

# Pentewan Valley Parish Council

To: Pentewan Valley Parish Council

Dear Councillor

You are summoned to attend a **Meeting of Pentewan Valley Parish Council** to be held in **The Committee Room, St Austell Information Centre, Penwinnick Road, St Austell** at **7.00 pm** on **Wednesday 24 July 2019**

*Julie Larter*

Mrs Julie Larter  
Parish Clerk  
16 July 2019

01872 501101  
[julielarter.parishclerk@hotmail.co.uk](mailto:julielarter.parishclerk@hotmail.co.uk)

*Please note that under the Openness of Local Government Bodies Regulations 2014 this meeting may be recorded*

---

## AGENDA

### 1. Apologies for Absence

### 2. Minutes of a Meeting of Pentewan Valley Parish Council held on 19 June 2019

*Pages 4-8*

*To agree that the minutes of the above meeting be signed as a correct record.*

### 3. Declarations of Interest

#### (a) Pecuniary Interests

*Declare those interests which have been declared on your Register of Financial Interests relevant to the agenda of the meeting. Whenever the item is being discussed, including public participation, you must leave the room and not take part in the discussion or decision*

#### (b) Non-registerable Interests

*You must declare Non-registerable Interests at the start of the meeting or whenever the interest becomes apparent. Then when the matter is being discussed, even during public participation, you must leave the room and not take part in the discussion or decision*

#### (c) Dispensations

*To consider any requests for dispensations relating to items on the agenda*

#### (d) Gifts and Hospitality

*To declare any gifts or hospitality*

*Please call the Clerk before the meeting if you have any queries*

**4. Chairman's Announcements**

*To allow the Chairman to make any civic announcements*

**5. Public Participation**

*The Chairman will invite Members of the public to address the meeting in relation to the business to be carried out at the meeting. 15 minutes will be allocated for public participation (this can be extended at the Chairman's discretion). Each person addressing the Council will be allocated a maximum of two minutes*

**6. Cornwall Councillors Report**

*To receive a report from Cllr James Mustoe, Cornwall Council divisional member for Mevagissey*

**7. Crime and Disorder**

*To note any instances of crime and disorder to report to Devon & Cornwall Police*

**8. Planning Applications and Related Matters**

*To respond to the Planning Authority the following applications and any planning applications received after publication of this summons*

*(i) PA19/02070 – Higher Trehiddle Farm: Outline permission for the erection of 6 detached dwellings and the retention of the existing buildings with all matters reserved  
John Marshall from Kingsley Developments will be available to answer questions from members*

*(ii) PA19/04676 – Pentewan Valley Nurseries Site: Reserved Matters application for the approval of appearance, landscaping, layout and scale following decision PA17/05276 dated 21/12/2017*

**9. Street Trading Licence Application**

*To note the current situation regarding a Street Trading Consent application for Tea by the Sea, on B3273*

**10. Pentewan Conservation Area Management Plan**

*To consider asking Cornwall Council to review/update the Plan*

**11. Cornwall Council Review of Polling Districts and Polling Places**

*To note the outcome of the recent review*

**12. Climate Change**

*To note that Cornwall Council has declared a Climate Emergency and consider what part the parish council can play*

**13. Parish Councillor Vacancy**

*To note that Cllr Sundercombe has resigned from the council and note the next steps*

**14. Pentewan Car Park**

*To note the current situation and authorise any expenditure*

**15. Ongoing Parish Matters**

(a) Pentewan Flood Defences

*(i) To note any progress with the proposed scheme*

*(ii) To note progress with the Pentewan Emergency Plan*

(b) The Shrubbery

*To note the current situation*

(c) River Banks

*To note any concerns*

(d) Menagwins Water Treatment Works/Levalsa Pumping Station

*To note any concerns*

(e) Menagwins Car Park

*To note any concerns*

(f) Tregorrick Road Safety Improvements

*To note the current situation*

(g) Highways matters

*To note any highways concerns*

**16. Financial Matters**

*To note the current financial situation and authorise payments*

*Pages 9 - 10*

**17. Meetings/Training Attended**

*To note any meetings or training attended by Councillors or the Clerk*

**18. Correspondence Received**

*To note any correspondence received since last meeting*

*Page 11*

**19. Dates for the Diary**

**20. Dates of Meetings**

*To note dates of forthcoming meetings (At 7.00pm in the Committee Room, St Austell Information Centre, Penwinnick Road unless stated): 21 August (if needed), 18 September, 16 October (Pentewan Village Hall), 20 November, 18 December 2019*

