



**MINUTES OF THE FULL COUNCIL MEETING  
HELD IN PORT ISAAC SCHOOL  
ON MONDAY, 9<sup>th</sup> MARCH 2015 @ 7pm**

Present:	Cllr. Coles (Chairman) Cllr. Dawe Cllr. Phelps Mrs Thompson (Clerk)	Cllr. Bell Cllr. Manders Cllr. Raynor (Vice Chairman)	Cllr. Collings Cllr. Penny (CC/PC) Cllr. Williams
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Minute	AGENDA ITEMS	Action
	<p><u>Chairman's Welcome and Public Forum</u> – the Chair welcomed those present and advised them of exits, local hazards, location of WCs, etc. He also advised that the Clerk will be taping the meeting.</p> <p>Mrs Sampson addressed the meeting regarding the proposed TPO on trees at Cairnsmore. Her mother owns the property. She has power of attorney for her mother. Mrs Sampson was concerned that the question of a TPO was back on the agenda. She had spoken to a leading arboriculturalist, who had said that the longevity of the trees was not of concern. Either the trees should have a TPO or they should not. She empathised that there were no plans to fell the trees or to develop the site. Mrs Sampson said that the Tree Officer had not visited the site, which was essential before deciding if a TPO should be granted.</p> <p>With regards to the life expectancy of the trees she said CC's Tree Officer's report had claimed this to be 90-120 years. Mrs Sampson pointed out this might be the case in a plantation, but these particular trees are planted too close together and will not live that long.</p> <p>She read a letter from Trademark Trees Ltd., who had been contracted by the owner to maintain the trees for a number of years. They pointed out that each year they have been called to deal with problem limbs, which have suffered as a consequence of bad weather. In their opinion a TPO at Cairnsmore may make it difficult to maintain some of the trees. They said that a detailed survey of all the trees on the property should be carried out before any orders are granted.</p> <p>Mrs Sampson said the decision facing Members was to either uphold their original decision to object to the TPO or to hold a site visit and identify trees worthy of preservation. She provided the Clerk with some background papers, including a flowchart "Making and Confirming a Tree Preservation Order".</p> <p>Mrs Preston referred to the proposed double yellow lines. She and her husband objected to the proposal for such lines on the corner of Tintagel Terrace and Hartland Road. She suggested making Tintagel Terrace one-way to vehicular traffic.</p>	

40/2015	<u>Apologies for Absence</u> – Cllr. Brogan (personal commitment).	
41/2015	<u>Members' Declarations</u> – a. <i>Registerable Declarations of Interests</i> – none. b. <i>Non-registerable interest</i> – Cllr. Raynor in 48c/2015, as a Committee Member of the RNLI. 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> – there were no requests for dispensations.	
42/2015	<u>Resignation</u> – Members received the resignation of Cllr. Philp and declared the resulting casual vacancy. The Clerk to advise CC. A letter from Mr Philp was read to the meeting, in which he complained about a Member who had allegedly written letters for residents to sign. It was <b>RESOLVED</b> to elect Cllr. Dawe as a replacement for Mr Philp on the F&CP and WC Committees. It was confirmed that the Chairman was an ex-officio Member of all Committees.	Clerk
43/2015	<u>Chairman's Report</u> – Cllr. Coles reported the Back Hill signs had been erected and the whole area was looking much better. He was concerned that the proposed car park extension had not made more progress.	
44/2015	<u>Minutes of Meetings</u> – a. <i>Full Council Meeting</i> – 9 <sup>th</sup> February 2015. In the last paragraph of the Public Forum, 'reprehended' was amended to read 'reprimanded'. Mrs Jacqueline Pomfret had sent an email, which was read to the meeting, complaining about the PC's response to planning application PA14/11829 and about the wording of the Minutes in relation to this application. Members clearly recalled that residents did not object, in principle, to the site being developed. The following sentence was added to Minute 24a/2015: "There were no dissenting voices when residents were asked if they objected to a property of some description on the site." With this amendment, the Minutes were <b>AGREED</b> as a true record. An amended version to be signed at the April meeting. Members did not feel that their response to this planning application needed amending. The Clerk to advise Mrs Pomfret. b. <i>Finance and Car Parks Committee Meeting</i> – 18 <sup>th</sup> February 2015, <b>AGREED</b> as a true record. c. <i>WC Committee Meeting</i> – 18 <sup>th</sup> February, <b>AGREED</b> as a true record. d. <i>Extraordinary Council Meeting</i> – 23 <sup>rd</sup> February 2015, <b>AGREED</b> as a true record.	Clerk  Clerk
45/2015	<u>Outside Bodies / Reports</u> – a. <i>Police</i> – PCSO Drennan sent her apologies and had advised the Clerk that no crimes had been reported in February. b. <i>County Council</i> – Cllr. Penny reported the Trewetha Lane application was deferred to the end of the month. Cllr. Penny reported he had spoken to the Highways Manager, regarding the installation of temporary "Watch your speed" light-up signs through the new 40mph	

