



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE FULL COUNCIL MEETING
HELD IN PORT ISAAC SCHOOL
ON MONDAY, 13th APRIL 2015 @ 7pm**

Present:	Cllr. Coles (Chairman) Cllr. Dawe Cllr. Raynor (Vice Chairman)	Cllr. Brogan Cllr. Manders	Cllr. Collings Cllr. Penny (CC/PC)
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. In the absence of the Clerk, Cllr. Raynor took the Minutes.</p> <p>Mrs Janet Preston addressed the meeting regarding the proposed yellow lines at the junction of Tintagel Terrace and Hartland Road. She is worried that stopping cars parking on the bend will allow cars to speed round the corner endangering pedestrians crossing the road. Also she would like the Council to consider making Tintagel Terrace and Hartland Road one way for traffic due to the number of vehicles using it.</p> <p>Mr Nigel Evans is also concerned with the proposal to put yellow lines around the inside of the bend at the junction. He said that if you stop them parking on one side they will park opposite side, which would make the corner more dangerous. Mr Evans said parking is always a problem on Tintagel Terrace.</p>		
61/2015	<u>Apologies for Absence</u> – Cllrs. Bell and Phelps (both with personal commitments) and the Clerk (ill health).		
62/2015	<p><u>Members' Declarations</u> –</p> <p>a. <i>Registerable Declarations of Interests</i> – none.</p> <p>b. <i>Non-registerable interest</i> – Cllr. Penny declared an interest in the planning application PA15/01971 and Cllr. Williams in the Enforcement Case EN14/01916.</p> <p>c. <i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds.</p> <p>d. <i>Dispensations</i> – there were no requests for dispensations.</p>		
63/2015	<u>Casual Vacancy</u> – no candidate had come forward to fill the vacancy.		
64/2015	<u>Chairman's Report</u> – the Chairman reported that all items in his report were covered later in the meeting.		
65/2015	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 9th February 2015. These Minutes were approved on 9th March 2015 and were for signing only.</p>		

	<p>b. <i>Full Council Meeting</i> – 9th March 2015, AGREED as a true record.</p> <p>c. <i>Finance and Car Parks Committee Meeting</i> – 25th March 2015, AGREED as a true record.</p> <p>d. <i>WC Committee Meeting</i> – 25th March 2015, AGREED as a true record.</p>	
66/2015	<p><u>Outside Bodies / Reports</u> –</p> <p>a. <i>Police</i> – there was no Police report.</p> <p>b. <i>County Council</i> – Cllr. Penny's report confirmed permission had been granted for Mr Nigel Sherrat's Barn conversion. He added:</p> <p>i. The Community Fund will continue to be followed up.</p> <p>ii. The County Council are not prepared to proceed with legal action against the out-of-hours working at Treswarrow Solar Farm Installation.</p> <p>iii. Network Meeting at Egloshayle on 12th March was attended by Cllrs. Cole and Penny. Not as many Parish Councillors turned up as had been hoped for. Senior Planning Officers who were present answered many planning issues raised by Councillors.</p> <p>c. <i>Wadebridge and Padstow Community Network Panel Meeting</i> – see 66b[iii]/2015 above.</p>	
67/2015	<p><u>Planning Applications</u> –</p> <p>a. <i>PA15/01505, Penti Ros, Trefreock, Port Isaac</i> – proposed garden room. Members unanimously recommend APPROVAL.</p> <p>b. <i>PA15/01634, The Co-operative Food, New Road, Port Isaac</i> – advert consent:</p> <p>i. <u>Sign 1</u> – aluminium fascia with acrylic The Co-operative Food text with vinyl face and back up acrylic Opening Hours text with vinyl face. Internally illuminated.</p> <p>ii. <u>Sign 2</u> – aluminium projection sign with acrylic The Co-operative Food text with vinyl face. Internally illuminated.</p> <p>iii. <u>Sign 3</u> – aluminium fascia with acrylic The Co-operative Food text with vinyl face. Internally illuminated.</p> <p>Members unanimously recommend APPROVAL.</p> <p>c. <i>PA15/01971, The Old Fish Store, Trewetha Lane, Port Isaac</i> – change of use from store to two bedroom dwelling. With the benefit of local knowledge reference the shortage of housing supply for single people in our parish, St Endellion PC unanimously recommends approval for use as a permanent dwelling. Members advise a condition regarding provision of a dedicated parking space tied by deed to the property as conditioned in the permission for Saundries' Barn also on Trewetha Lane. In the PC's opinion the lack of curtilage or amenity area does not inhibit a permanent dwelling as the property is close both the playing fields and the beach. SUPPORT.</p> <p>d. <i>PA15/02083, Trewetha Cottage, B3267 between Trewetha Lane and Pendoggett Road, Port Isaac</i> – double sided extension to front, side and rear of property. Members unanimously recommend APPROVAL. For consistency we recommend a condition for an extra parking space in excess of the current provision, given the accommodation will afford another bedroom.</p> <p>e. <i>PA15/02439, 91 Fore Street, Port Isaac</i> – demolition of existing house and construction of new house. An extension had been granted and granted. Deferred to the May Meeting.</p>	<p>Cllr. Williams</p> <p>Cllr. Williams</p> <p>Cllr. Williams</p> <p>Cllr. Williams</p> <p>Plans with Cllr. Williams</p>

