



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE FULL COUNCIL MEETING
HELD IN PORT ISAAC SCHOOL
MONDAY, 11th JANUARY 2016 @ 7pm**

Present:	Cllr. Raynor (Chairman) Cllr. Coles (Vice Chairman) Cllr. Penny (CC/PC) Mrs Thompson (Clerk)	Cllr. Bell Cllr. Dawe Cllr. Phelps	Cllr. Brogan Cllr. Manders Cllr. Williams
Minute	AGENDA ITEMS		Action
	<u>Chairman's Welcome and Public Forum</u> – the Chairman welcomed those present and advised them of exits, local hazards, location of WCs, etc.		
01/2016	<u>Apologies for Absence</u> – Cllr. Collings.		
02/2016	<u>Members' Declarations</u> – a. <i>Registerable Declarations of Interests</i> – none. b. <i>Non-registerable interest</i> – none. c. <i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds. d. <i>Dispensations</i> – none.		
03/2016	<u>Casual Vacancy</u> – there were no applications to fill the casual vacancy. Cllr. Raynor urged Members to seek a new Member.		All Members
04/2016	<u>Minutes of Meetings</u> – a. <i>Full Council Meeting</i> – 14 th December 2015. Minute 239/21015 was amended as follows: "Parish Survey", should read "Landscape Character Assessment", "self-build projects" should read "development sites". With these amendments the Minutes were AGREED as a true record.		
05/2016	<u>Outside Bodies / Reports</u> – a. <i>Parish Council Chairman</i> – Cllr. Raynor said other than what is on the agenda, he had nothing to report. b. <i>Police</i> – in the absence of PCSO Drennan there was no report. c. <i>County Council</i> – Cllr. Penny reported the resurfacing had started and then ceased. He said this was unacceptable and must be finished by half-term. He is following this up. He said CC/Wadebridge Town Council are seeking funding to assist in keeping the Wadebridge Library and One-Stop Shop open. He will re-circulate the Library report. Cllr. Raynor said he will try to attend the next meeting. Cllr. Penny said on 18 th January there would be a road closure at Trelights. The Treswarrow Wind Turbine appeal (PA14/10342) had been declared invalid. There had been some correspondence i.r.o. the sluice gate in Middle Street. Cllr. Penny will report a number of blocked drains.		Cllr. Penny Cllr. Penny

