

Minutes of the Ordinary Meeting of Gwinear-Gwithian Parish Council held on Monday 9th June 2014 at the Parish Office, Unit 3 Bosproval Business Units, Penhale Road, Carnhell Green, Camborne commencing at 7.00pm.

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|----------------|-------------|---------------------|-----------|
| <u>Present</u> | Councillors | J Crocker | T Homes |
| | | Mrs S Negus | L Pascoe |
| | | B Pocock (Chairman) | M Roberts |
| | | B Slade-Elmes | M Smith |
| | | J Tovey | |

Others present Mrs Vida Perrin, Clerk to the Council

1. Routine matters

- a) Safety Procedure – The Chairman advised the meeting of the fire exits, location of toilets and asked that mobile phones be switched off during the meeting.
- b) Apologies for absence were received and accepted from Cllrs Rowe, A Crocker and Cupples.
- c) To receive personal and prejudicial interests (including the details thereof) and preapproved dispensations in respect of any items on this Agenda. There were no preapproved dispensations in respect of any items on this Agenda.
 - i. *Cllr Pascoe declared that “In commenting on any item on this agenda I should make it clear that my comments are based on the information currently available and do not commit me to taking the same position when the matter is discussed at Cornwall Council and full information is available”.*
 - ii. *Cllr Negus declared pecuniary interests in item 6a and took no part in the discussion or vote for that item.*
- d) Public Participation.
 - i. Mr Young advised the meeting that he had prepared a written report on the Penwith Rural Transport Partnership meeting and would like to read it to the meeting.
The Chairman proposed the meeting allow Mr Young to read the report at item 3b (reports) this was seconded by Cllr Homes with all in favour. The proposal was RESOLVED.

2. Minutes

- a) To confirm the Minutes of the Annual Meeting of the Parish Council held on 12 May 2014. Cllr Negus proposed the minutes be accepted as a true and accurate record of the meeting. Cllr J Crocker seconded with all in favour and the proposal was RESOLVED.
- b) Business arising from the Minutes. None.

3. Reports

- a) Report from the Police Neighbourhood Beat Manager.
 - i. The Clerk circulated both the report for the month and an annual report for the Parish.
 - ii. The meeting noted the reports and asked that the Clerk thank PC Fulker for producing the annual report.
 - iii. Cllr Smith advised that he had a couple of calls regarding motorbikes speeding in Arundel Way and agreed to liaise with the Clerk regarding the issue so that she may pass the details to the Police.
- b) Verbal reports from Parish Councillors/representatives.

Cllr Tovey arrive during the next item

- i. Penwith Rural Transport Partnership – Mr Young tabled his report. After a discussion, Cllr Homes proposed that an item be placed on the next agenda regarding the report, this was seconded by Cllr Pascoe with all in favour. The proposal was RESOLVED.
- c) Written reports from Parish Councillors/representatives.
 - i. Clerks report – Audit training. Noted.

4. Correspondence received

- a) Cornwall Council – Information on the outcome of the subsidised bus tendering exercise. Noted.
- b) Gwithian Green Advisory Group – Agenda for meeting of 20th May 2014 and minutes of meeting held 21st January 2014. Noted.
- c) CALC – Newsletter and Local Association information on “Access to Local Council Meetings and Documents” and the “Transparency Code” Noted.

- d) Cornwall Council – Code of Conduct Training; three available training dates.
- i. Cllr Slade-Elmes asked for more details as she had not attended training as yet.
 - ii. It was agreed that the Clerk would check that Councillors not present had received appropriate training
- e) Volunteer Cornwall – Penwith Rural Transport Forum meeting, St Clare Committee Room 1, Penzance - 30th June 7pm-9pm. Mr Young advised he would be attending.

5. To consider planning matters

- a) PA14/03867 - [Demolition of chalet and construction of new dwelling - 21 Gwithian Towans Gwithian Cornwall TR27 5BU](#) – Mr & Mrs Martin. **Planning zone officer – Cllr Smith.** Cllr Smith read his report which advised that the proposal fails to meet two provisions of the Gwithian Towans Design Guide:-
- The eastern boundary is less than 2 metres from the rear of the chalet, as is the present building. It might be possible to move the chalet westwards, but this may impound on the septic tank.
 - More importantly visually is the height of the roof; the design guide recommends that the ridge height be no more than twice the eaves height. The proposal is considerably greater. (eaves height 2.4m ridge height 6m.)

