



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE FULL COUNCIL MEETING
HELD IN PORT ISAAC SCHOOL
MONDAY, 8th JUNE 2015 @ 7pm**

Present:	Cllr. Raynor (Chairman) Cllr. Collings Mrs Thompson (Clerk)	Cllr. Brogan Cllr. Manders	Cllr. Coles (Vice Chairman) Cllr. Phelps
Minute	AGENDA ITEMS	Action	
	<p><u>Chairman's Welcome and Public Forum</u> – the Chairman welcomed those present and advised them of exits, local hazards, location of WCs, etc. and advised that meetings are recorded to aid Minute taking.</p> <p>Mrs Barbara Bell reported a successful consultation day had been held in the village hall. One of the topics considered was the type of play equipment preferred. The chosen equipment was a 'hally-gally' (large swing), including safety surface approximately £14,000+VAT and zip-wire, including safety surface approximately £10,500+VAT.</p> <p>Mrs Bell said she felt that comments in Cllr. Williams' letter were defamatory about both her and her husband. She said she wanted an apology or she would submit the letter to CC's Compliance Officer.</p>		
107/2015	<p><u>Acceptance of Office</u> –</p> <p>a. <i>Vice Chairman</i> – Cllr. Coles duly signed his Acceptance of Office form.</p>		
108/2015	<p><u>Apologies for Absence</u> – Cllr. Penny (out of county); Cllrs. Bell, Dawe and Williams.</p>		
109/2015	<p><u>Members' Declarations</u> –</p> <p>a. <i>Registerable Declarations of Interests</i> – none.</p> <p>b. <i>Non-registerable interest</i> – none.</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>		
110/2015	<p><u>Casual Vacancy</u> – no candidate had come forward for co-option, and there had been no response from the mention in the TRIO report and / or the separate advertisement in the same magazine.</p>		
111/2015	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 11th May 2015, AGREED as a true record.</p> <p>b. <i>Parish Meeting</i> – 11th May 2015, AGREED as a true record.</p>		

	<p>c. <i>Finance and Car Parks Committee Meeting – 20th May 2015, AGREED as a true record.</i></p> <p>d. <i>WC Committee Meeting – 20th May 2015, AGREED as a true record.</i></p>	
112/2015	<p><u>Outside Bodies / Reports –</u></p> <p>a. <i>Police – in the absence of PCSO Drennan, there was no report.</i></p> <p>Members were invited to take part in a consultation to establish the current level of engagement the Police have with the Parish Council. The Chairman encouraged Members to respond.</p> <p>b. <i>County Council – in the absence of Cllr. Penny there was no report.</i></p>	
113/2015	<p><u>Planning Applications –</u></p> <p>a. <i>PA15/03188, 8 The Terrace, Port Isaac – demolition of existing single storey garage and erection of new two-storey house in the garden of 8 The Terrace using existing vehicular access off Tintagel Terrace.</i></p> <p>Cllr. Raynor said this application had been considered before. This version had a slightly lower roof line.</p> <p>NO OBJECTION but Members would like to see a parking space retained for the neighbouring property and that obscure glazing be used in windows overlooking neighbouring property.</p> <p>b. <i>PA15/03480, 7 Roscarrock Hill, Port Isaac – creating a new driveway in communal area, excavation of land at rear and terracing garden. The Planning Officer had indicated she is seeking clarification about what the different levels are to be used for, e.g. decking. NO OBJECTION but Members are concerned about the water run-off.</i></p> <p>c. <i>PA15/04039, 37 Fore Street, Port Isaac – replace rag slate roof tiling and replace with reclaimed and new single glazed sash window to south west elevation. SUPPORT.</i></p> <p>d. <i>PA15/04040, 37 Fore Street, Port Isaac – listed building consent to replace rag slate roof tiling and replace with reclaimed and new single glazed sash window to south west elevation. SUPPORT.</i></p> <p>e. <i>PA15/05172, 38 Fore Street, Port Isaac – listed building consent for the replacement of double glazed units with single glazed units (two of). NO OBJECTION.</i></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
114/2015	<p><u>Other Planning Matters –</u></p> <p>a. <i>Planning Applications Approved by CC – information only.</i></p> <p>i. <i><u>PA15/02422, Treswarrow Park Farm, Trelights</u> – construction of a steel portal building with fibre cement roof and wood cladding (shed 2).</i></p> <p>ii. <i><u>PA15/02417, Land South East of Treswarrow Park Farm, Trelights</u> – construction of a livestock shed (shed 1).</i></p> <p>b. <i>Enforcement Cases –</i></p> <p>i. <i><u>EN14/01916, Harbour Heights, Rose Hill, Port Isaac</u> – alleged non-compliance with approved plans. New. Case officer – Serena Wearne. The Enforcement case had been closed due to a valid planning application being received under reference PA15/03444. This application is due to be determined on 3rd June.</i></p> <p>ii. <i><u>PA13/04287, Treswarrow Solar Farm</u> – a Breach of Condition Notice was issued to the developers on 24th April 2015 and the owners had 28 days in which to comply. Having checked the</i></p>	

