

**Minutes 14<sup>th</sup> September 2023**

**Present** Cllr Hockin, Cllr Edwards, Cllr Yates, Cllr Simmonds, Cllr Long, Cllr M Smith, Cllr Bridges, Cllr Bright, Cllr Rodda & CCllr Jordan

**08.01 Apologies** – Cllr L Smith

**08.02 Declarations of Interest** – Cllr Rodda declared an interest if Castle site fencing is discussed.

**08.03 Public Participation** – one member of the public present. Nothing raised

**08.04 Planning – To consider planning applications received –**

Application	PA23/06083
Proposal	Listed building consent application for internal alterations
Location	Penally House, Penally Hill, Boscastle, Cornwall

Cllr Long proposed the council support this application Seconded by Cllr Simmonds. All in favour.

Application	PA23/04796
Proposal	Listed building Consent to drill new flue hole approximately one metre to the left of the existing flue at two point one metres above the road level to comply with current national legislation.
Location	St Meachard, New Road, Boscastle, Cornwall PL35 0AD

Cllr Simmonds proposed the council support this application. Seconded by Cllr M Smith. All in favour.

Application	PA23/07098
Proposal	Hedgerow Sycamore on garden Wall SEE photo 1 and SRF 1, re prune to previous pruning points to provide a clearance of 3 meters from conductors . Hedgerow Sycamore, Elder, Hazel and Ash on boundary hedge and wooded area SEE photo 2, 3 and 4 and SRF 2 coppice to base trees less than 30cm Dia to provide greater than 3 meters of clearance from the power lines.
Location	Old Slaughterhouse Butts Lane Boscastle Cornwall

Cllr Simmonds proposed the council support this application. Seconded by Cllr M Smith. All in Favour.

Application	PA23/07097
Proposal	Works to trees subject to a tree preservation order (TPO) Hedgerow Sycamore, and Oak SEE SRF 3 Group 5 and 6 (Sycamore) and Tree 1 (Oak) . G5 and G6 group Sycamore side prune and reduce side prune to light growth to clear open phase LV lines to achieve 2 meters of clearance from the lines
Location	Penally House Penally Hill Boscastle Cornwall

Cllr M Smith proposed the council support this application. Seconded by Cllr Simmonds. All in favour.

PA23/04112 Mulberry House the council raised concerns about the impact of the work on trees and hedges. These concerns have been addressed and the planning officer is recommending approval. The clerk would respond supporting the planning officer’s recommendation.

**08.05 To consider other planning applications received by time of meeting. –**

Cllr Simmonds proposed the council consider the following application at this meeting. Seconded by Cllr Bridges. All in favour.

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Application	PA23/07222
Proposal	Proposed demolition of existing garage and store and erection of garage on site of existing (includes felling of sycamore) with variation of condition 2 of decision PA20/06514 dated 22/10/2020
Location	Windrush Paradise Road Boscastle Cornwall PL35 0BL

Cllr Simmonds proposed the council support this application. Seconded by Cllr Bridges. All in favour.

### 08.06 Planning Decisions: as listed (see website)

### 08.07 Minutes

Minutes of the meeting held on 10<sup>th</sup> August 2023 – Cllr Simmonds proposed, the minutes be accepted as a true record. Seconded by Cllr Long. All in favour. Cllr Rodda abstained not at meeting.

**08.08 Matters to Report (only) from previous meetings minutes** – Cllr Simmonds highlighted item 7.12 Highways from the previous minutes and speed sign data capture. The problem with the clerk laptop is currently preventing this activity and asked if the council should do whatever it takes to rectify the problem. Clerk to investigate and action repair. Cllr Bridges agreed to download the data clerk to liaise and provide download information. Cllr Yates raised the Boscastle Chamber of Trade and commerce step two complaint re car park charging and hoped for more information und Cornwall Councillor report.