**21. Exclusion of the Public and Press**

*Under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it is proposed that because of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for agenda item 22*

**22. Recruitment of a new Clerk**

*To ratify the recommendation of the staffing committee on the appointment of a new clerk*

**MINUTES of A MEETING OF PENTEWAN VALLEY PARISH COUNCIL held on WEDNESDAY 19 JUNE 2019 in THE COMMITTEE ROOM, ST AUSTELL INFORMATION CENTRE at 7.00pm**

**Present:** Cllrs Derek Yeo, George Muskett, Miranda Smith, Vicky Cartwright, John Sundercombe, Miles Avery, Mike Ward and Wendy Coop

**In attendance:** Cllr James Mustoe CC; Julie Larter (Clerk)

**(19/027) Apologies for Absence**

Apologies were received from Cllr Ian Watkins.

**(19/028) Minutes of the Annual Meeting of the Parish Council held on 15 May 2019**

It was **RESOLVED** that the minutes of the Annual Meeting of the Parish Council held on 15 May 2019 be signed as an accurate record of the meeting.

**(19/029) Declarations of Interest on Items on the Agenda**

Cllr Avery and Cllr Coop declared an interest in agenda item 12, Pentewan Car Park. Cllr Avery and Cllr Coop have been granted a dispensation by the parish council to speak and vote on matters relating to the car park until May 2021.

**(19/030) Chairman's Announcements**

The Chairman had no announcements to make.

**(19/031) Public Participation**

There were no members of the public present.

**(19/032) Cornwall Councillor's Report**

Cllr Mustoe said that he was delighted with the outcome of campaigning to keep Mevagissey Surgery open. He has had a positive meeting with representatives from Veor Surgery, the Patient Participation Group and Friends of the Surgery and Veor Surgery will take over running the surgery on 1 August. There will be no changes to staff or the way the surgery is run. Cllr Mustoe gave credit to the way the public information campaign was run and how the community pulled together.

Cllr Mustoe has asked for the verges along B3273 to be cut this week ahead of Mevagissey Feast Week and has reported a number of potholes in the road.

Cllr Mustoe had an enquiry from the St Austell Voice about the parish council's intention to make Pentewan Car Park cashless and passed the reporter on to the Clerk.

Cllr Sundercombe said that the hole in the cycle trail on the way to Heligan had not been repaired and Cllr Mustoe reported it once again to South West Water.

Cllr Mustoe said that he was delighted that the Government announced on Monday that it would permit hedgehog warning signs to be erected on the highway. Cllr Smith thanked Cllr Mustoe and Steve Double MP for all their support with this.

Cllr Ward enquired about an update on Cornwall Council's Littering Strategy and Cllr Mustoe said that the matter is to be addressed at the St Austell and Mevagissey Community Network Panel Meeting in September as the agenda for July was already full.

### **(19/033) Crime and Disorder**

There was nothing to report.

### **(19/034) Planning Applications and Related Matters**

(a) (i) PA19/04676 – Pentewan Valley Nurseries Site: Reserved Matters application for the approval of appearance, landscaping, layout and scale following decision PA17/05276 dated 21/12/2017

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council objects to the proposal. It feels that the appearance and impact is out of keeping with a rural area. The finished roof height is too high and is overbearing on neighbouring bungalows. The council is concerned that the car ports bring the build line too close to the road and the council would like to see them positioned closer to the built development. This would also help to mitigate the potential impact of light pollution.

(ii) PA19/04355 – Land North of Moorlea, London Apprentice: Proposed residential dwelling on existing domestic garage and garden site

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council has no objections to the proposal.

