

TINTAGEL PARISH COUNCIL



'Tintagel's Great Seal'

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8th May 2014

DRAFT Minutes of the Annual General Meeting of Tintagel Parish Council
held on Wednesday 7th May 2014

Present: Cllrs. Wickett, Flower, Roberts, Hockerday, Spurdens, Dyer, Dorman, Hodge, Goward & Lewis
Apologies: Cllr Brooks
Six members of the public were present

The Chairman spoke to advise that Cllr. Flower had reached 50 years serving as a parish councillor. He and Cllr. Brown thanked Cllr. Flower for his many years of valued service to the community and he was presented with a framed Certificate to mark the occasion.

Declarations of Interest

Cllr. Wickett declared an interest in Planning Application PA14/03106 as the applicant is a relative.

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

No-one wished to speak.

ELECTION OF CHAIRMAN AND VICE CHAIRMAN

Cllr. Dorman nominated Cllr. Dyer, seconded by Cllr. Spurdens. All in favour. Cllr. Dyer duly accepted the position and took the Chair for the Election of Vice-Chairman.

Cllr. Hodge nominated Cllr. Lewis as Vice-Chair, seconded by Cllr. Dorman. One abstention, remainder in favour.

Election of:

Playing Fields Representative – Cllr. Dorman proposed Cllr. Roberts continue, seconded by Cllr. Spurdens. All in favour.

Christmas Lighting Committee Representative - Cllr. Dorman proposed Cllr. Wickett continue, seconded by Cllr. Spurdens. All in favour.

To consider the following items:-

- **Nomination and election of a Staffing Committee and to consider a date for a Staffing Committee to consider Job Descriptions (copy of email originally sent on 11.9.13 re-forwarded to all councillors 20.3.14)** – It was agreed by all that the Staffing Committee would be Cllrs. Dyer, Hodge & Dorman. The Clerk would organise a date for a meeting in due course.
- **Revised Standing Orders adopted by TPC 8.1.14 – consideration of insertions required if so agreed – copies of Revised Standing Orders and Discussion Sheet emailed to all members 20.3.14** – Agreed to discuss at next meeting and that all councillors should look at correspondence prior.

Minutes of the previous meeting 2nd April 2014 and Matters Arising

It was proposed by Cllr. Dorman, seconded by Cllr. Roberts and RESOLVED that the Minutes be signed as a true record of the meeting.

REPORTS

CCC C/Cllr. Brown had given his report at the Annual Public Parish Meeting held prior to this meeting.

Christmas Lighting Committee - Cllr. Wickett had nothing to report but would endeavour to obtain a copy of the accounts for the next meeting.

Landscape & cumulative impact guidance for wind & solar development training: Cllrs. Roberts/Spurdens reported on this event but felt that they did not gain anything from it.

PLANNING APPLICATIONS

The Clerk advised that an anonymous letter had been received regarding an application. It was proposed by Cllr. Wickett, seconded by Cllr. Spurdens and RESOLVED that the letter be ignored due to its anonymity. All in favour.

PA14/03098 Mr. D. Cloughton, The 14th Century Gift Shop, Fore Street, Tintagel
Change of use from a retail outlet & photographic studio – Class A1 to food & drink consumption – Class A3

Following discussion it was proposed by Cllr. Hodge, seconded by Cllr. Wickett and RESOLVED that no comment be made on this application. All in favour.

Cllr. Wickett had declared an interest in the following application and took no part in the discussion or vote.

PA14/03106 Mr. Avian Sandercock, Dolphins, Trenale, Tintagel PL34 0HP
Small extension on ground floor plan and roof space conversion

It was proposed by Cllr. Hockerday, seconded by Cllr. Spurdens and RESOLVED that no objection be made to this application. 3 votes in favour, 2 against, 3 abstentions.

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

No further applications received.

AGENDA ITEMS

Tintagel Parish Council Asset Register – consideration of recommended amendments from Came & Company (awaiting valuation of property) (copy of Asset Register circulated to members with Agenda)

The Clerk advised that she was meeting with a representative from Cunningham Lindsey tomorrow regarding property valuations and this matter would be brought to the next meeting.