	limit in St Endellion and Highways had added a temporary sign on the Wadebridge side to a future list.	
46/2015	<p><u>Planning Applications</u> –</p> <p>a. <i>PA15/00798, Land South of Quin Cottage, Port Quin</i> – the sign proposed is a Welcome and Orientation sign which is a timber mounted flat panel sign. <b>SUPPORT.</b></p> <p>b. <i>PA15/01575, Land North of Trewetha Cottage, B3267 between Trewetha Lane and Pendoggett Road Port Isaac</i> – proposed new dwelling. Cllr. Williams advised the neighbours were supportive of the application. She felt this would be an improvement on the existing caravan. She said that both applicants walk to work, weather permitting, which was very sustainable. <b>SUPPORT.</b></p>	<p>Cllr. Williams</p> <p>Cllr. Williams</p>
47/2015	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Planning Applications Approved by CC</i> – information only.</p> <p>i. <u>PA14/05464, Headland Hotel, Port Gaverne</u> – demolition of the Headlands Hotel, followed by the erection of a new purpose built 14 bedroom hotel built on the footprint of the existing building and on the adjacent (lower) levelled land to the south. The existing car park and vehicular accesses off the public road will be retained and reused with no extension to the existing car park. Natural stone facing to some ground floor level walls and stone 'plinths' to rendered walls with part full glazing and part rendered walls to the upper level with an undulating sedum covered roof to each main part of the building.</p> <p>ii. <u>PA14/12093, 5 Tintagel Terrace, Port Isaac</u> – erection of garage to replace existing.</p> <p>iii. <u>PA14/11886, Slipway Hotel, Middle Street, Port Isaac</u> – change of use from hotel letting accommodation to new dwelling.</p> <p>b. <i>Planning Applications Withdrawn</i> – information only.</p> <p>i. <u>PA14/11829, Plot on Trelights Farm, Trelights, Port Isaac</u> – construction of live / work unit and formation of vehicular / pedestrian access.</p> <p>c. <i>Planning Applications Refused by CC</i> – information only.</p> <p>i. <u>Land at Treswarrow Park Farm, Trelights</u> – erection of a single wind turbine with maximum blade height of 61m, formation of a new vehicular access track and associated infrastructure.</p> <p>d. <i>Enforcement Cases</i> –</p> <p>i. <u>EN14/01916, Harbour Heights, Rose Hill, Port Isaac</u> – alleged non-compliance with approved plans. New access track and parking space created. Case officer – Serena Wearne. Cllr. Williams advised the application for a new application had not been submitted for the permanent access. This should have been done by 29<sup>th</sup> January 2015. The Clerk to follow this up.</p> <p>ii. <u>PA13/04287, Treswarrow Solar Farm</u> – continued breaking of planning condition relating to hours when work is permitted.</p> <p>e. <i>Cairnsmore, Port Gaverne</i> – in accordance with Standing Orders 7 and 9 of the Parish Council five Members had requested that a motion be included in the Agenda to reverse the resolution of the Parish Council at its meeting on 9<sup>th</sup> February 2015 objecting to the making of a Tree Preservation Order by Cornwall Council in relation to 'Cairnsmore' and substituting a resolution supporting an Order. The</p>	<p>Clerk</p>

Clerk advised that this was in order and the item should be discussed. Cllr. Phelps was unhappy with this advice and indicated he would be contacting CALC for their opinion.

The request had been made as a result of an opinion submitted to the Parish Clerk by Mr Simon Proctor, CC's Forestry Officer, concerning the typical life span for this species of trees, which substantially differs from opinions expressed at the meeting and which was not available to members on 9<sup>th</sup> February 2015.