118/2015	<p><u>Highways Matters</u> –</p> <p>a. <i>Meeting with Highways</i> –</p> <p>i. <u>Yellow Lines</u> – Cllr. Raynor had provided a copy of the plan of the proposals, which will be submitted to Highways.</p> <p>b. <i>Pentus Wall, Fore Street, Port Isaac</i> – in the absence of Cllr. Bell there was no update on a Land Registry search. The Clerk to search for the email from Highways and state categorically that it is not the responsibility of the PC. Deferred to the July meeting for further discussion.</p> <p>Cllr. Raynor said the lower wall is very dangerous and he will speak to the Harbour Commissioners about it.</p> <p>c. <i>Cornwall Tor 2015</i> – there had been no response from the organisers of the Cornwall Tor 2015 regarding their request that this event does not go through Port Isaac as it is not suitable for such an event. The Clerk explained that their website gave their address as the Royal Cornwall Showground and they had kindly forwarded the letter. NFA.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr. Raynor</p>
119/2015	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>MIP, Trelights / Port Quinn Area</i> – proposed base station. No ‘visuals’ had been provided. Deferred to the July meeting.</p> <p>b. <i>St Endellion Cemetery</i> – the Rules and Regulations, previously drawn up and circulated via email in October / November 2014 had not been formally adopted. It was RESOLVED to adopt them now. The Clerk to approach the Funeral Directors and provide them with a copy of the cemetery rules and request that a copy is sent each time a request for burial in St Endellion Cemetery is received, as per Minute 98a/2015.</p> <p>c. <i>Port Isaac Playing Field</i> –</p> <p>i. <u>Public WCs</u> – it was RESOLVED to accept a proposal that Cllrs. Bell and Collings be authorised to jointly carry out a feasibility study into providing public toilets at the Port Isaac playing field, including identifying costs and grant funding.</p> <p>ii. <u>Play Equipment</u> – covered by Minute 115a/2015 above. Further quotations need to be obtained.</p> <p>d. <i>Contractor’s Working Hours</i> – a number of complaints had been received about the contractor starting work early. He had offered to do the weed spraying first, which makes less noise.</p> <p>e. <i>St Endellion Lane</i> – Mr Alastair Wreford expressed concern over the dumping of earth and rubble in St Endellion Lane following the creation of a new field entrance opposite the entrance to Brenton’s Park. Members said this was a public highway. It is not a public footpath. The Clerk to inform Mr Wreford and Highways.</p> <p>f. <i>Postman’s Walk</i> – the Clerk had reported to the contractor that a tree had fallen and blocked the footpath. The car entrance to the Old School needs to be cut back. The Clerk to speak to A1.</p>	<p>Clerk</p> <p>Cllrs. Bell / Collings</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
120/2015	<p><u>Financial Matters</u> –</p> <p>a. <i>Insurance</i> – Members CONFIRMED acceptance of the insurance quotation (which includes the WC building) at a cost of £1,365.83.</p> <p>f. <i>Grant Request</i> – Minute 120f/2015 was taken at this point and it was RESOLVED to make a grant of £300 to the Golden Circle Club.</p>	