68/2015	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Planning Applications Approved by CC</i> – information only.</p> <p>i. <u>PA15/00798, Land South of Quin Cottage, Port Quin</u> – the sign proposed is a Welcome and Orientation sign which is a timber mounted flat panel sign.</p> <p>b. <i>Planning Applications Refused by CC</i> – information only.</p> <p>i. <u>PA14/11484, 5 Trewetha Lane, Port Isaac</u> – proposed demolition of existing dwelling and construction of replacement dwelling.</p> <p>ii. <u>PA14/05722, Land East of Port Gaverne Beach</u> – demolition of existing structure; creation of single family dwelling with associated landscaping and parking.</p> <p>c. <i>Planning Applications Withdrawn</i> – information only.</p> <p>i. <u>PA15/02812, Harbour Heights, Rose Hill, Port Isaac</u> – proposed retention of access track installed during construction of annexed accommodation with sudspave 40 cellular paving with grass infill.</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. A planning application had been submitted for the permanent access and subsequently withdrawn. Cllr. Williams confirmed that the reason the application had been withdrawn was that the owner wanted to add a footpath from Rose hill to the planned driveway.</p> <p>ii. <u>PA13/04287, Treswarrow Solar Farm</u> – see 66b[ii]/2015 above.</p> <p>e. <i>Headland Hotel</i> – the High Court had refused permission for a judicial review.</p>	
69/2015	<p><u>Finance & Car Park Committee Report</u> – Members considered:</p> <p>a. <i>Main Car Park</i>–</p> <p>i. <u>Enforcement</u> – it was RESOLVED to accept the recommendation to dispense with the requirement to park within the parking bays and to set up a new contract with a 15 minute ‘grace period’.</p> <p>ii. <u>Extension</u> – quotations are being sought for a temporary extension to the car park, under the 28-day temporary use rule. It was RESOLVED to apply for planning permission to build the overflow parking area and a new plan for planting of shrubs and trees. Cllr. Raynor to co-ordinate</p> <p>iii. <u>Parking Places Order (PPO)</u> – Ms Vanessa Davis, CC’s Legal Team had been asked for guidance in revoking the Parking Place Order. There will be a cost for this advice.</p> <p>iv. <u>Freedom of Information Request</u> – it was RESOLVED to release the contract with AS Parking.</p> <p>v. <u>General</u> – a member of the public had suggested:</p> <ol style="list-style-type: none"> 1. Clearer signage to indicate which car park you are heading towards. Cllr. Penny said more of the local firms in the village should get involved if they want the trade they should help with signs etc. 2. Facility to pay by credit card or mobile phone. Cllr. Coles confirmed that AS Parking had contracted with a firm called WHOOSH to provide payment by telephone facilities. 	<p>Cllr. Coles</p> <p>Cllr. Raynor</p> <p>Clerk</p>