Cllr. Bell referred to his email, which had been circulated to all Members. He felt that a blanket TPO on all the trees was fundamentally wrong. He supported a draft TPO, which should define the important trees that create a public amenity.

Cllr. Phelps said it would be inappropriate to have an open vote, if the proposal was to place a TPO on specific trees.

Cllr. Williams said this was a temporary draft TPO.

Cllr. Bell proposed that we support the TPO and request that CC identify specific trees for a long-term TPO.

Cllr. Collings wanted to see a proper tree survey carried out.

Cllr. Penny did not believe that the trees are under threat. He indicated that he wouldn't vote for a blanket TPO.

Cllr. Bell reiterated that the TPO should be for specific trees.

Cllr. Phelps queried if there was any new evidence, as the motion claimed.

It was **RESOLVED** unanimously to object to the blanket TPO and they wished to invite the Tree Officer to liaise with the family representatives to have a detailed site inspection to identify those trees that should be protected.

Clerk

48/2015

Finance & Car Park Committee Report – Members considered the following items referred from the F&CP Committee:

a. *Main Car Park Extension* – Cllr. Raynor reported he had met on site with Knivetts (construction engineers). A CAD set of drawings for the car park, on a CD had been obtained from Mr Mark Rea of PDP Green. The brief was to come up with a workable solution to create as many spaces as possible. Knivetts had suggested scraping away the topsoil, to reveal the shale. This would provide a temporary car park for the summer. Cllr. Phelps said it was essential the spaces were individually marked out. Cllr. Raynor said an additional 50 spaces would be created.

i. Parking Places Order (PPO) – it was **RESOLVED** to revoke the PPO and operate under contractual law. The Clerk reported she had asked CALC what is involved in revoking a PPO.

b. *Planting Plan* – Mr Philp had yet to return the plan to Cllr. Raynor.

c. *Fundraising* – Cllr. Raynor declared an interest and left the meeting whilst this item was discussed. It was **RESOLVED** in principle to grant permission to Port Isaac RNLI, to site a large marquee on the playing field in Port Isaac for a fundraising RNLI event, free of charge. There would be a small catering marquee as well as two well presented portable toilets. The remaining car parking levels would be used by guests attending the event which would probably be a ball. It was clarified that guests who park their cars would need to pay.

Cllr. Bell left the meeting at this point.

d. *Road Traffic Order (RTO)* – Members **RESOLVED** to accept a

Clerk

Clerk

	<p>recommendation from the F&amp;CP Committee that the cost of the RTO should be St Endellion 9 parts and St Minver Lowlands 1 part. Cllr. Phelps abstained.</p> <p>It was <b>RESOLVED</b> Cllrs. Penny, Raynor and Williams would meet with Messrs Neil Grigg and Paul Allen (Highways) on site to consider the proposal on 24<sup>th</sup> March 2015 @ 10.30am. Meet by the school.</p>	Clerk
49/2015	<p><u>New Road WC Committee</u> –</p> <p>a. <i>Lease</i> – Cllr. Coles reported the lease had been signed and was with the solicitor (Mr Daniel Sproull).</p> <p>b. <i>Pay as You Go Doors</i> – Cllr. Raynor reported this cannot be actioned until the solicitor has released the lease. Cllr. Raynor said with the self closing doors, some form of ventilation would be needed.</p> <p>c. <i>Cleaning Staff</i> – there had been no response to the advertisement in <i>The Trio</i>, but Cormac had provided a quotation. The Clerk to obtain a fresh quotation to clean the WCs as they are. Cllr. Williams will place an advert on the PC’s Facebook page.</p> <p>d. <i>Notices</i> –</p> <p>i. The sign explaining why a charge had to be made had been produced and will be held by Cllr. Raynor.</p> <p>ii. To be placed on the car park notice board to the effect that visitors will need 20p to use the WC. Cllr. Brogan to action.</p>	Clerk Cllr. Williams
50/2015	<p><u>Neighbourhood Planning</u> – Cllr. Williams reported the ‘design’ meeting had been filmed and this will be edited and placed on the PC’s Facebook page. The parish scores highly on the funding scoring system, which will help when a grant is applied for. This will be submitted shortly.</p>	
51/2015	<p><u>Highways Matters</u> –</p> <p>a. <i>Speed Restriction</i> – covered by Cllr. Penny’s report. Cllr. Phelps said what was needed is a police car enforcing the speed restriction.</p> <p>b. <i>Variable Speed Design Limit</i> – Cllr. Phelps said there were five deaths, related to speed on the Wadebridge to Delabole road in recent years. He wanted to see a Variable Speed Design Limit on this road. To be discussed with Highways. See Minute 48d/2015 above.</p> <p>Cllr. Phelps wanted a letter sent to Highways, so they had something before them at the meeting. Cllr. Penny said it should be discussed with Highways in the first instance. For further discussion in April.</p>	Cllrs. Penny / Raynor & Williams  Clerk
52/2015	<p><u>Environmental Matters</u> –</p> <p>a. <i>Pentus Wall, Fore Street, Port Isaac</i> – there was a breach of the wall. Cllr. Williams had spoken to Highways but had been unable to establish ownership. CC had visit the site and did not consider it a dangerous structure, but Cllr. Williams felt there had been further damage since that visit. The Clerk to write to Estates, CC stating that Members consider they are responsible for maintaining Pentus Wall that is supporting the Highways.</p> <p>It was <b>RESOLVED</b> to apply to the Land Registry, to establish ownership of the wall.</p> <p>b. <i>Dog Fouling</i> – Members considered applying for a byelaw to help prevent irresponsible dog ownership, but didn’t feel it would be enforceable.</p>	Clerk  Cllr. Bell

