

# TINTAGEL PARISH COUNCIL



'Tintagel's Great Seal'

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**Lincoln House,  
Treven,  
Tintagel,  
Cornwall.  
PL340DT**

4<sup>th</sup> September 2014

## **DRAFT Minutes of the Meeting of Tintagel Parish Council** **held on Wednesday 4<sup>th</sup> September 2014 at 6.50 p.m. at Tintagel Social Hall**

Present: Cllrs. Dyer, Wickett, Brooks, Flower, Hockerday, Dorman, Hodge, Lewis and Goward  
Apologies: Cllrs. Spurdens  
Cllr. G. Brown (Cornwall Council) was in attendance.  
Fourteen members of the public were present  
Mr. Hart filmed proceedings.  
Mr. Wickett filmed proceedings.

The Chairman read out the following statement:

*This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public.*

*Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.*

### **Declarations of Interest**

None

### **To consider Co-option of a Parish Councillor**

Parish councillors had met informally with Ms. Jane Soutter prior to the meeting. It was proposed by Cllr. Flower, seconded by Cllr. Hodge and RESOLVED that Ms. Soutter be invited to join the Parish Council. All in favour.

The Chairman adjourned the meeting in order for Ms. Soutter to sign her Declaration of Acceptance as a Councillor. The Clerk provided her with a Register of Interest Form and would provide additional paperwork as required in due course. Ms. Soutter was invited to join the table but asked not to take part in discussion or vote until her Rol form had been returned and forwarded to Cornwall Council.

**Invitation to members of the public to speak prior to meeting regarding items on the Agenda (10 minutes allowed for this item)**

The Chairman had invited Mr. David Cook to the meeting to give a brief overview of the work carried out in the 1970s to the Prince of Wales Engine House. He advised an inaugural meeting was held on 11.12.72. The majority of the funding came from the former Manpower Services Commission (£8700) with donations from other organisations and the public. Work was completed in 1974. A member of the public asked if the Duchy were interested at the time, he was advised they were not. A member of the public asked if the parish council would be attending the auction. The Chairman advised that the item would be discussed during the meeting as an Agenda item. Mrs. Patterson, a former councillor herself, also spoke about the work carried out and advised that she had written to Prince Charles.

**To consider and approve the Minutes of the meeting held on the 27<sup>th</sup> August 2014 and Matters Arising**

Cllr. Goward raised his objections to the Minutes. Given that the minutes are a summary of the discussions that took place, it was proposed by Cllr. Hodge, seconded by Cllr. Wickett and RESOLVED that the Minutes be signed as a true record of the meeting. 6 votes in favour, 2 abstentions (due to absence from meeting in question), one vote against. Carried.

**REPORTS**

**CCC** C/Cllr. Brown had nothing to report but gave the Clerk a contact number for refuse collection problems.

**Christmas Lighting Committee** Cllr. Wickett reported that two successful fund raising events had been held during the summer. The Switch on event was planned for the 6<sup>th</sup> December.

**Minutes & Agenda Training and Minute Taking Training Days** Clerk reported that she had attended.

**Police Report** July reports (copy already circulated to members July/August 2014) – noted.

**PLANNING APPLICATIONS**

**PA14/06996 Mr. W.G. Owen, 1 Merton Cottages, Tregatta, Tintagel – Replace prefabricated garage with a block built outbuilding to incorporate a toilet, shower, storage area and summer room**

Cllr. Goward proposed no objection, there was no seconder. It was proposed by Cllr. Flower, seconded by Cllr. Brooks and RESOLVED that no comment be made. 9 votes in favour. Carried.

***Also to consider any other applications received since the Agenda was published.***

None

**Email from V. Regan, Cornwall Council – Update on proposed development at Mandalay Farm**

The Clerk read out the email received which updated on the current position with the application.

**AGENDA ITEMS**

**Neighbourhood Development Plan – to consider the future of the Neighbourhood Development Plan Project and associated administration and funding**

Cllr. Goward asked why the list of items to be discussed from previous meetings was not on the Agenda. Cllr. Hodge and Wickett noted that non-public meetings continued to be held. Cllr. Hodge noted the incorrect comments made in an email circulated by the Steering Group about his personal

information on the Parish Council website. He also noted that he had been forwarded two emails, one from the Project Manager and one from Mrs. Hudson suggesting he join the group but due to his lack of confidence in the Project Manager and the Steering Group as a whole he could not support continuance of the NDP project. Cllr. Wickett proposed that as he had no confidence in the Project Manager or the Parish Council representative on the group, he could not see a way forward and proposed a cooling down period in which the Project be put on hold and revisited at the Parish Council's convenience. Cllr. Hockerday proposed an amendment that a fixed time should be stated, Cllr. Brooks suggested 6 months and this was agreed by Cllr. Wickett. Cllr. Brooks therefore seconded Cllr. Wickett's proposal. Cllr. Goward noted there were people in favour of the plan and at a public meeting the majority were in favour and proposed an amendment that the meeting with Cornwall Council should be held before putting the project on hold. There was no seconder for Cllr. Goward's proposal. A vote was taken on the original proposal with 8 votes in favour and one against. Carried.