Neighbourhood Development Plan

- **Update on meeting with Sarah Arden held to consider the preparation of a Plan** – those who attended felt the meeting was useful and informative and that there was no doubt there was sufficient interest to take the formation of a Plan forward. Cllr. Wickett noted that comments had been made about the high level of Parish Council involvement to date. It was important that although this is a community led project, the Parish Council must be kept informed of everything which is happening with the plan. It would be the Parish Council who will be funding the Plan and to whom any grant funding will be made.
- **Email from Mr. R. Hart re: Neighbourhood Development Plan** – the email was read out and its contents noted.
- **Emails from Mr. Martin, Mr. Sherrard and Mr. Savage offering support and advice** – copies had been sent to all members and the advice and support was much appreciated.
- **To consider members of Parish Council to be put forward for membership of Steering Group and suggested date and location for next meeting** – it was generally felt that there should be two members of the Parish Council on the Steering Group. It was proposed by Cllr. Wickett, seconded by Cllr. Hockerday and RESOLVED that Cllr. Goward be a member of the Group as a representative of the Parish Council. All in favour. . It was proposed by Cllr. Hockerday, seconded by Cllr. Wickett and RESOLVED that Cllr. Roberts be a member of the Group as a representative of the Parish Council. It was proposed by Cllr. Wickett, seconded by Cllr. Spurdens and RESOLVED that Cllr. Hockerday be a standby member in the absence of either Cllrs. Roberts or Goward. All in favour.
- The meeting to form the Steering Group would be held on Monday 19th May at 7.00 p.m. at Tintagel Social Hall. Clerk would advise those interested by email and display posters.

Tintagel Visitor Centre:

- **Consideration of creation of Charitable Incorporated Organisation and advice from Sarah Mason and Hedley's Solicitors** – The Clerk readout the email received from Mr. Taylor of Hedleys and outlined the advice from Sarah Mason. Cllr Hodge had noted a point in the document "Simply Legal" about the charity income and the Clerk would need to verify this point with Mr. Taylor of Hedleys before any further decision could be made. Cllr. Hodge felt that the Parish Council needed to weigh up the pros and cons before making such a decision. Cllr. Wickett noted that if the Parish Council do not proceed with charitable status some other arrangements must be made to relieve the Clerk of her duties at the Centre. It may be that the Parish Precept may have to offer support to the Visitor Centre as it does to other events and organisations in the Parish.
- **Further discussion about availability of volunteers, feedback from Volunteer Open Morning and consideration of appointment of part-time manager** – 4 new volunteers had come forward.
- **Advertising 2015** – Cllr. Wickett felt that the brochure for Advertising for 2015 should be prepared in good time. It was proposed by Cllr. Wickett, seconded by Cllr. Dorman and RESOLVED that the prices for advertising for 2015 would remain the same as those for 2014. All in favour. Clerk to draft new brochure to be approved at June meeting.

To consider purchase of new Parish Council photocopier

After much discussion, it was proposed by Cllr. Lewis, seconded by Cllr. Spurdens and RESOLVED that the Parish Council purchase the copier for which Cllr. Hockerday had received a quotation. All in favour.

CORRESPONDENCE

Letter from Mr. M. Vare re: quotations for electrical work

The Clerk read out the letter from Mr. Vare. The contents were noted.

English Heritage – War Memorial within the grounds of the church of St. Materiana, Tintagel

It was proposed by Cllr. Wickett, seconded by Cllr. Hodge and RESOLVED that the Parish Council reply to the effect that they do not support the listing of the War Memorial. One abstention. Remainder in favour.

Cornwall Council:

- **Camelford Community Network Meeting notes and date of next meeting (forwarded to councillors 28.3.14)** – noted.
- **Town and Parish Council and Voluntary Sector Summit, 13th May 2014 (details emailed 3.4.14)** – Cllr. Goward would attend. Clerk would find out if any further information was available about the days events and advise Cllr. Goward.
- **Review of Polling Districts and Polling Places – Tintagel** – agreed that no changes were necessary. Clerk to advise.
- **Cornwall Councillors' Community Chest Applications 2014/15** – It was proposed by Cllr. Dorman, seconded by Cllr. Wickett and RESOLVED that an application be made for funding for the new parish photocopier. All in favour.

Email and information from Our Cornwall regarding housing and development in Cornwall

The information had been circulated to members and would be noted for future information for the Neighbourhood Development Plan Steering Group.

Email from Dijle Karayilan – Request for Internship – agreed unable to offer place at this time.

Camelford Town Band – Request to play in Trevena Square during summer months

It was proposed by Cllr. Wickett, seconded by Cllr. Dorman and RESOLVED that the requested be agreed to. Clerk to advise and ask for details of dates. All in favour.

FOR INFORMATION

Cornwall Councillor – complaint regarding a councillor – decision by Cornwall Council not to progress

The letter was read out and noted.

Cornwall Council – Localism and Devolution Information Bulletin April 2013

Noted.

CONTINUED OVERLEAF//

ACCOUNTS PAYABLE

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

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 item:-

Trevena Square – to consider quotations for work to replace the boardwalk with a pathway

It was proposed by Cllr. Hodge, seconded by Cllr. Dorman and RESOLVED that the quotation from G. Climo and Son be accepted. All in favour.

DATE AND TIME OF NEXT MEETING

The next meeting would be held on Wednesday 4th June 2014.

There being no further business, the Chairman closed the meeting at 9.25 p.m.