(iii) PA19/05137 – Kingswood Restaurant, London Apprentice: Variation of condition 2 of decision PA18/09240 dated 04/12/2018 regarding changes to design

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council has no objections to the proposal.

(b) The Clerk updated members on PA19/02070 – Higher Trehiddle. The Planning Officer is waiting for further drainage details from the agent and how he intends overcoming concerns regarding access.

(c) Cornwall Hotel Spa

Complaints have been received from members of the public about the new sign recently erected outside the hotel, seemingly without planning consent. Members expressed their concern to Cllr Mustoe about the general proliferation of signage in the valley.

### **(19/035) Cornwall Council Community Governance Review**

It was noted that the Town Council is holding a public meeting on 24 June and it was **RESOLVED** that the Chairman and Cllr Muskett would attend that meeting, following which Cllr Muskett will draft a formal response to Cornwall Council which will be circulated to members for comment prior to submission.

**(19/036) Pentewan Woodland**

It was noted that woodland to the north of North Road has been put up for sale. The land comprises of a mixture of species and has a dense plantation of bluebells in the spring. The area is visible from a wide area. Members were concerned that the land should be protected from potential development and it was **RESOLVED that the Clerk should apply to Cornwall Council to have a Tree Preservation Order placed on the area.**

**(19/037) Telephone Kiosk in Pentewan**

It was noted that there is a rumour that the telephone kiosk is to be removed by BT. The Clerk explained that if BT intends removing any telephone kiosks, Cornwall Council is notified. The Clerk has checked with Cornwall Council and it appears that there is no intention at the moment to have the kiosk removed. Given the poor mobile phone signal in the village, members felt it was important that the kiosk is retained.

**(19/038) Pentewan Car Park**

The Clerk reported that signage and the parking meter have now been installed. Members were concerned that the site around the parking meter is untidy and the Clerk was asked to speak to the contractor and ask him to fill in and tarmac the hole. Wording on the draft license with Pentewan Sands Ltd was discussed. The Clerk reported that Capita have now completed their checks and she is waiting for Metric to give a commissioning date. It is hoped that the machine will "go live" towards the end of July/beginning of August at the latest. The Clerk has been chasing Cornwall Council for the promised devolution grant and it has been agreed that Cornwall Council will release the money earlier than usual given the high level of expenditure the parish council has made on the car park.

**(19/039) Pentewan Flood Defences**

(a) The Clerk reported that Cornwall Council has now invoiced the parish council for the flood alleviation study and she has subsequently invoiced the organisations that offered financial assistance.

Cllr Avery said that the EA have a digger at the back of the village and will shortly be removing fish prior to dredging the pond area.

(b) Pentewan Emergency Plan

There was nothing to report.

**(19/040) The Shrubbery**

There was nothing to report.

**(19/041) River Banks**

It was reported that temporary repairs have been made to the footbridge that crosses by River Valley.

**(19/042) Menagwins Water Treatment Works/Levalsa Pumping Station**

South West Water's improvement works appear to be progressing well.

**(19/043) Menagwins Car Park**

The area is looking tidy and appears to be well used.

### **(19/044) Tregorrick Road Safety Improvements**

Following a site meeting held on 20 May, Cormac's design engineer has set out the options she will be costing: Dragons teeth at the top end of the village; a temporary build out and priority signage; a permanent build out. In addition, before and after speed readings will be taken.

Cllr Sundercombe was concerned that Cormac appears to be more concerned about the needs of motorists than the safety of road users and pedestrians. He said previously the working party have made recommendations and Cormac should go along with those. Councillors considered the options and it was **RESOLVED to accept the options as an interim measure but that there were significant concerns that this scheme would not resolve the matter satisfactorily and that a 20 MPH zone with additional measures is needed.** The steering group will continue to monitor the situation until the problem is solved.

It was noted that vegetation needs removing from the horse warning sign and Cllr Muskett offered to carry out the work in order to expedite matters.