	<p>d. <i>Neighbourhood Plan</i> – Cllr. Williams reported the landscape character assessment had been carried out in glorious weather. Photographs had been taken and a report will follow, hopefully, by 21st January 2016.</p> <p>She said St Ives NDP had passed the inspector’s examination and is now going out to referendum. It contains an interesting policy: “New open market housing without a restriction to ensure its occupation to full-time principal residence (occupied at least 270 days per year) will not be permitted... New second homes and holiday lets will not be permitted at any time.”</p> <p>e. <i>St Endellion Coastal Community Team (CCT) / Economic Plan</i> – Cllr. Bell reported consultants are working on the Economic Plan report and making good progress. There will be a public consultation on 21st January 2016 at Port Isaac School.</p> <p>It was RESOLVED to circulate the report to all Members when it is available, who can then feedback to Cllr. Raynor. It was further RESOLVED that the three PC representatives on the CCT were authorised to ‘sign off’ the final Plan.</p> <p>f. <i>Community Emergency Management Plan</i> – Cllr. Penny reported a meeting will be held on 12th January 2016. He said he wouldn’t want the sluice gate to be removed without support from the local community. The Environment Agency believe it is the responsibility of CC.</p> <p>g. <i>Wadebridge Library</i> – no-one had been able to attend the meeting held on 5th January 2016 to discuss the future of Wadebridge Library. There will be a further meeting on 8th February 2016. Cllr. Raynor hopes to attend.</p>	Cllr. Raynor
06/2016	<p><u>Planning Applications</u> – Members considered:</p> <p>a. <i>PA15/10864, 14 New Road, Port Isaac</i> – demolition of existing garage workshop and erection of four flats. Cllr. Williams recalled that when Mrs Margaret Prout had met with Members regarding her proposal she had said that this would be affordable housing. The application does not contain a s.106 affordable clause. Cllr. Bell didn’t wish to see affordable housing on the site because a housing association would be responsible for allocating the lettings. Cllr. Manders had no comment. Cllr. Penny did not have a problem with the proposal. He commented that there is no scope to extend in the future. Cllr. Phelps said it was the wrong site for affordable housing. Cllr. Brogan was also in support. Cllr. Dawe had no objection. Cllr. Williams felt this was not a suitable site for development. The site was cramped. She would prefer to see two commercial units on the ground floor with two flats above. Cllr. Coles said it would be better for the whole site to have been developed. He said it was over development of the site, with limited amenity space. Cllrs. Phelps and Bell said commercial units on the site would not be viable. SUPPORT. Cllr. Manders abstained.</p> <p>b. <i>PA15/11997, The Rectory, St Endellion</i> – works to a tree subject to a tree preservation order. Branch reduction of Holm Oak by 1 metre. SUPPORT.</p>	Cllr. Williams / Clerk Cllr. Williams / Clerk
07/2016	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Planning Applications Approved by CC</i> – information only.</p> <p>i. <u>PA15/08844, Flat 9, Castle Rock, Port Isaac</u> – removal of top floor window and replacement with sliding doors and Juliet balcony. Clad high level wall section in boarding to match existing boarding on the adjacent wall.</p> <p>ii. <u>PA15/09513, 9 Roscarrock Hill, Port Isaac</u> – extension to front of building.</p> <p>iii. <u>PA15/09815, 17 Silvershell Road, Port Isaac</u> – proposed rear, side and front single storey extensions.</p> <p>b. <i>Planning Applications Withdrawn</i> – information only.</p> <p>i. <u>PA15/10041, Golden Lion, Fore Street, Port Isaac</u> – to extend existing external balcony, relocate toilets to basement.</p> <p>ii. <u>PA15/10041, Golden Lion, Fore Street, Port Isaac</u> – LBC to extend existing external balcony, relocate toilets to basement.</p>	

	<p>c. <i>Paperless Planning</i> – Minute 237b/2015 refers. Cllr. Williams had done some research on a suitable tablet and had identified one with a large screen. Cllr. Williams to send details to the Clerk. There followed a general discussion. It was RESOLVED to purchase a tablet plus a robust case.</p> <p>d. <i>Enforcement Cases</i> –</p> <p>i. <u>EN15/01014, Land North East of Port Gaverne Hotel</u> – levelling of the land and importation of hardcore to create a car park for customers of the Port Gaverne Hotel. A large caravan and shipping container had also been brought onto site. Case officer – Serena Wearne.</p> <p>ii. <u>EN15/01190, Harbour Heights, Rose Hill, Port Isaac</u> – alleged non-compliance with approved plans. New access track and parking space created. Case officer – Serena Wearne.</p> <p>e. <i>PA14/11484, 5 Trewetha Lane, Port Isaac</i> – proposed demolition of existing dwelling and construction of replacement dwelling. The appeal on this application had been dismissed.</p>	Cllr. Williams / Clerk
08/2016	<p><u>The Main Car Park</u> –</p> <p>a. <i>Insurance Valuation</i> – Minute 243e/2015 refers. At the December meeting: It was AGREED that as the building cost was £400,000 and allowing for an 8% rise in the cost of building and the extra for the overflow car park we should insure the car park for £450,000. The cost of doing so would be an additional £1,852.14 inclusive of Insurance Premium Tax.</p> <p>In view of this, Members revisited their decision. The renewal costs for the following had been established:</p> <p style="padding-left: 40px;">Cellular Plastic Grass Car Park System including infill - £66,750k 190 Tarmac Roads - £93,450k Car park machines - £15,000 Fencing - £2,000.</p> <p>The Clerk to seek a fresh quotation and enquire about the 'average clause'.</p>	Clerk
09/2016	<p><u>Highways Matters</u> – Members to consider:</p> <p>a. <i>Pentus Wall and Cellars</i> – Minute 240a/2015 refers. Mr Mark Hollow, Cormac had emailed to say he had sought advice from CC's legal team and in the absence of any firm evidence to the contrary it is reasonable to assume that the wall was constructed to support the highway; and therefore the maintenance liability rests with CC as the Highway Authority.</p> <p>Cllr. Bell continued to have reservations and believed the PC should have this in writing from CC/Highway Authority. The Clerk to request this.</p> <p>b. <i>Road Repairs</i> – Minute 240c/2015 refers. Covered by 5c/2016 above.</p>	Clerk
10/2016	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Roscarrock WCs</i> – Minute 241b/2015 refers. Mr Jon James, CC advised his report, which identified the requirements "to enable CC to transfer facilities and investment required to generate income so that CC can run facilities like Roscarrock" had been accepted in principle. But he has "to work up a more detailed business case". Cllr. Penny will enquire urgently if any funding had been found for this proposal.</p> <p>b. <i>Port Isaac Refuse</i> – Minute 241c/2015 refers. Cllr. Raynor will pursue Mr Gisby, CC, regarding land ownership and to consider further relocating the bins.</p> <p>c. <i>Playing Field Association (PFA)</i> – Minute 241e/2015 refers. Cllr. Bell reported Mrs Bell is unwell, but sent her thanks to Members for their funding pledge. At some point this project will have to be taken over by the PC.</p> <p>d. <i>The Leat Sluice Gate</i> – Minute 244a/2015 refers. Covered by 5c/2016 above</p> <p>e. <i>New Road WCs</i> – Minute 244b/2015 refers. Cllr. Raynor had carried out a company check on SWBM and reported their finances improved last year. He and Cllr. Coles had met with the company and it was evident that a project manager would be needed.</p>	Cllr. Penny Cllr. Raynor