#### **Tintagel Parish Council Website - to discuss amendments required to Complaints information page**

It was advised by the Clerk that the incorrect information had been displayed on the website. It was proposed by Cllr. Dorman, seconded by Cllr. Hockerday and RESOLVED that the Clerk upload the Parish Council's adopted Complaints Procedure. All in favour.

#### **Tintagel Visitor Centre: Advertising 2015 – to update on progress**

The Clerk advised that she had forwarded the up-to-date list of existing and potential advertisers to Cllr. Hodge. Thanks were expressed to Mrs. Bull for her assistance and continued support of the Centre.

#### **Trevena Square - to consider any work required to the seat lighting and trees**

After discussion it was agreed that the Clerk would arrange with the handyman to remove the 2 scotch firs and the dead tree at the bottom of the square. She would obtain quotes for the electrical work to be carried out to the seat/street lights.

#### **Tintagel Parish Council – Clerk to report on rates of interest on bank accounts as requested by Cllr. Goward**

The Clerk advised of the current rates of interest on the parish accounts.

#### **Came and Company – quotations for increased insurance premiums for recent property valuations**

- **To consider a report from Cllr. Hodge regarding property valuations for insurance purposes (copy circulated to members with Agenda)**
- **To consider the response from Came and Company re: property valuations**
- **Consideration of amendments to the Parish Council Asset Register**

After discussion regarding the high valuations provided by Cunningham Lindsey it was proposed by Cllr. Hodge, seconded by Cllr. Flower and RESOLVED that the Clerk endeavor to obtain a valuation from a local company. Anyone with any ideas as to who she could contact to advise the Clerk. All in favour.

#### **Prince of Wales Engine House – To discuss proposed sale/auction by the Duchy of Cornwall**

Following the discussion in the public session, it was proposed by Cllr. Wickett, seconded by Cllr. Flower and RESOLVED that the Clerk write to the Duchy of Cornwall and Prince Charles advising of the dismay of the Parish Council and its parishioners at the speed of the proposed sale. All in favour.

#### **CORRESPONDENCE**

#### **Letter from Mrs. D. Thomas re: refuse collection, Bossiney Road,**

The Clerk would advise Mrs. Thomas to make contact with Cornwall Council via the information given by Cllr. Brown at the start of the meeting.

**Email from No Bounds Aerial Film & Photography – to consider request to film in local area**

Agreed that the Clerk should respond that contact should be made with English Heritage/National Trust.

**Cornwall Council**

- **Leisure Options Consultation (circulated 6.8.14)** - noted
- **Planning Conferences for Local Councils (circulated 7.8.14)** - noted

**Email from David Flower re: future Retention of Age Concern information/documents**

It was proposed by Cllr. Goward, seconded by Cllr, Dorman and RESOLVED that Mr. Flower be advised to send the documents to the county office of Age Concern in Truro. All in favour.

**Cornwall Land Community Trust – Construction of 4 affordable homes, Treligga Downs Road, Delabole**

The Clerk read out the contents of the letter, which were noted.

**FOR INFORMATION**

**Cornwall Council – Assessment – Decision Notice re: Complaint against a parish councillor**

Noted.

**Cornwall Association of Local Councils**

- **LAIS Briefing – Deregulation Bill (circulated 22.7.14)** - Noted.
- **Openness and Transparency Regulations with additional information received from CALC 28.8.14** - Noted.

**Grant Thornton – Confirmation of completion of Audit for the year ended 31<sup>st</sup> March 2014 – Noted.**

**Cornwall Council**

- **Get involved in Cornwall Council's budget discussions 2014 event** - Noted
- **Cornwall Community Flood Forum AGM and Conference** - Noted