Cllr Smith proposed that the Parish Council accept the proposed building to be less than 2 metres from the eastern boundary, as this overlooks open agricultural land. However that the Parish Council object to the planning application as it breaches the Design Guides outlines regarding the roof height, exceeding the two to one ratio of roof height to eaves height. Cllr Tovey seconded with all in favour. The proposal was RESOLVED.

- b) PA14/04250 - [Proposed replacement dwelling. - 38 Gwithian Towans Gwithian Cornwall TR27 5BT](#) – Mr & Mrs Black and T Blight. **Planning zone officer – Cllr Smith** Cllr Smith read his report which advised that:-
- the proposed chalet will be timber with cladding, windows and doors as at present will be white u p v c, the roof will be tiled in slate.
 - The roof ridge will run east to west, not north to south as at present, and as the height of the roof ridge will be increased, by reversing the direction of the roof it minimizes the visual impact on the properties to the east of this site, whilst allowing the proposed chalet to have enhanced views to the west.
 - The proposed plan meets all the Design Guide recommendations, and by rising the roof height (approx 1 metre) maximizes the use of space, the location and its views in what I consider is an ingenious way. (i.e mezzanine floor)
 - By locating the entrance from the west to east, the proposal creates a vehicle parking space within the site, which is an improvement on the current situation.
 - There may be a slight excavation required at the west elevation, but this will only be minimal, maybe 9 to 12cm, that is zero at the west point and approx 12cm deep at one third of the length of the building.

Cllr Smith proposed that the Parish Council accept this application and raise no objection, this was seconded by Cllr Homes with all in favour. The proposal was RESOLVED.

Cllr Pocock felt that the applicant should be commended for ensuring the application detail was in line with the Design Guide.

- c) *Planning correspondence from applicant:* PA14/03399 - [One storey extension and conversion of existing garage into a meditation room for commercial use. - 8 Prosper Hill Gwithian TR27 5BW.](#) The Clerk read out an email from the planning officer who noted that a condition could be placed on approval to secure appropriate parking arrangement and that he could not foresee any significant harm to neighbouring amenities. Cllr Homes proposed the Parish Council support the application assuming a suitable condition was placed on approval regarding the parking arrangements, this was seconded by Cllr Smith with all in favour. The proposal was RESOLVED.

6. Other matters requiring decisions of the Council

- a) Receipts and payments: to approve the statement for the period from 12th May 2014 to 9th June 2014 and the payments due.

| Summary | Amount |
|----------------------------|----------------|
| Salaries / PAYE & NI | 1592.21 |
| Administration | 1635.91 |
| Projects / Capital Schemes | 858.22 |
| Recreation / Street Scene | 1209.00 |
| Hall Hire / Office Space | 626.50 |
| Agency Services | 816.00 |
| Total | 6737.84 |

Cllr Slade-Elmes proposed that the payments be approved. Cllr J Crocker seconded with 8 in favour and 1 abstention, the proposal was RESOLVED.

