

Forrabury & Minster Parish Council



Minutes : 11th November 2021

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

12.01 Apologies – Cllr Bright

12.02 Declarations of Interest – none declared

12.03 Public Participation - 13 members of the public present.

One member spoke raising concerns with Planning application PA21/10650.

Others spoke re the Traffic Regulation Order (TRO) consultation for Old Road, Fore Street and Dunn Street, with concerns for access for emergency vehicles, service vehicles and access to off street parking areas etc. if the yellow lines are removed. The Current yellow lines are unenforceable but do serve a purpose. Consider designated permitted parking areas for residents.

The Chair brought agenda item Highways forward on the agenda.

Highways – The Clerk outline the current position with the TRO and there is an opportunity for a meeting with the highways team after the consultation period. The councillors answered some of the issues put forward and having heard the views put forward would take all this into consideration. The council agreed to hold a public meeting before making any decision.

12.04 Planning - To consider planning applications received

Application	PA21/10650
Proposal	Detached two-storey building comprising a new dwellinghouse with ancillary and art studio. Together with visitor parking area (2 spaces) using existing access to highway.
Location	Half Acre Mount Pleasant Boscastle Cornwall
Applicant	Mr And Mrs Philip And Harriet Halstead

Cllr Yates proposed the council object to this application on the grounds of massing of site, inappropriate contemporary design, addition traffic and limited parking. Seconded by Cllr Simmonds. All in favour.

12.05 To consider other planning applications received by time of meeting – none received

12.06 Minutes

Minutes of the meeting held on 14th October 2021 – Cllr Simmonds proposed the minutes be accepted as a true record. Seconded by Cllr Edwards. All in favour. Cllrs Potter, Bridges and Rodda abstained not at meeting.

12.07 Matters to Report (only) from previous meetings minutes – Cllr Simmonds asked if there was an update to the Boscastle CIC request for a licence from Cornwall Council to empty the machines and use the fees (ring fenced) to upgrade car park services i.e. electric charging points. Cllr Yates advised he would cover it under the Car Park agenda item.

Cllr Simmonds asked if a letter of support had been written to Scott Mann supporting the Camelford by – pass scheme. The clerk confirmed a letter had been sent,

Adrian Prescott (Clerk)

Signed Chairman.....

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12.08 Finance

Category	Sub category	Amount	For
Administration	Salary	£1061.61	Salary (Oct)
Administration	Expenses	£26.82	Expenses (Oct)
Open Spaces	Litter	£301.10	PC Litter (Nov)
Open Spaces	War Memorial	£24.10	Lettering paint
Administration	Training	£36.00	Training
Agency	Grass cutting	£465.00	Grass cut 5
Open Spaces	Village Maintenance	£706.00	Play area and noticeboards

Cllr Simmonds proposed that the council approve the amounts as listed for payment. Seconded by Cllr Edwards-Symons. All in favour. Cllr Hockin abstained.

The clerk provided all councillors with a draft precept budget.

12.09 Correspondence – the clerk outlined the significant items of correspondence received, all of which had been copied to councillors.

The Pantry request for £400 donation. Cllr Potter declared an interest. The chair gave dispensation for Cllr Potter to advised on the role of the pantry. Cllr Yates proposed the council not support at the moment, as it supported a similar project recently, until budget figures are agreed. Seconded by Cllr Edwards-Symons. All in favour.

Coastguard request for funding toward a defibrillator – Cllr Simmonds proposed the council give £500. Seconded by Cllr Bridges. Cllr Yates put forward an alternative proposal in that the council defer a decision for 3 months, as the coastguard have been talking with the Boscastle CIC about restarting the first responders. Seconded by Cllr Edwards-Symons. All in favour.

Estimates for Playground fence – to be discussed in closed session at end of meeting.