The Clerk reported that she asked the Highways Manager if deer warning signs could be erected on Tregorrick Road but she was told that these are only put in where there is a known deer migratory route.

### **(19/045) Highways Matters**

(i) A request to site a mobile tea van in the car park just up from Little Winnick has been received. The Clerk has replied stating that it is not within our jurisdiction to grant permission and that the applicant should approach Sustrans and Pentewan Sands Ltd.

(ii) A request for an additional bus stop on Porthpean Road has been received. The Clerk was asked to suggest the correspondent approaches the bus company.

(iii) Following the Governments decision to permit hedgehog warning signs on the highway, it was **RESOLVED to make a request for funding from the Community Network Highways budget for signs to be put up along B3273 and also on Tregorrick Road.**

(iv) It was noted that a sett has come loose from the footpath just up from the lattice bridge over the stream just outside Tregorrick. The Clerk will report the matter to Highways.

(v) It was noted that the proprietor of the Easy Diner is not removing the van as per the terms of the street trading licence and the Clerk was asked to report the matter to the Licensing Officer.

### **(19/046) Financial Matters**

(i) Additional Signatories to the bank account

It was determined not to add additional signatories to the bank account at this time.

(ii) Current balances were noted and the following payments were authorised:

BACS	Cornwall Signs	Car park signage	£1,320.00
BACS	APS Construction	Car park lining	£1,072.80
BACS	Metric Group Ltd	Parking payment machine	£4,290.00
BACS	Lyreco	Cleaning supplies	£52.85
BACS	Biffa	Annual service charge for bin Pent BS	£253.97
BACS	Broxap	Waste bin	£100.80
BACS	SWW	Water charges	£139.71

DD	British Gas	Electricity for toilets	£37.29
BACS	Staff/HMRC/NEST	Salaries and oncosts	£866.88
BACS	Mrs J Larter	Expenses (mileage and postage)	£133.23
DD	Cornwall Council	Business rates for public toilets	£58.19

**(19/047) Meetings/Training Attended**

20 May – Chairman, Cllrs Sundercombe, Muskett and the Clerk met with representatives from Cormac and Cornwall Council regarding Tregorrick road safety  
 17 June – The Clerk attended an SLCC Smaller Councils meeting

**(19/048) Correspondence Received**

In addition to the list of correspondence previously circulated, the following was noted

- Communities and Devolution Bulletin regarding climate change
- Correspondence regarding Cornwall Council’s consultation on polling districts and polling places (to appear on next month’s agenda)

**(18/049) Dates for the Diary**

20 June – St Austell Town Council public meeting regarding the Community Governance Review (Chairman and Cllr Mustett to attend)  
 27 June – Cornwall Community Flood Forum field trip to view beavers in Ladock (Cllr Smith to attend)  
 11 July – St Austell and Mevagissey Community Network Panel Meeting (Chairman and Cllr Muskett to attend)

**(19/050) Dates of Forthcoming Meetings**

Dates of forthcoming meetings (At 7.00pm in the Committee Room, St Austell One Stop Shop, Penwinnick Road unless stated): 24 July (change of date), 21 August (if needed), 18 September, 16 October (Pentewan Village Hall), 20 November, 18 December.

**(19/051) Exclusion of Public and Press**

Under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it was **RESOLVED that because of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for agenda item 20.**

**(19/052) Recruitment of a new Clerk**

The Clerk’s report was noted and shortlisting will take place on 9 July, with interviews on 16 July.