## ACCOUNTS PAYABLE

3.9.14	2180	Trading Green	Glass TVC	£239.95	£47.99	£287.94
3.9.14	2181	Westcountry Books	Books TVC	£1,141.25		£1,141.25
3.9.14	2182	Emma Ball	Tea towels TVC	£418.25	£83.65	£501.90
3.9.14	2183	Yellow Publications	Maps TVC	£53.20		£53.20
3.9.14	2184	Southern Electric	Electricity TVC	£78.78	£3.93	£82.71
3.9.14	2185	J. Salmon	Postcards TVC	£28.50	£5.70	£34.20
3.9.14	2186	Anne Worrall Ltd.	Books TVC	£25.14		£25.14
3.9.14	2187	B. Skincare	Creams TVC	£96.00	£19.20	£115.20
3.9.14	2188	Sita	Refuse collection TVC	£24.58	£4.92	£29.50
3.9.14	2189	Yellow Publications	Maps TVC	£79.80		£79.80
3.9.14	2190	Furniss	Biscuits TVC	£244.13	£8.39	£252.52
3.9.14	2191	Tormark	Books TVC	£465.05	£3.69	£468.74
3.9.14	2192	Rainbow Bags	Bags TVC	£18.40	£3.68	£22.08
3.9.14	2193	J. Salmon	Postcards TVC	£129.99	£26.00	£155.99
3.9.14	2194	Wheal Jane Services	Jewellery TVC	£148.33	£29.67	£178.00
3.9.14	2195	South West Water	Water TVC PCs	£634.76		£634.76
3.9.14	2196	Grant Thornton	Audit of Accounts	£425.00	£85.00	£510.00
3.9.14	2197	Bunzl Hygiene	Toilet rolls	£363.12	£72.62	£435.74
3.9.14	2198	South West Water	Bossiney PCs	£138.58		£138.58
3.9.14	2199	Seadog IT	Website hosting	£15.95		£15.95
3.9.14	2200	British Gas	Electric Bossiney PCs	£12.04		£12.04
3.9.14	2201	R. Booth	Clear pockets, parking permits	£79.00	£15.80	£94.80
3.9.14	2202	Tormark	Books TVC	£632.16	£1.06	£633.22
3.9.14	2203	Tintagel Pottery	Pottery TVC	£250.85		£250.85
3.9.14	2204	Cornish Jute Bag	Bags TVC	£261.90	£52.38	£314.28
3.9.14	2205	Wholesale Stationers	Goods TVC	£179.76	£16.60	£196.36
3.9.14	2206	Universal Mail	Stamps TVC	£436.50		£436.50
3.9.14	2207	Cornish Tea Co	Tea TVC	£61.32		£61.32
3.9.14	2208	HMRC	PAYE	£285.43		£285.43
3.9.14	2209	A. Pearce	Parish work/LMP	£847.50		£847.50
3.9.14	2210	S. Moth	Salary and expenses	£856.56		£856.56
				£8,671.78	£480.28	£9,152.06

It was proposed by Cllr. Hodge, seconded by Cllr. Brooks and RESOLVED that the cheques be signed. All in favour.

### **DATE AND TIME OF NEXT MEETING**

The next meeting would be held on Wednesday 1<sup>st</sup> October 2014.

It was proposed by Cllr. Flower, seconded by Cllr. Wickett and RESOLVED that pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following items. All in favour.

### **Tintagel Christmas Lights – consideration of quotations for testing, erection and taking down of lights**

It was proposed by Cllr. Flower, seconded by Cllr. Dorman and RESOLVED that the quotation from Mr. Lowe be accepted. The Clerk advised that a further letter had been received from Mr. Vare regarding quotes for electrical work and the letter was noted.

## STAFFING MATTERS

- **To consider and approve the amendments to the following documents carried out by the Working Group, as agreed at the meeting held on the 27.8.14**
  1. **Job Description for Clerk**
  2. **Job Description for Responsible Finance Officer**
  3. **Person Specification**
  4. **Annual Staff Appraisal**

It was proposed by Cllr. Flower, seconded by Cllr. Dorman and RESOLVED that the above four documents be accepted. All in favour.

- **To consider and approve the draft advertisement for the position of Clerk to be prepared by the Working Group, as agreed at the meeting held on the 27.8.14**

The advert would be placed in the paper for next Wednesday, 10<sup>th</sup> September. Closing date for applications would be 22<sup>nd</sup> October. It was proposed by Cllr. Wickett, seconded by Cllr. Dorman and RESOLVED that the advert be accepted and a small box ad as discussed be placed in the Cornish Guardian. All in favour.

Cllr. Hockerday proposed that the Parish Council delegate to the Working Group the decision as to whether to insert the advert in the Cornish Guardian for a second time on the 1<sup>st</sup> October depending on interest at that point. All in favour.

The advert would also be placed in the Parish Newsletter and on the Parish Website.

- **To consider and approve the draft letter prepared by the Working Group to be sent to all TVC Volunteers regarding a future possible paid position at the Centre, as agreed at the meeting held on the 27.8.14**

It was proposed by Cllr. Dorman, seconded by Cllr. Brooks and RESOLVED that the letter be accepted and sent. All in favour.

There being no further business, the meeting closed at 8.45 p.m.

**Chairman**