	<p>b. <i>Accounts for Payment</i> – Schedule No.3 2015/16, to a value of £7,785.95 were APPROVED for payment.</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>1,924.70</td> <td>2.72</td> <td>1,927.42</td> </tr> <tr> <td>Car park</td> <td>2,319.25</td> <td>128.25</td> <td>2,447.50</td> </tr> <tr> <td>Maintenance - various</td> <td>1,154.68</td> <td>214.94</td> <td>1,369.62</td> </tr> <tr> <td>New Road WCs</td> <td>273.36</td> <td></td> <td>273.36</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>Grants - Golden Circle & St Peters PCC</td> <td>740.00</td> <td></td> <td>740.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="border-top: 1px solid black;">£7,785.95</td> </tr> </tbody> </table>	Item	Price	VAT	Total	Administration	1,924.70	2.72	1,927.42	Car park	2,319.25	128.25	2,447.50	Maintenance - various	1,154.68	214.94	1,369.62	New Road WCs	273.36		273.36	Staff costs, incl. tax & NI	1,028.05		1,028.05	Grants - Golden Circle & St Peters PCC	740.00		740.00				£7,785.95	
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	<p>c. <i>2014/15 Accounts</i> – the Internal Auditor had passed the accounts without comment. Members RESOLVED to adopt the 2014/15 accounts. The Clerk to submit them to the External Auditor.</p> <p>It was RESOLVED to authorise the F&CP Committee to carry out a review the Financial Regulations and make recommendations to the Full Council.</p>	Clerk Clerk																																
	<p>d. <i>Budget Monitor</i> – a copy was circulated at the meeting.</p>																																	
	<p>e. <i>Advertisements on the Notice Board in the Main Car Park</i> – the Clerk reported she had sent an invoice, via email, to all those who had advertised on the notice board in 2014/15, but to date had not received any renewals for the current year. Noted the advertisements to be removed if payment is not received by 19th June 2015.</p>	Cllr. Brogan																																
	<p>f. <i>1st Aider</i> – Members considered a suggestion from Mrs Tidey that the PC pays for the training and insurance for a 1st Aider in the village, so that someone can respond more quickly to any incident. Members spoke of existing 1st responders. Cllr. Williams had reported Mr Norman Trebillcock is fundraising via Fleet for a PI defibrillator. Fleet will train 10 responders and also train them in 1st aid. Deferred to the July meeting when Mrs Tidey can attend.</p> <p>The Clerk reported the PC’s insurance brokers had advised that: <i>Yes a first-aider, fully trained and risk assessed can act in the capacity of a volunteer of the Parish. It must be set-out the expectation of the role and the guidelines/parameters within which the volunteer would work. All the Council need ratify is appropriate governance meaning the volunteer only works within an agreed approach. As long as the first-aider and the Council are confident and in agreement with protocol, the Council’s cover can extend to this activity.</i></p>	Clerk																																
	<p>g. <i>Play Equipment Inspections</i> – it was RESOLVED to accept a quotation of £1,288 from Cormac to carry out play site inspections in 2015/16.</p>																																	
121/2015	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda.</p> <p>a. <i>Review of the Cornwall AONB Management Plan</i> – details previously circulated via email. A hardcopy is available from the Clerk. Closing date for comments is 31st July 2015.</p>																																	
122/2015	<p><u>Diary Dates</u> –</p> <p>a. <i>Full Council Meeting</i> – 13th July 2015</p> <p>b. <i>August Full Council Meeting</i> – confirmed a meeting will be held.</p> <p>c. <i>Finance and Car Parks Committee Meeting</i> – 17th June 2015.</p> <p>The change of date was noted.</p> <p>d. <i>WC Committee Meeting</i> – 17th June 2015.</p>																																	

123/2015	<u>Information Only / Future Agenda Items</u> – a. <i>Speeding Traffic</i> – Cllr. Brogan said something needs to be done to slow the traffic as it approaches the village. Cllr. Phelps said there was a similar problem at Trewetha. For the July agenda. b. <i>Fore Street Setts</i> – the Clerk to establish what the plans are regarding retention of the setts, when the road surfacing is carried out.	Clerk Clerk
124/2015	<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.	
125/2015	<u>Car Park Planting</u> – quotations for planting / screening was deferred to the July meeting.	Cllr. Williams
126/2015	<u>WC Refurbishment</u> – quotations for refurbishment was deferred to the July meeting.	Cllr. Raynor
127/2015	<u>Slide Hut</u> – there was no update regarding the cost of repairs to the slide hut, in accordance with the RoSPA report. Deferred to the July meeting.	
128/2015	<u>Meeting Closed</u> – 20.41pm.	

Signature: (Cllr. Raynor)
Chairman

Date: 13th July 2015