	<p>b. <i>Planting</i> – Trelawney Garden Centre had been asked to quote for the supply and planting of suitable trees etc. Unfortunately they do not have facilities to plant trees or shrubs.</p> <p>Cllr. Williams had approached the Duchy who will recommend companies to supply and plant.</p> <p>Cllr. Raynor had asked Mr David Philp and the Garden of Eden to quote and recommend suitable plants and shrubs etc. We are waiting for both to come back with their recommendations.</p> <p>Unfortunately, it would appear it is too late to plant this year and we will have to wait until next spring. Cllr. Penny suggested that we should plant shrubs or trees that produce sloes nuts etc.</p> <p>NOTE – Mr Philp to return the planting plan to Cllr. Raynor.</p> <p>c. <i>St Endellion Churchyard</i> – it was RESOLVED to make a £500 grant. To be reviewed annually.</p> <p>d. <i>Terms of Reference</i> – it was RESOLVED be adopt the TofR.</p> <p>e. <i>Contracts</i> – the following contracts had been awarded to A1 Tree Surgery:</p> <p>i. <i>Parish Council Property</i> – to include an increase in the number of cuts of the playing field, from 1st October to 30th April there will be one cut per month. To be monitored.</p> <p>It was RESOLVED to have a second cut before the beginning of May because the grass is growing so rapidly.</p> <p>ii. <i>Public Rights of Way</i> –</p> <p>iii. <i>Grass Verges</i> –</p> <p>iv. <i>War Memorial</i> – the area around the Parish Rooms is currently out of bounds, because of falling roof slates. This work to only commence if it is safe to do so.</p> <p>Cllr. Collings suggested we should not ask A1 as it is private land and we should make a donation to the Church fund. Cllr. Raynor to ask Ms Tracy Greenhalgh how much they need to cover the cost of cutting.</p> <p>Members did not consider a request for a donation towards the £216 already incurred in cutting around the War Memorial.</p> <p>f. <i>Car Wash</i> – Cllr. Williams withdrew the request to hold a car wash on the Playing Field possibly.</p>	<p>Clerk</p> <p>Cllr. Raynor</p>
70/2015	<p><u>New Road WC Committee</u> – Members considered:</p> <p>a. <i>Purchase Contract</i> – Cllr. Raynor confirmed that Members’ solicitor hoped to complete the purchase today.</p> <p>b. <i>Refurbishment</i> – Cllr. Raynor showed plans on how to divide the upper level into storage for the Council and a facility for the Post Office. He will contact the Post Office in Camelford who provide the facilities in Port Isaac and find out if they would like to take up Members’ offer for them to use part of the building and what they require in terms of space etc.</p> <p>c. <i>Terms of Reference</i> – it was RESOLVED to adopt the TofR.</p>	Cllr. Raynor
71/2015	<p><u>Neighbourhood Plan</u> – Cllr. Williams had asked Claire of the CRCC to arrange a meeting of representatives from the Village Hall, Playground Committee, Carnival Committee and the Doc Martin Fund, in order to get any input for the Neighbourhood Plan. Proposed date 20th May 2015.</p>	