The meeting closed at 8.55 pm

.....  
 Chairman

.....  
 Date



**Pentewan Valley Parish  
Council**

**Budget Monitoring Report as at 30 June 2019**

		<b>Original Budget £</b>	<b>Spend to date £</b>	<b>Percentage of Budget £</b>	<b>Notes</b>
<b>Employee Related Costs</b>					
Salaries (inc. oncosts)	£	7,500.00	£ 2,190.57	29.21%	
Clerk's Travel & Subsistence	£	600.00	£ 117.90	19.65%	
Training and books	£	500.00	£ -	0.00%	
<b>Total Employee Related Costs</b>	<b>£</b>	<b>8,600.00</b>	<b>£ 2,308.47</b>		
<b>Accommodation Related Costs</b>					
Clerk's Room allowance	£	216.00	£ 108.00	50.00%	
<b>Total Accommodation Related Costs</b>	<b>£</b>	<b>216.00</b>	<b>£ 108.00</b>	50.00%	
<b>Administration Costs</b>					
Stationery	£	300.00	£ -	0.00%	
Meeting Costs (inc room hire)	£	500.00	£ -	0.00%	
Photocopying and printing	£	200.00	£ 17.75	8.88%	
Bank charges	£	-	£ 18.00		
Office Equipment	£	300.00	£ -	0.00%	
Postage	£	130.00	£ 15.33	11.79%	
Insurance	£	750.00	£ 389.65	51.95%	
Subscriptions	£	500.00	£ 263.61	52.72%	
<b>Total Administration Costs</b>	<b>£</b>	<b>2,680.00</b>	<b>£ 704.34</b>	26.28%	
<b>Councillor Costs</b>					
Chairman's Allowance	£	100.00	£ -	0.00%	
Councillors Travel and Subsistence	£	100.00	£ -	0.00%	
	<b>£</b>	<b>200.00</b>	<b>£ -</b>	0.00%	
<b>Election Expenses</b>					
Election fund	£	2,500.00	£ -	0.00%	
<b>Total Election Costs</b>	<b>£</b>	<b>2,500.00</b>	<b>£ -</b>	0.00%	
<b>Other Expenses</b>					
Grants	£	500.00	£ -	0.00%	
Audit Fees	£	400.00	£ 177.64	44.41%	
Parish Projects	£	1,000.00	£ 390.64	39.06%	
Footpath Maintenance	£	2,000.00	£ -	0.00%	
Menagwins Car Park	£	2,500.00	£ 60.00	2.40%	
Pentewan Car Park	£	15,000.00	£ 13,995.73	93.30%	<i>excluding clerks hours</i>
Pentewan Flood Defences	£	1,000.00	£ -	0.00%	
Toilets	£	2,000.00	£ 495.80	24.79%	
Street furniture maintenance	£	1,500.00	£ -	0.00%	
Devolved Services	£	750.00	£ -	0.00%	
<b>Total Other Expenses</b>	<b>£</b>	<b>26,650.00</b>	<b>£ 15,119.81</b>	56.73%	
<b>Reserves</b>					
Contingency	£	8,000.00	£ -		

	£	8,000.00	£	-	
VAT Paid			£	1,925.37	
<b>Total Expenses</b>	£	<b>48,846.00</b>	£	<b>20,165.99</b>	
<b>Income</b>					
Bank Interest			£	22.16	
Precept	£	13,043.90	£	6,521.95	50.00%
VAT Refund			£	-	
CTSG	£	403.42	£	201.71	50.00%
Toilets			£	187.25	
Other			£	5,500.00	flood study
<b>Total Income</b>			£	<b>12,433.07</b>	

		Balance C/F		
		31/03/2019	£	34,002.38
		Add income to date	£	12,433.07
			£	46,435.45
		Less expenditure		
		to date	£	<b>20,165.99</b>
			£	<b>26,269.46</b>
		TOTAL FUNDS HELD AS AT		
		30 JUNE 2019		

#### Bank Reconciliation

Current Account	Statement balance @	30/06/2019	£11,172.12
	less unrepresented cheques		£0.00
			£11,172.12
Instant Access		30/06/2019	£15,097.34
			<b>£26,269.46</b>

## **Correspondence received since 19 June 2019**

- CALC Newsletter
- Summary of Cormac's Highways Engagement event held on 9 May 2019
- Details of Natural England's proposals to improve public access along the Cornish Coast as part of the creation of the England Coast Path
- Letter of introduction from the new Rural Housing Enabler at Cornwall Council
- Invitation from Cornwall Council to attend a workshop on litter, fly tipping and dog fouling (Clerk to attend)
- Request from a student at Plymouth University for assistance in his research project (Cllr Ward to assist)