactly where the project is at. NDP documentation etc. will be passed the clerk for safe keeping.

Graveyard – Cllr Hockin would meet with Rev Aston to see if the grave count had been completed and the outcome.

Playground – Cllr Simmonds reported they were still awaiting quotes to repair the fencing.

Dog Warden – A person has shown an interest in the role. The role was discussed and a number of options identified which the council will investigate further.

Camelford Community Network Panel – The Council is likely to be asked to scope some ideas for 20 in plenty around the village/area ahead of the next meeting in September.

CIC/BCTC – Nothing further to report.

Castle Site – Familiarisation walk around for councillors is planned for Saturday 21<sup>st</sup> August at 09:30.

Car Park – Cllr Bright reported she had received three complaints about the upkeep of the car park.

Bottreaux Rise Wall – nothing further to report, clerk to try and get an update from planning enforcement.

Banking – The clerk has sent the revised banking mandate to Barclays.

## Council Documentation Review

Code of Conduct - Cllr Yates proposed the document be adopted. Seconded by Cllr Potter. All in favour.

Risk Assessment – A number of additions including Covid-19 needed. *+ WORKS SPECIFICATION*

## **08.09 Items since last meeting**

### Council Documentation Review

The clerk handed each councillor a copy of the Document retention schedule and Recording at Parish Council meetings. Councillors asked to review the documents ahead of next meeting for adoption as council documents.

Councillors Roles/Responsibility – definitions - deferred to next meeting, councillors asked to consider their roles and come up with some ideas on what the roles entails.

**08.10 Correspondence** – the clerk outlined the significant items of correspondence received, all of which had been copied to councillors. Cllr Yates proposed the clerk distribute the correspondence ahead of the meeting in future, but marked as confidential for meeting only on new email address. Seconded by Cllr Edwards-Symons. All in favour.

Adrian Prescott (Clerk)

Signed Chairman..... *[Signature]*

# Forrabury & Minster Parish Council



**Minutes : 12<sup>th</sup> August 2021**

Page 4 of 4

Cllr Edwards-Symons raised a suggestion put forward by Cllr Simmonds of creating an article in the blowhole as a summary of the findings from the younger generation in the NDP data gather, it was felt the data gathered should not be used at this time for a Blowhole article.

## **08.11 Planning Decisions:** as listed

## **08.12 Reports**

Cornwall Councillors Report – see item after public participation above.

Chairmans report – nothing further to report

Parish Clerk report – Clerk advised he had purchased an external hard drive to store council documentation.

## **08.13 Finance**

| <u>Category</u> | <u>Sub category</u> | <u>Amount</u> | <u>For</u>                  |
|-----------------|---------------------|---------------|-----------------------------|
| Administration  | Salary              | £1061.61      | Salary (July)               |
| Administration  | Expenses            | £28.83        | Expenses (July)             |
| Open Spaces     | Litter              | £550.62       | PC & NT Litter (August)     |
| Loan            | PWLB (DD)           | £940.29       | Loan Repayment              |
| Open Spaces     | Benches             | £58.30        | Forrabury Hill Bench repair |
|                 |                     |               |                             |

Cllr Simmonds proposed that the council approve the amounts as listed for payment. Seconded by Cllr Bright. All in favour.

## **08.15 Agenda items for next meeting**

Website

Highways

WI

Works around the village - noticeboards

Neighbourhood Development Plan

Graveyard

Playground

Dog Warden

Camelford Community Network Panel

CIC/BCTC update

Castle Site

Car Park

Village Hall - Trustee

Council Documentation Review

Document Retention

Recording Parish Council Meetings

Risk Assessment

With no further business the Chairman closed the meeting at 21.35pm

**Date of next monthly meeting Thursday 9<sup>th</sup> September 2021**

Adrian Prescott (Clerk)

Signed Chairman.....