72/2015	<p><u>Highways Matters</u> –</p> <p>a. <i>Meeting with Highways</i> – Cllr. Penny reported on the meeting with Mr Neil Grigg, Highways on the 24th March 2015.</p> <p>i. <u>Yellow Lines</u> – all additional lines that were on our plan including repositioning of signs for the start and end of parking zones were discussed. Mr Grigg said our proposals would be put forward and be subject to public consultation. If all was agreed it would take approximately 18 months to complete.</p> <p>ii. <u>Tintagel Terrace</u> – it had been suggested to make it one way to traffic. Cllr. Penny suggested we should consult the residents either by a flyer or write an article for TRIO. TRIO was the preferred option.</p> <p>iii. <u>Variable Speed Limit</u> – the variable speed limit was suggested for the main road through St Endellion to Wadebridge.</p> <p>b. <i>Pentus Wall, Fore Street, Port Isaac</i> – there was no feedback as yet.</p> <p>c. <i>Resurfacing in Port Isaac</i> – Cormac Highways had indicated they intend to carry our resurfacing works and sought Members thoughts as to the best time to do this. Members suggested the best time would be January and up to the half-term in February.</p> <p>At the same time we should consider the camber on the road at Cloud Nine corner. A meeting was arranged for Saturday 25th April, meeting at Homer Park 10 am. For the May meeting.</p>	<p>Cllr. Bell</p> <p>Clerk</p> <p>Clerk</p>																																
73/2015	<p><u>Environmental Matters</u> –</p> <p>a. <i>Cemetery Appearance</i> – the rules state that flowers could be left at the headstone, but there were instances where they had been planted in the grave. Deferred to the May Full Council meeting</p> <p>b. <i>Trewetha Playing Field</i> – Members are happy that the School continues to use the playing field as they have in the last three years or so. If the school needs a licence they are happy to agree to the terms as in the previous licence. Clerk to write to those concerned.</p>	<p>Cllr. Phelps</p> <p>Clerk</p>																																
74/2015	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – Schedule No.1 2015/16 to a value of £5,044.32 was APPROVED for payment.</p> <table border="1" data-bbox="325 1451 1289 1711"> <thead> <tr> <th>Item</th> <th>Price</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Administration</td> <td>310.67</td> <td>28.83</td> <td>339.50</td> </tr> <tr> <td>Car park</td> <td>1,460.70</td> <td>292.14</td> <td>1,752.84</td> </tr> <tr> <td>Maintenance - various</td> <td>954.68</td> <td>190.93</td> <td>1,145.61</td> </tr> <tr> <td>New Road WCs</td> <td>28.00</td> <td>0.00</td> <td>28.00</td> </tr> <tr> <td>Staff costs</td> <td>1,308.39</td> <td>0.00</td> <td>1,308.39</td> </tr> <tr> <td>Neighbourhood Development Plan</td> <td>433.32</td> <td>36.66</td> <td>469.98</td> </tr> <tr> <td colspan="3"></td> <td style="border-top: 1px solid black;">£5,044.32</td> </tr> </tbody> </table> <p>b. <i>Budget Monitor</i> – a copy was circulated at the meeting.</p> <p>c. <i>Advertisements on the Notice Board in the Main Car Park</i> – Cllr. Brogan asked if the clerk could help with renewal notices for those Customers who had not as yet paid for their adverts. She will provide a list to the Clerk.</p> <p>d. <i>Treswarrow Solar Farm</i> – Cllr. Raynor reported he is still waiting to hear from Andy Cameron.</p> <p>e. <i>Community Input from Clean Earth</i> – no update was available.</p>	Item	Price	VAT	Total	Administration	310.67	28.83	339.50	Car park	1,460.70	292.14	1,752.84	Maintenance - various	954.68	190.93	1,145.61	New Road WCs	28.00	0.00	28.00	Staff costs	1,308.39	0.00	1,308.39	Neighbourhood Development Plan	433.32	36.66	469.98				£5,044.32	<p>Cllrs. Brogan / Clerk</p> <p>Cllr. Raynor</p> <p>Cllr. Williams</p>
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	f. <i>Grant Requests</i> – noted £100 was donated to The Alzheimer’s Society in July 2014. Members declined to make a further grant.	Clerk
75/2015	<u>Retention and Destruction Policy</u> – it was RESOLVED to adopt the Retention and Destruction Policy to help eliminate the need to store a number of old files (copy previously circulated).	
76/2015	<u>Documentation / Correspondence</u> – not covered elsewhere on the agenda. a. <i>Post Office</i> – the Post Office had written to formally notify the PC of the temporary closure of Port Isaac PO. b. <i>Council Matters</i> – insurance brokers’ magazine. c. <i>Deep Sea Fishermen’s Association</i> – Members AGREED the Clerk should acknowledge the letter from the Association and refer them to the Port Isaac Fisherman’s Association. d. <i>Buffalo Films via. Johnny Bamford</i> – gave a donation of £200 to use the Main for filming Doc Martin.	Information Clerk
77/2015	<u>Diary Dates</u> – a. <i>Full Council Meeting</i> – 11 th May 2015. b. <i>Finance and Car Parks Committee Meeting</i> – 22 nd April 2015. c. <i>WC Committee Meeting</i> – 22 nd April 2015. d. <i>Parish Meeting</i> – prior to the May Annual Council meeting @ 6pm. e. <i>Clerk’s Leave</i> – 27 th April – 1 st May 2015. f. <i>Code of Conduct Training</i> – CC are offering free training sessions: i. <u>Camborne One Stop Shop</u> – 14 th May 2015, 2-4pm. ii. <u>Liskeard One Stop Shop</u> – 16 th July 2015, 2-4pm. iii. <u>St Austell One Stop Shop</u> – 14 th September 2015, 4-6pm. Bookings essential to jharries@cornwall.gov.uk . g. <i>Library and One-Stop Shop Consultation</i> – email previously circulated. i. Liskeard Library – Monday, 20 th April 2015, 6-8.30pm. ii. Truro Library – Tuesday, 21 st April 2015, 6-8.30pm. h. <i>Reaching Communities (Buildings)</i> – Thursday, 14 th May 2015. The Exchange, Wadebridge. Cost is £25. Opportunity to discuss Big Lottery funding applications with representatives from that organisation. Details previously circulated via email.	
78/2015	<u>Information Only / Future Agenda Items</u> – none.	
79/2015	<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.	
80/2015	<i>WC Cleaning Staff</i> – only one quotation had been received to clean the New Road Toilets and it was agreed to place it with Cormac to start as and when we take over the toilets. The contract includes toilet rolls and monthly legionella testing.	Clerk

81/2015	<i>Overflow Car Park</i> – two quotations had been received to construct the overflow CP. It was RESOLVED to give the contract to Terry Harris & Sons after clarification of the type of gravel to be used.	Clerk
82/2015	<u>Meeting Closed</u> – 9.30pm.	

Signature:
Chairman

Date: 11th May 2015