12.10 Reports

Cornwall Councillors Report – CCllr Jordan gave the Platinum Jubilee seeds to the Chair. He asked if someone would on his behalf lay his wreath at the War Memorial on Sunday as he is attending the march in Camelford. He advised that he attended a standards meeting and complaints between councillors is on the increase. The A&E unit is under pressure in part due to inappropriate calling of ambulances.

Chairmans report – nothing further to report

Parish Clerk report – The Council had received £1333 from the Community Infrastructure Levy. He had identified a suitable projector. Cllr Simmonds proposed the clerk make the purchase. Seconded by Cllr Edwards. All in favour.

12.11 Items from previous meeting

Council Documentation Review –

Recording at Parish Council Meetings – Cllr Simmonds proposed the council adopt this policy. Seconded by Cllr Potter. All in favour.

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Signed Chairman.....

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Risk Assessment – Cllr Simmonds asked for best value accountability to change substantial for as per Financial regulations.

Register of interest

Clerk to change staffing meeting to March so as to include any salary adjustments for April.

Include a section on Communication (Noticeboards, Website and Facebook)

Clerk to introduce a backup password process in line with section 6.11 of financial regulations.

Financial Regulations –

Clerk to remove the brackets around non applicable sections

Section 1.1 to refer to standing orders.

Introduce quarterly bank statement and reconciliation sign off

Section 4.1 to add chair spend

Section 6.3 to add direct debit, standing order and BACS

Sections 6.7, 6.8 and 6.9 to change every two years to read annually.

Section 7.1 to include pensions act.

Section 11 paragraph h to change “paragraph (a)” to read “paragraph 11.1a”.

The Chair advised the meeting of the time and asked for items that needed a decision tonight. Cllr Yates asked for Car Park and Cllr Simmonds asked for playground and platinum jubilee.

Car Park – Cllr Yates reported the Boscastle CIC met with Cornwall Council re electric vehicle charging and seeking for Cornwall Council to identify an area that the CCIC can licence and install electric charging points. Cornwall council is happy to enter into discussion providing village stakeholders are supportive of the CIC proposal. Cllr Yates asked the council if he and Cllr Bright could talk with stakeholders re electric vehicle charging. Cllr Simmonds proposed the Council support the CIC ambition to install electric charging and that Cllr Bright and Cllr Yates should continue discussions with Cornwall Council and stakeholders.

Seconded by Cllr Ferrett. All in favour.

The Queens Platinum Jubilee Celebrations – Cllr Simmonds proposed the council offer, if/where appropriate, support for any activities individuals or groups that may organise activities/events to celebrate The Queens platinum jubilee and offer a coordination point through himself and Cllr Potter. Seconded by Cllr Yates. All in favour.

The chair asked if Councillors had anything else before going into closed session. The following agenda items deferred to next meeting:

Councillor roles /responsibilities

Litter picking

Website

Dog Warden

Works around the village

Neighbourhood Development Plan

Graveyard

Camelford Community Network Panel

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Signed Chairman.....

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Castle Site

12.12 Items since last meeting - none

12.13 Planning Decisions: as listed

For the following agenda item

(Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be transacted, the public and press are not invited to attend)

Playground – Fence replacement the councillors considered the estimates (due to difficulty in getting materials and the fluctuating prices contractor would only offer estimate rather than quotes. Clerk asked to thank those who had sent an estimate and advise that the deadline is extended to 25th November.

12.14 Agenda items for next meeting

Council Documentation Review

- Risk Assessment
- Financial Regulations

Councillor roles/responsibility

Litter Picking

The Queen's Platinum Jubilee Celebrations

Website

Dog Warden

Highways

Works around the village

Neighbourhood Development Plan

Graveyard

Playground

Camelford Community Network Panel

Castle Site

Car Park

Footpaths

Sculpture

With no further business the Chairman closed the meeting at 21.15pm

Date of next monthly meeting Thursday 9th December 2021

Adrian Prescott (Clerk)

Signed Chairman.....