### 08.09 Finance

Category	Sub Category	Amount	For
Administration	Staff Costs	£562.20	Litter PC (Sept)
Administration	Staff Costs	£1150.79	Salary (Aug)
Administration	Staff Expenses	£62.99	Expenses (Aug)
Administration	HMRC	£499.06	Tax & NI
Administration	Village Hall Hire	£42.00	Hall Hire June, July & August
Agency	Grass Cutting	£1,190.00	3 <sup>rd</sup> & 4 <sup>th</sup> grass cuts
Administration	Environment	£175.00	August
Administration	Auditor - External	£378.00	External Audit Fee

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

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

Clerk to reply to the email – Parish Land Assessment and refer the author to Cornwall Council as it more their area of responsibility.

Clerk to reply to email – Bench on Doctors Hill and New Road – Thank you.

Councillor Simmonds reported he, Cllr Bright and Cllr Yates are with others are custodians of the Boscastle Village Archive. The group need to have a constitution which make allowance to future proof safe keeping of the artifacts and asked if the Parish Council would take over the safe keeping in the event the custodian group ever dissolved. Cllr M Smith proposed the Parish Council accept the responsibility. Seconded by Cllr Long. All in favour. Cllr Bright raised the potential need for grant funding to enable the cataloguing and recording of artifacts.

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The councillors discussed the need for so much paper documentation when it is made available a week before of the meeting. It was agreed that councillors read the documentation online ahead of the meeting and councillor documentation would now only be printed for those councillors who preferred a paper copy. Agenda and summary sheet would still be paper copies at meeting.

### 08.11 Reports

Cornwall Councillors Report – Cllr Jordan reported he had been contacted by Cornwall Council Highways re the recent Traffic Regulation Order as they didn't have any funding, but Cllr Jordan has some reserves from the old Community Network which he will release to get the work put right and completed. He has approved the two grant fund requests for the Parish Council. He gave an explanation of the Looe housing which was reported on the local news. A new consultation on off street parking is planned and the Parish Council will in future be charged for the bin emptying on the castle site. The Community Area Partnership meeting on Monday was attended by the new Inspector of Police who is interested in getting speeding down.

Chairmans Report – Chair reported the solar panel modification is working well.

Parish Clerk Report – Clerk reported on the Annual Governance return and will include items on next month's agenda to cover the issues raised.

### 08.12 Items from previous meeting

#### Highways –

Doctors Corner – Hedge – Cornwall Council have issued the 14-day notices. Clerk asked to email after 14 days has expired to prompt a response.

Pedestrian Routes – Nothing further to report

Traffic Regulation Order (TRO) – Some confusion as to where we are at with this, as some works still need doing but the TRO is now sealed and enforceable. Cllr Hocking advise based on the site meeting with Cornwall Highways what Cllr Jordan had said was to increase the double yellow lines at the top of Fore Street to remove the pinch point, increase the size of the box outside the doctor surgery, removal of double yellow lines from the Wellington Hotel up to Marine Terrace and add lines around Doctor Corner. Concern that this work was part of the original consultation and TRO work programme that was either not done or misinterpreted and now new TRO is being proposed to address these issues. Clerk would try and seek clarity on the state of TRO From Highways and the proposals for a follow up TRO.

Play Area – Cllr Simmonds reported he and colleagues had notice the matting beneath some of the equipment is becoming overgrown like the access path. But in this case as it disguises the stark blue matting it would be best to leave it. A quote has been received to address the access path matting by lifting it and laying a weed suppressing membrane. Cllr Simmonds propose the quote of £330 be accepted. Seconded by Cllr Yates. All in favour.

The new roundabout has been installed and the safety surface around it has been laid. The temporary protective fencing will be removed on Monday. Cllr Bright suggested installing a noticeboard either in the play area or close to as parents may take the time to reads notices while children are playing. It was felt this fitted with the new communication group remit.

Councillors asked for CCTV in the Play Area to be included on next month agenda.

#### Car Park

Electric Charging – Cllr Yates reported on behalf of the Boscastle Chamber of Trade and Commerce (BCTC) that the equipment the wiring is in place, lease agreement missing, and infrastructure being discussed.

