

Forrabury & Minster Parish Council



Minutes : 13th January 2022

Page 1 of 4

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

15.01 Apologies – Cllr Bright, Cllr Edwards-Symons and Cllr Potter

15.02 Declarations of Interest – none declared

15.03 Public Participation - 1 members of the public present.

15.04 Planning - To consider planning applications received – none received

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

15.06 Minutes

Minutes of the meeting held on 11th November 2021 – Cllr Simmonds proposed the minutes be accepted as a true record. Seconded by Cllr Bridges. All in favour.

Minutes of the meeting held on 9th December 2021 - Cllr Simmonds proposed the minutes be accepted as a true record. Seconded by Cllr Yates. All in favour. Cllr Bridges and Cllr Rodda abstained not at meeting.

Minutes of the meeting held on 9th December 2021 – Cllr Simmonds proposed the minutes be accepted as a true record. Seconded by Cllr Bridges. All in favour.

15.07 Matters to Report (only) from previous meetings minutes – Cllr Simmonds asked Cllr Ferrett about progress with Jubilee seed planting. Cllr Ferrett advised all was in hand.

15.08 Finance

The clerk advised he had been handed £140 in cash (return of unspent grant) from Helping Hands via Cllr Simmonds. Clerk to bank the monies.

Category	Sub category	Amount	For
Administration	Staffing costs	£1061.61	Salary (Dec)
Administration	Expenses	£11.97	Expenses (Dec)
Open Spaces	Staffing	£276.21	Payment (Dec)
Administration	PWLB (Direct Debit)	£940.29	Loan Repayment
Administration	Information Commissioner	£40.00	Data Protection
Open spaces	Castle Site	£1670.00	Site Maintenance
Open spaces	Play Area	£1920.00	Play Area fence replacement
Open spaces	Grass verges	£465.00	6th and final grass cut

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

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

Clerk asked to respond to the letter re sponsorship of dog poo bag dispenser in the affirmative and seek clarification of location etc.

Adrian Prescott (Clerk)

Signed Chairman.....

Forrabury & Minster Parish Council



Minutes : 13th January 2022

Page 2 of 4

Cllr Yates proposed the clerk advise requestors they believe having defibrillator at NCI lookout and Camelford Coastguard station are a good thing however the council would grant support defibrillators more central to the local residential areas accessible 24hrs a day. Seconded by Cllr Simmonds. All in favour. The Pantry request for funding – Cllr Simmonds proposed a grant of £140. Seconded by Cllr Yates. All in favour.

15.10 Reports

Cornwall Councillors Report – Queens Jubilee - CCllr Jordan has granted £1000 to Sir James Smith School as they have numerous events planned for the children.

Camelford bypass MP Scott Mann is meeting with the minister and putting the plan forward showing the wider benefit the scheme will deliver. It is hoped a decision will be forthcoming soon.

A Cornwall Council meeting coming up next week is to discuss trail hunting on Cornwall Council land, Cllr Jordan asked to councillors for their views.

The councillors discuss the lack of homes in Cornwall with many rental units being changed to holiday rental units and the lack of statutory control i.e. fire regulations etc.

Chairmans Report – nothing further to report

Parish Clerk Report – advised Council he would be putting grass cutting out to tender next month. He has been putting together a yearly report on the Community Infrastructure Levy. i.e. how much received, what spent on etc.

He reported the current software is Mircosoft 2010 which has not been support for a couple of years. He suggested purchasing an annual licence to Mircosoft 365 basic business or a personal version. Councillor Simmonds proposed the council purchase an annual licence for Microsoft 365 basic business. Seconded by Cllr Yates. All in favour.

15.11 Items from previous meeting

Highways – The clerk reported on the meeting (virtually) that morning between themselves, the highways manager, Cornwall Councillor Jordan, Community link officer, the clerk and chair of Forrabury & Minster Parish Council to discuss the consultation feedback from all elements of the proposed Traffic Regulation Order. All the proposals where accepted however the feedback from the consultation on Fore Street, Dunn Street and Old Road gave clear preference by the residents to retain the existing double yellow lines.