	The work had been divided into two phases. Phase 1 was for the toilets and should be finished by 24 th March. Phase 2 will commence on 4 th April and finish just before the Spring bank holiday (27 th May).																																					
11/2016	<p><u>Administrative Matters</u> –</p> <p>a. <i>Website</i> – Minute 242a/2015 refers. The Clerk reported there is a delay with the new website ‘going live’ because Mr Lawrence has to rename all the minutes and agendas prior to uploading them to the new server.</p>																																					
12/2016	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – Schedule No.10, to a value of £9,356.65 were APPROVED for payment.</p> <p>The Clerk reported that although regular invoices are received from Cormac for H&S inspections of the play equipment, the inspection reports had never been received. At her request these are now to hand. She pointed out that when a particular inspector did the assessments no faults were found, but when others did them, they did find matters needing attention. The Clerk to seek an explanation from Cormac.</p> <p>Noted that cheque number 200246 had been lost and replaced with cheque number 200295.</p> <p>Noted that cheque number 200303 had been reduced to £8.87, but there had been insufficient time to amend the schedules.</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Price</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Administration</td> <td>37.18</td> <td></td> <td>37.18</td> </tr> <tr> <td>Car park</td> <td>2,837.67</td> <td>200.00</td> <td>3,037.67</td> </tr> <tr> <td>Maintenance - various</td> <td>392.34</td> <td>20.00</td> <td>412.34</td> </tr> <tr> <td>New Road WCs</td> <td>1,616.40</td> <td>180.95</td> <td>1,797.35</td> </tr> <tr> <td>Staff costs, incl. tax & NI</td> <td>1,028.05</td> <td></td> <td>1,028.05</td> </tr> <tr> <td>Coastal Communities project</td> <td>2,475.00</td> <td>495.00</td> <td>2,970.00</td> </tr> <tr> <td>Playing Field project</td> <td>74.06</td> <td></td> <td>74.06</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="border-top: 1px solid black;">£9,356.65</td> </tr> </tbody> </table> <p>b. <i>Budget Monitor</i> – a copy was circulated at the meeting.</p> <p>c. <i>General Reserves</i> – it was RESOLVED to release £7,462 to general reserve i.r.o. EMR for landscaping of car park, which had not been used.</p> <p>d. <i>Defibrillator</i> – Minute 243d/2015. There was no response from the Ronnie Richards Memorial Trust, i.r.o. possible provision of a defibrillator for Port Isaac. Cllr. Raynor said the Co-op had raised £900 towards the provision of one.</p>	Item	Price	VAT	Total	Administration	37.18		37.18	Car park	2,837.67	200.00	3,037.67	Maintenance - various	392.34	20.00	412.34	New Road WCs	1,616.40	180.95	1,797.35	Staff costs, incl. tax & NI	1,028.05		1,028.05	Coastal Communities project	2,475.00	495.00	2,970.00	Playing Field project	74.06		74.06				£9,356.65	Clerk
Item	Price	VAT	Total																																			
Administration	37.18		37.18																																			
Car park	2,837.67	200.00	3,037.67																																			
Maintenance - various	392.34	20.00	412.34																																			
New Road WCs	1,616.40	180.95	1,797.35																																			
Staff costs, incl. tax & NI	1,028.05		1,028.05																																			
Coastal Communities project	2,475.00	495.00	2,970.00																																			
Playing Field project	74.06		74.06																																			
			£9,356.65																																			
13/2016	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda.</p> <p>a. <i>St Minver Neighbourhood Development Plan</i> – this is available to view and comment on: http://planning.cornwall.gov.uk/online-applications.</p> <p>b. <i>Clerks & Councils Direct</i> – January 2016.</p>																																					
14/2016	<p><u>Diary Dates</u> –</p> <p>a. <i>Full Council Meeting</i> – 8th February 2016.</p> <p>b. <i>WC Committee Meeting</i> – 20th January 2016.</p> <p>c. <i>Finance and Car Parks Committee Meeting</i> – 20th January 2016.</p>																																					
15/2016	<p><u>Information Only / Future Agenda Items</u> –</p> <p>a. <i>Maternity Leave</i> – Cllr. Brogan referred to her pending leave.</p>																																					
16/2016	<p><u>Closed Session</u> – in view of the confidential nature of the business about to be transacted, namely quotations, it was RESOLVED that it is advisable in the public interest that the press and public be excluded and they were instructed to withdraw.</p>																																					