- b) To receive and approve the Income & Expenditure Statement for the last quarter of the 2013/14 accounts. Cllr Pascoe proposed the Income & Expenditure Statement for the last quarter of the 2013/14 accounts be approved, seconded by Cllr Slade-Elmes, with all in favour. The proposal was RESOLVED.
- c) To receive and approve the Council's Statement and Financial Report for the year ending 31st March 2014 and complete the Annual Return Statement of Assurance. Cllr Pocock proposed the Council's Statement and Financial Report for the year ending 31st March 2014 is approved and that the Parish Council completes the Annual Return Statement of Assurance, this was seconded by Cllr Slade-Elmes, with all in favour. The proposal was RESOLVED.
Cllr Pocock proposed that a vote of thanks be given to the Clerk for her professional competence in completing the annual accounts in accordance with the Governance and Accountability Practitioners Guide, this was seconded by Cllr Slade-Elmes with all in favour. The proposal was RESOLVED.
- d) To review and approve the Parish Council's Standing Orders. Cllr Slade-Elmes proposed the standing orders be approved, seconded by Cllr Tovey, with all in favour. The proposal was RESOLVED.
- e) To review and approve the Parish Council's Financial Regulations. Cllr Slade-Elmes proposed the Financial Regulations be approved, seconded by Cllr Tovey, with all in favour. The proposal was RESOLVED.
- f) To consider and approve the learning agreement and supplementary information in order for the Clerk to undertake the CiLCA award. Cllr Slade-Elmes proposed the learning agreement and supplementary information to allow the Clerk to undertake the CiLCA award is approved. Seconded by Cllr Tovey with all in favour. The proposal was RESOLVED.
- g) To consider and approve the purchase of 4 books as part of the Clerks training. Cllr Slade-Elmes proposed the 4 books be purchased to allow the Clerk to undertake the CiLCA award. Seconded by Cllr Tovey with all in favour. The proposal was RESOLVED.
- h) To receive information about the 'Beach Live site' and agree the way forward. After a discussion it was agreed that the Clerk would ask local contacts if they already signed up to Beach live.
- i) To receive an update on Gwithian sewerage works and considers a response. After a discussion, Cllr Pocock proposed that the Parish Council write to Mr Galligan of SWW regarding the way forward for Gwithian Sewerage Works and that the matter was raised during the forthcoming consultation events on Neighbourhood Planning, seconded by Cllr Pascoe with all in favour.
- j) To formally appoint Sarah Thomas as Administrative Assistant. Cllr Pascoe proposed that Sarah Thomas be appointed as Administrative Assistant to the Parish Council, seconded by Cllr Slade-Elmes with all in favour. The Proposal was RESOLVED.

7. Late or urgent items not on the agenda

- i. Allotments – The clerk advised that she had circulated a report regarding 7 plots, 2 of which were tenanted and in a very untidy condition, 4 of which were reasonable but needed monitoring and 1 which was very untidy but the tenant has left. Cllr Pascoe proposed:-
- an agenda item be put on the next meeting to discuss the issue of untidy plots and that as many Cllrs visit the allotment between now and the next meeting to view the plots
 - that the Clerk write to the 2 tenants with the worst plots and give formal notice in accordance with xii and xiii of the tenancy agreement and
 - that Cllr Rowe aids the CPO and Clerk in clearing the vacant plot.
- This was seconded by Cllr Tovey with all in favour. The proposal was RESOLVED.
- ii. Rosewarne Section 106 – The Clerk advised that she had received several calls from a local resident in Carnhell Green regarding the traffic calming projects proposed by the Parish Council for the Parish. She advised that she had contacted CC Highways in mid April and again at the end of May but had not received any updated costings. Cllr Pascoe agreed to contact CC Highways as Cornwall Councillor.

- iii. Neighbourhood Planning – The Clerk asked for volunteers for the NP events on the 14th June at Gwithian and Wall. Cllrs Pocock, Homes, Roberts and Smith advised they would be attending. Cllr Slade-Elmes advised she could attend the morning session only.
- iv. Planning matters – Cllr Smith advised that he had received two complaints regarding issues of waste and dust from Western Block and asked for permission to contact the Environment Agency regarding the issues raised. Cllr Pascoe proposed Cllr Smith liaises with the Clerk before contacting the Environment Agency, seconded by Cllr Roberts, with all in favour. The proposal was RESOLVED.
- v. Neighbourhood Planning – Cllr Pascoe advised that he had spoken to residents in Connor Downs regarding the possibility of a new school as rumours were circulating. The Clerk advised that Connor Downs school was above capacity and a solution was needed. She advised that this would form part of the Neighbourhood Planning project.
- vi. Loggans Moor Roundabout works – Cllr Homes advised a project plan had been released for the works and he would forward the link to the Clerk for circulation.

8. Agenda items for future meetings

- a) Raised in public participation. None.
- b) Raised by members.
 - i. Allotments – Cllr Pascoe
 - ii. Lanyon Farm Planning Appeal – Cllr Pascoe
- c) Late items notified to the Clerk. None.

The Chairman closed the meeting at 8.30pm.