Cornwall Council does not want to do so without them being enforceable. Consequently a decision was taken to have a revision of the order with local consultation for the lines as to be made enforceable. The Parish Council asked the clerk to arrange a venue for a public meeting on Thursday 3rd February.

The cost of the local consultation is being worked up and some revenue maybe available from the existing funds. However the council may need to provide some funding.

The clerk asked to arrange a public meeting on 3rd February.

Dog Warden – a meeting with a prospective volunteer dog warden will be held in closed session as per decision from December meeting on Thursday 3rd February ahead of the Public Consultation meeting.

Castle Site – Cllr Rodda proposed that the Castle site focus/steering group be re convened there were approximately 20 people who showed an interest before Covid 19 lockdowns stopped meeting. Seconded by Cllr Bridges. All in favour.

Footpaths – email received via Cllr Edwards-Symons asking council look into adding to some of the existing pathways in order to bring about a more coordinated, linked set of pathways. One would run across the valley above Paradise house to create a nice loop accessing great views above Boscastle and another two

Adrian Prescott (Clerk)

Signed Chairman.....

Forrabury & Minster Parish Council



Minutes : 13th January 2022

Page 3 of 4

would be to create a larger loop connecting Boscastle, Lesnewth, the Valency valley and the coast path. At present the footpath down through Peter's wood/Minster wood is the only way to access Valency valley. The creation of Footpaths is the responsibility of Cornwall Council under highways. Clerk to reply identifying who should be contacted.

Sculpture – The Sculpture donated to the Parish by Carole Vincent which had been on display in the Boscastle Visitor Centre is in need of a new location. The executors of Carole's estate are keen to protect it as it is currently being stored under cover outdoors. The Clerk asked, following exhaustion of a suitable site, to write the executors accepting their offer to be custodians of the sculpture on behalf of the community.

Council Documentation Review – nothing to review

Councillor roles /responsibilities – The clerk has amalgamated the draft role description with the roles and responsibilities table to create the beginning of a formal document. The councillors discussed the roles and responsibilities with the addition of finance/budgeting. Clerk to review the document to include/amend role descriptions.

The Queen's Platinum Jubilee Celebrations – Cllr Simmonds reported that those people he had spoken with all indicated they would like a fire beacon. He also indicated that the harbour would likely be a focal point and Cllr Simmonds to liaise with Cllr Bright and have an initial meeting with the National Trust to understand what their views/activity parameters might be.

Website – Clerk advised the council on what had recently been added to the site. Councillors asked if the site was being used. Clerk to investigate analytics for the site. It was suggested the council governance documentation on the original website be removed with a link to the new website.

The chair aware of the time asked if there is any left on the agenda that needs a decision tonight.

Playground – Concern has been raised to the council how the new fence installation is not fully in line with works specification. The council has noted the comments received and will use the feedback to learn lessons from using works specifications which is a new concept for the council.

Cllr Ferrett and Cllr Simmonds have identified the next two pieces of work required for the play area.

1) The timber around the base of the carousel is rotten and no longer holding the safety tiles in place. Clerk has produced a specification for the work. Cllr Yates proposed the specification be used for the work. Seconded by Cllr Edwards. All in favour.

2) The Toddler Multi play equipment has rotting timber post and step stringer with corroded ply within the huts and rusted strapping. Clerk has produced a specification for the work. Cllr Simmonds proposed the specification be used. Seconded by Cllr Ferrett. All in favour.

The chair deferred to next meeting:

Camelford Community Network Panel
Graveyard
Neighbourhood Development Plan

15.12 Items since last meeting - none

15.13 Planning Decisions: as listed

Adrian Prescott (Clerk)

Signed Chairman. 

Forrabury & Minster Parish Council



Minutes : 13th January 2022

Page 4 of 4

15.14 Agenda items for next meeting

- Highways
- Camelford Community Network Panel
- Graveyard
- Website
- Playground
- Dog Warden
- The Queen's Platinum Jubilee Celebrations
- Council Documentation Review
- Councillor roles/responsibilities
- Works around the village
- Castle Site
- Footpaths
- Sculpture
- Neighbourhood Development Plan

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

Date of next monthly meeting Thursday 10th February 2022

Adrian Prescott (Clerk)

Signed Chairman.....