

Forrabury & Minster Parish Council



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

03.01 Apologies –

03.01a Election of Chair- Cllr Bright proposed Cllr Hockin. Seconded by Cllr Edwards. All in favour.

03.01b Election of Vice Chair – Cllr Yates proposed Cllr Edwards. Seconded by Cllr Bright. 9 in favour 1 abstention.

03.01c Appoint Councillor Representatives for 2021/22 separate details available on request.

03.02 Declarations of Interest – none declared

03.03 Public Participation - 13 members of the public present.

One member reported the portable toilet for contractor's resurfacing Forrabury Hill was still in place and given recent high winds had begun to tip over and knowing further high winds are expected. Clerk would report to Cornwall Council.

A member read out a letter they had sent to the clerk that afternoon relating to the Neighbourhood Development Plan and Facebook.

03.04 Planning - To consider planning applications received

Application	PA21/03902
Proposal	Single storey rear extension
Location	Gwavas Lowen Potters Lane Boscastle Cornwall
Applicant	Mr Austen Davies

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

The council had been made aware of a recent change in signage to a shop. Cllr Simmonds ask for it to be noted he had asked Cllr Yates if he felt he had an interest in this item. Cllr Yates replied in the negative.

Cllr Simmonds proposed the council ask Cornwall Council if the change requires planning consent.

Seconded by Cllr Rodda. 2 for ,6 against and 2 abstentions.

03.05 To consider other planning applications received by time of meeting - none received

03.06 Minutes

Minutes of the meeting held on 8th April 2021 – Cllr Yates proposed the minutes be carried forward to next meeting . Seconded by Cllr Simmonds.

Minutes of the meeting held on 22nd April 2021 – Cllr Yates proposed the minutes be carried forward to next meeting . Seconded by Cllr Simmonds.

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

03.08 Items from previous meeting

Covid-19 – Cllr Yates reminded the council the mini bus is available to help people get to vaccination centre.

Annual Audit

Reserved funds – Cllr Simonds proposed the council hold the following reserved funds

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Playground repairs/renewals £10000, Castle site repairs and improvements £5000, 50% of precept as contingency £18000, NDP Grant £1500, Election Costs £2500 and Bus Shelter repairs £3000. Seconded by Cllr Bright. All in favour.

Governance statement – Cllr Simmonds proposed the Governance statement be approved. Seconded by Cllr Bright. 7 in favour 3 abstentions

Accounting Statement – Cllr Simmonds proposed the accounting statement be approved. Seconded by Cllr Edwards-Symons. 7 in favour and 3 abstentions.

Give approval for signature on completion of internal audit. Cllr Simmonds proposed the signature be applied after internal audit. Seconded by Cllr Bright. All in favour.

Insurance renewal – Cllr Simmonds proposed the council accept the long term quote from BHIB. Seconded by Cllr Yates. All in favour. Cllr Simmonds proposed the council approve a cheques signature, if required, ahead of the next meeting. Seconded by Cllr Yates. All in favour.

Website – Councillor pictures and profiles need updating. Cllr Yates and Cllr Bridges would work together and bring suggestions for new website to the council.

Highways – Traffic Regulation Order – Cllr Ferrett proposed the council respond that the proposals (as is) be submitted back to Cornwall Council. Seconded by Cllr Simmonds. All in Favour.

Works around the village – Cllr Bright reported the grass near the motorcycling area needs cutting. Clerk to arrange. CCllr Jordan would give Cornwall Council car park team a nudge re the overhanging branches and shrubs.

Neighbourhood Development Plan – Neil Bridges NDP Committee Chair reported the bank account is in credit and the grant funds (required to be returned if not spent at end of financial year) have been returned. A new application for further funding is in the process of being formulated. The Village Character Assessment survey has now closed with 115 surveys completed. Too early for any conclusive data analysis but indications the planning guidelines appear well supported. However the project is on hold following a number of committee member resignations. The 5 remaining committee member are struggling, at this time, to attend meeting due to other commitment and personal issues.

Cllr Simmonds spoke re the VCA document that had gone for public consultation as not policy, he spoke in response to the letter read that had been read out earlier by a member of the public. He reminded all that the Neighbourhood Development Plan committee is a subcommittee of the Parish Council. Councillors discussed and gave their views on the current situation concerning the recent communications on the face book platform. Cllr Hockin proposed the Parish Council meet with the Neighbourhood Development Committee to identify what can be done to repair the damage. Seconded by Cllr Edwards-Symons. 9 in favour 1 abstention. Code of conduct training was discussed and the next dates being 21st May and 25th May.