	<p>c. <i>Public Rights of Way Volunteering Opportunity</i> – jobs will include vegetation clearance, step replacement, signage, etc. Contact: 01872-322375 or <a href="mailto:countryside@cornacld.co.uk">countryside@cornacld.co.uk</a>.</p>																																					
53/2015	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – Schedule No.2014/15-Mar to a value of £3,329.02 was <b>APPROVED</b> for payment. Noted it included settlement of the outstanding RoSPA report.</p> <p>The Clerk explained that the VAT refund reflected the fact that previous VAT returns had only shown the VAT output and had not been offset against the VAT input.</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>74.36</td> <td></td> <td>74.36</td> </tr> <tr> <td>Car park</td> <td>978.68</td> <td>28.00</td> <td>1,006.68</td> </tr> <tr> <td>Maintenance - various</td> <td>396.48</td> <td>79.30</td> <td>475.78</td> </tr> <tr> <td>Cemetery</td> <td>100.00</td> <td>20.00</td> <td>120.00</td> </tr> <tr> <td>New Road WCs</td> <td>17.00</td> <td>3.40</td> <td>20.40</td> </tr> <tr> <td>Staff costs</td> <td>1,029.84</td> <td></td> <td>1,029.84</td> </tr> <tr> <td>Neighbourhood Development Plan</td> <td>501.63</td> <td>100.33</td> <td>601.96</td> </tr> <tr> <td></td> <td></td> <td></td> <td><b>£3,329.02</b></td> </tr> </tbody> </table> <p>b. <i>Budget Monitor</i> – copy was circulated at the meeting.</p> <p>c. <i>The Main Car Park</i> –</p> <p>i. <u>Catering Concession</u> – no action, unless approached.</p> <p>ii. <u>Advertisements on the Notice Board</u> – in the absence of Cllr. Brogan there was no update. Cllr. Manders will set up a meeting with her to take this forward. See also 49d[ii]/2015 above.</p> <p>d. <i>Treswarrow Solar Farm</i> – Cllr. Raynor was awaiting a response from Mr Andy Cameron, regarding the proposed Community Benefit Agreement. This was worth £2,000 per annum to St Endellion.</p> <p>e. <i>War Memorial</i> – there had been no response from St Peter’s PCC, regarding Members’ offer to add the cutting of the grass around the war memorial to the tender packs. Cllr. Raynor said this was usually cut weekly in the growing season. Cllr. Collings said that the Diocese surveyor is due to make a site visit to carry out an H&amp;S inspection.</p> <p><i>St Endellion Churchyard</i> – the Clerk reported she had received a ‘phone call from Mrs Frances Kent, St Endellion PCC asking Members to consider reinstating the £650 grant they used to make towards the upkeep of the churchyard. (£175 per cut, every 2-3 weeks.) Deferred to the F&amp;CP Committee for a recommendation.</p> <p>f. <i>Insurance Documentation</i> – Cllr. Williams returned the insurance paperwork to the Clerk.</p> <p>g. <i>Playing Field</i> – Minute 29a/2015 refers. The Clerk advised she had asked A1 Tree Surgery to roll and cut the football pitch. The rolling would cost £250 + VAT. It was <b>RESOLVED</b> to ask A1 to cut the grass in the playing field and car park.</p>	Item	Price	VAT	Total	Administration	74.36		74.36	Car park	978.68	28.00	1,006.68	Maintenance - various	396.48	79.30	475.78	Cemetery	100.00	20.00	120.00	New Road WCs	17.00	3.40	20.40	Staff costs	1,029.84		1,029.84	Neighbourhood Development Plan	501.63	100.33	601.96				<b>£3,329.02</b>	<p>Cllrs. Brogan / Manders</p> <p>Cllr. Raynor</p> <p>Clerk</p> <p>Clerk</p>
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54/2015	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda.</p> <p>a. <i>Mobile Phone Base Station</i> – Members to consider suitable sites.</p> <p>b. <i>Port Isaac Post Office</i> – Mrs Shirley Goodman, who used to run the PO had asked if Members knew of an alternative venue, now that the Church Rooms had been closed. Cllr. Williams had approached John Bray to see if the empty shop could be used for the PO. It was</p>																																					