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### Castle Site –

Paths & Steps – Cllr Simmonds reported following a meeting on site the route as proposed by Historic England is a much gentler route down. The work to clear the route could be completed by 23<sup>rd</sup> September which is the discovery day. Cllr Simmonds proposed accept the quote of £200 to clear the route. Seconded by Cllr M Smith. All in favour.

Monumental Project – Clerk to repost the updated poster to help encourage drop in attendance. The event is on Saturday 23<sup>rd</sup> September on the Castle Site and in the Community Centre.

Land Boundaries – *Cllr Rodda left the meeting.* Cllr Bright reported they (the working Group) had a good walk around and there is a need to secure the perimeter in phases. The first phase they are looking at is from the War Memorial on the right-hand side on the boundary of the adjoining properties from Dunn Street. The clerk has drafted a letter for nearby properties advising of the proposed work which subject to an addition sentence was agreed. The fence would be a two-rail wooden fence with stock proof netting. Cllr Yates proposed the council provide the materials for the works and up to £300 for the contract labour. Seconded by Cllr M Smith. Cllr Simmonds would produce a specification for the work. *Cllr Rodda rejoined the meeting.*

Anti-Social Behaviour – Concern expressed that many people are reluctant to report incidents in fear of reprisal. Cllr Bright indicated reports can be done anonymously via the police website. The incidents seem to have subsided. The Council encourages all residents and visitors to report any anti-social/vandalism to the police. Otherwise, the Police will not know about and not provide a presence.

Community Parish Champion – Cllr Yates has redrafted the original document based on feedback from last meeting. Cllr Long suggest making a presentation of a trophy rather than a certificate or both. Cllr Long proposed the inclusion of a trophy. Seconded by Cllr Bright. Cllr Yates make the amendment to the document and asked Cllr Long for a quote for a suitable trophy.

Website – Cllr Bridges and Cllr Yates have produced a work specification to convert the boscastlecornwall.org.uk website for Council approval. The specification is with our website management company awaiting their quote for the work. Cllr Yates proposed the council agree up to £500 spend to make the conversion. Seconded by Cllr Bridges. All in favour. Clerk working with website team to provide a councillor library on the website.

Communication – Cllr Simmonds has drafted terms of reference for the Communication Group. Cllr Yates proposed these terms of reference be accepted. Seconded by Cllr Bright. All in favour.

Performance Management – All councillors have a copy of the final draft of the FMPC – Clerk performance management document. Cllr Yates proposed the document be adopted by the council. Seconded by Cllr Simmonds. All in favour.

### Works around the Village -

Paradise Triangle – Cllr Hockin has two people interested in doing the works Starting in October as previously agreed. Cllr Hockin to arrange quotes for the work.

Council Documentation Review – The clerk indicated the document in the councillor packs had been updated to include the communication working group. Cllr Yates asked for the awards working group to be included.

### **08.13 Items since last meeting - nothing**

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### 08.14 Agenda items for next meeting

The clerk would add under Finance; Insurance Review, Risk Assessment Review, Audit Report (produce plan/action to address issues).

#### Highways

Doctors Corner - *hedge*

Pedestrian Routes - *signage locations and wording*

Traffic Regulation Order (TRO) – *Review and expressions of interest*

#### Play Area –

Monthly inspection *report and equipment update*

CCTV monitoring – *investigate options.*

#### Car Park

Electric Charging – *progress update*

#### Castle Site

Paths and steps – *progress report*

Monumental project - *update*

Land Boundaries – *fence progress report*

CCTV monitoring – *investigate options.*

#### Boscastle Village Archive - *report*

Anti-Social Behaviour – *increase in instances reported.*

Community Parish Champions – *recognition of peoples good will*

Website - *discuss future of boscastlecornwall.org.uk website.*

Communication – *comms group update*

Performance Management – *Clerk*

#### Works around the village

Paradise Triangle – *update on contractor progress*

#### Council Documentation Review

With no further business the Chairman closed the meeting at 21.02pm

**Date of next monthly meeting Thursday 12<sup>th</sup> October 2023 in the Village Hall**