Playground – Cllr Simmonds comment on the recent inspection report in that it was a large document but overall the equipment was in relatively good condition. Cllrs Ferrett. Hockin and Simmonds agreed to meet on site to discuss the report.

Dog Warden – Nothing further to report

Camelford community network – Clerk to advise of new attendee.

CIC/BCTC – Cllr Yates reported that Cornwall Council are investigating electric car charging points however the electric supply to the car park is from the Gateway Building and under the ownership of the Boscastle Community Interest Company..

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Castle Site – The Parish Council plans to walk the site scheduled for earlier in the year and postponed due to Covid-19 restriction could now be rescheduled. Clerk to arrange and try and include members from Cornwall Council's monumental improvement project.

Car Park – nothing further to report

Bus Shelter – Following completion of the bus shelter refurbishments the posters for the back of the shelter will be installed once the high winds and rain cease.

Bottreaux Rise Wall – Cllr Simmonds reported it should have had full planning application and the current enforcement process was at stage 8. There may be other items that get included.

Environmental – Bonfires – Cllr Edwards-Symons had concerns (particularly during lockdown last year) on the number of bonfires. Alternative options for disposal of garden waste are available.

Forest for Cornwall – Cllr Potter reported the WI have applied to Cornwall Council for trees, they have not yet had any confirmation of number or types they may get.

Bench on Doctors Corner – Cllr Hockin outlined the reason for the bench being moved from the entrance of a new property to Doctors Corner. This was considered a temporary location for it, however it appears to be used in this position. Cllr Ferrett proposed the council leave it in this position. Seconded by Cllr Edwards. All in favour.

03.09 Items since last meeting

Banking – The clerk has been enquiry with the bank about online banking. This can be set up whereby the clerk sets up any payments and advises two councillors who access the account and authorise payments. The clerk asked if councillors would be willing to be added to the signatory mandate. Cllrs Edwards-Symons, Yates, Edwards and Simmonds agreed to be included.

03.10 Correspondence – the clerk outlined the significant items of correspondence received, all of which had been copied to councillors. From one of the items of correspondence the clerk outlined two points 1) asking the Parish Council to support the NDP and 2) the actions of two councillors. The clerk advised the meeting he would respond to the author advising that the Parish would be meeting with the NDP committee to see how the damage could be repaired and the other concern raised should be directed to the Cornwall Council monitoring officer.

03.11 Planning Decisions: as listed

03.12 Reports

Cornwall Councillors Report – CCllr Jordan reported the success of the recent speedwatch initiative however more volunteers are required. He has sent to committee for a committee decision on the recent planning application at Tregatherall Lodge. All Cornwall Councillors will soon have a community chest of £3000 for small grants. Cllr Jordan has been appointed as a Parish /Town Council liaison officer with the objective of changing the direction of working within Cornwall Council to give local communities more say.

Chairmans report – Cllr Hockin reported he hope to have the bench outside Forrabury Church dedicated to Moira and Ron Hart.

Parish Clerk report – nothing further to report.

03.13 Finance

Category	Sub category	Amount	For
Administration	Salary	£1073.58	Salary (Apr)

Adrian Prescott (Clerk)

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Administration	Expenses	£11.97	Expenses (Apr)
Open Spaces	Litter	£267.21	PC Litter (May)
Administration	Expenses	£6.20	Expenses (May)
Open spaces	Bus shelter	£2600.00	Repairs & Refurbishment
Open Space	Castle site	£176.00	Bench repair
Administration	Playground	£94.80	Playground safety inspection
Open Spaces	Agency	£465.00	Grass first cut

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

Cllr Hockin proposed the council hold back the payment re the bench repair until all councillors had had a look. Seconded by Cllr Potter. 5 in favour, 4 against with 1 abstention.

03.15 Agenda items for next meeting

- Covid-19
- Website
- Highways
- Works around the village - noticeboards
- Neighbourhood Development Plan
- WI
- Banking
- Council procedures - Code of Conduct
- Graveyard
- Playground
- Dog Warden
- Camelford community network
- CIC/BCTC update
- Castle Site
- Car Park
- Bus Shelter
- Bottreaux Rise Wall

With no further business the Chairman closed the meeting at 21.30pm

Date of next monthly meeting Thursday 10th June 2021