	suggested that the Penhaligon Rooms might be a suitable venue. Looking forward the ideal place for it would be in one of the WC retail units. The PO needs a 'phone line and broadband.	
55/2015	<p><u>Diary Dates</u> –</p> <p>a. <i>Full Council Meeting</i> – 13<sup>th</sup> April 2015.</p> <p>b. <i>Highways Site Meeting</i> – 24<sup>th</sup> March 2015.</p> <p>c. <i>Finance and Car Parks Committee Meeting</i> – 25<sup>th</sup> March 2015.</p> <p>d. <i>WC Committee Meeting</i> – 25<sup>th</sup> March 2015.</p> <p>e. <i>Parish Meeting</i> – prior to the May Annual Parish meeting @ 6pm.</p> <p>f. <i>Wadebridge and Padstow Community Network Panel Meeting</i> – 6.30pm, 12<sup>th</sup> March at Egloshayle Pavilions. County Cllr. Hannaford is due to attend with senior planning officers. Cllr. Penny said this was a chance to raise matters of concern.</p>	
56/2015	<p><u>Information Only / Future Agenda Items</u> –</p> <p>a. <i>Cemetery</i> –</p> <p>i. <u>Cemetery Plan</u> – the Clerk enquired as to where she could obtain a copy of the cemetery plan. She was advised to speak to Mrs Theobald.</p> <p>ii. <u>Cemetery Appearance</u> – Cllr. Phelps said the rules state that flowers could be left at the headstone, but there were instances where they had been planted in the grave. For April meeting.</p> <p>b. It was <b>RESOLVED</b> to send a letter of condolence to the daughter of Mrs Cann, a long serving Member and past Chairman of the Parish Council. Members to provide the Clerk with contact details.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
57/2015	<u>Closed Session</u> – in view of the confidential nature of the business about to be transacted, namely quotations, it was <b>RESOLVED</b> that it is advisable in the public interest that the press and public be excluded and they were instructed to withdraw.	
58/2015	<u>The Main Car Park</u> – Members considered allocating a contract for parking enforcement. One of the companies was unable to arrange cash collection or banking. It was clarified that the contractors were aware of the overflow car park. It was <b>RESOLVED</b> to award the contract to AS Parking. The Clerk to advise both companies. A vote of thanks was given to Cllr. Coles for all his work on this.	Clerk
59/2015	<p><u>Tenders</u> – the Clerk reported that one of the contractors had told her that there were more grass verges in Trelights than were shown on the map. It was <b>RESOLVED</b> the Clerk would review the quotations and make sure all the required documentation had been received. It was further <b>RESOLVED</b> to authorise the F&amp;CP to award the following contracts:</p> <p>a. <i>Parish Council Property</i> – playing field, cemetery, car park.</p> <p>b. <i>Public Rights of Way</i></p> <p>c. <i>Grass Verges</i></p>	Clerk
60/2015	<u>Meeting Closed</u> – 21.52pm.	

Signature: ..... (Cllr. Coles)  
Chairman

Date: 13<sup>th</sup> April 2015