17/2016	<u>Yellow Lines</u> – Minute 248/2015 refers. Ms Teresa McCormack, Cormac advised the estimated cost of the works would be £5,200 and the fee £6,500. This could change if there is opposition to any of the proposals. If the scheme does not go ahead there will be a charge of £898.62 for the work done to date. RESOLVED to go ahead with the proposals.	Clerk
18/2016	<u>Weed Spraying 2016/17</u> – Minute 249/2015 refers. The quotation from Cormac Solutions to weed spray all pedestrian surfaces, other than the highway at a cost of £331.65 + VAT (previously circulated via email), was deferred from the December meeting. The Clerk to ask for the path alongside the Co-op to Tintagel Terrace to be added and to ensure the paths on Silvershell Road / Crescent are included in the weed treatment regime. With this clarification, it was RESOLVED to go ahead.	Clerk
19/2016	<u>Contracts</u> – Minute 250/2015 refers. The Clerk to ask for the Valley footpath to be given an extra cut (35). It was RESOLVED to accept the quotations from A1 Tree Surgery for the various contracts. Cllr. Bell said he had proposed the removal of the war memorial, as previously discussed to the Parish Rooms Committee, but it had not been well received. He said that grants are being sought to repair the Parish Rooms and convert to a multi-use hall. Cllr. Bell left the meeting at this point.	Clerk Clerk
20/2016	<u>Car Park Tender</u> – Minute 251/2015 refers. Cllr. Coles reported that the closing date is 16 th January 2016. Referred to the F&CP Committee to make a recommendation to the February Full Council meeting.	Clerk
21/2016	<u>Meeting Closed</u> – 20.29pm.	

Signature: (Cllr. Raynor)
Chairman

Date: 8th February 2016