



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE FULL COUNCIL MEETING  
HELD IN PORT ISAAC SCHOOL  
MONDAY, 13<sup>th</sup> JULY 2015 @ 6.30pm**

Present:	Cllr. Raynor (Chairman) Cllr. Coles (Vice Chairman) Cllr. Penny (CC/PC) Mrs Thompson (Clerk)	Cllr. Bell Cllr. Collings Cllr. Phelps	Cllr. Brogan Cllr. Manders Cllr. Williams
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 that meetings are recorded to aid Minute taking.</p> <p>Mr Mike Trebilcock (FLEET) gave a presentation on defibrillators. Heart attacks are the biggest killer in the UK. Of the 250 people who have heart attacks each day, only 12 will live to see tomorrow. A defibrillator greatly increases the chance of survival. FLEET aim to have one in every local community. Each machine costs £3,000 to purchase and £300 p.a. to service. When the defibrillator is activated 10 local 1<sup>st</sup> Aiders and the Ambulance Service are notified.</p> <p>Cllr. Raynor said over £3,000 had been raised locally for a defibrillator, which is believed to have been handed over to FLEET. Mr Trebilcock was asked to look into this.</p> <p>Mrs Tidey suggested that the PC pays for the training and insurance of a 1<sup>st</sup> Aider. She said it takes a long-time for an ambulance to reach the village and sometimes they are called when in fact they are not needed. She envisaged that the same ten local people who would respond to the defibrillator call-out should also be available to train as a 1<sup>st</sup> Aider. Mrs Tidey said it would cost approximately £1,200 to train 10 people plus £350 p.a. insurance for the whole team.</p>		
128/2015	<u>Apologies for Absence</u> – Cllr. Dawe (leave).		
129/2015	<p><u>Members' Declarations</u> –</p> <p>a. <i>Registerable Declarations of Interests</i> – none.</p> <p>b. <i>Non-registerable interest</i> – Cllr. Williams declared an interest in 133b/.</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> – It was <b>RESOLVED</b> to grant dispensations to all Members to discuss the extension to the main car park (133c/2015).</p>		
130/2015	<u>Casual Vacancy</u> – no candidate had come forward for co-option. The Clerk to provide a poster to Cllr. Raynor for the notice boards.	Clerk	

131/2015	<p><u>Minutes of Meetings –</u></p> <p>a. <i>Full Council Meeting – 8<sup>th</sup> June 2015, <b>AGREED</b> as a true record. Cllrs. Bell, Penny and Williams abstained as they weren't at the meeting.</i></p> <p>b. <i>Finance and Car Parks Committee Meeting – 17<sup>th</sup> June 2015, <b>AGREED</b> as a true record.</i></p> <p>c. <i>WC Committee Meeting – 17<sup>th</sup> June 2015, <b>AGREED</b> as a true record.</i></p>	
132/2015	<p><u>Outside Bodies / Reports –</u></p> <p>a. <i>Parish Council Chairman – Cllr. Raynor reported three toilet seats in the Ladies in the New Road WCs had been broken and he had asked Cormac to carry out repairs. The Cemetery had been cleared of overgrown trees. The bus shelter had been repaired and is looking good.</i></p> <p>b. <i>Police – PCSO Drennan sent her apologies. There had been two crimes reported in June, 1 x drink driving offence and 1 x theft.</i></p> <p>c. <i>County Council – Cllr. Penny reported there is to be a meeting the following day to discuss the "Case for Cornwall". The white lining on Back Hill had been refreshed.</i></p> <p>d. <i>St Endellion Coastal Community Team – an application for a grant of £10,000 had been submitted. Cllr. Bell had been leading on this. Details previously circulated via email.</i></p> <p>e. <i>Wadebridge and Padstow CNP – Cllr. Coles and Manders had attended the meeting held on 11<sup>th</sup> June 2015. Cllr. Manders reported the previous Chairman, Mr Scott Mann, was not present. Police under-staffing is becoming acute, with one person on duty overnight on one occasion. Asset and Service devolution: public WC tenders are going ahead. Frequently the One Stop Shop at Wadebridge is unmanned. Priorities for future meeting were identified.</i></p> <p><i>Noted the next meeting is scheduled for Thursday, 10<sup>th</sup> September at 6.30pm at the Egloshayle Pavilions. Topic: Affordable Housing and Section 106.</i></p>	
133/2015	<p><u>Planning Applications –</u></p> <p>a. <i>PA15/04758, Land South West of 30 Tintagel Terrace, Port Isaac – proposed conversion and extension of garage and workshop to boathouse, garage, storage and associated works. A site visit had been held and it was evident it would not be possible to get a boat into the garage. It is wholly out of scale. There are eleven windows (which overlook the amenity areas of neighbouring properties), a front door and a bathroom. <b>OBJECT.</b></i></p> <p>b. <i>PA15/05364, 57a Fore Street, Port Isaac – change of use of garage to living accommodation and associated external works. Cllr. Williams left the room whilst this was being discussed. It was confirmed there was no change to the floor print. <b>SUPPORT.</b></i></p> <p>c. <i>PA15/05404, Car Park, Port Isaac – extension of the main car park. Members had extended the car park, partly to remove vehicles from parking on the highway, causing H&amp;S issues. <b>SUPPORT.</b></i></p> <p>d. <i>PA15/05550, 14 Trewetha Lane, Port Isaac – proposed front balcony and dormers along with other alterations. Cllr. Williams had spoken to the case officer, who confirmed there is no increase in height. She advocated that the balcony should be made of non-reflective material. <b>SUPPORT.</b></i></p>	<p>Cllr. Williams / Clerk</p> <p>Clerk</p> <p>Cllr. Williams / Clerk</p> <p>Cllr. Williams / Clerk</p>

	<p>e. <i>PA15/05620, Poplar Cottage, 24 Dolphin Street, Port Isaac</i> – removal of existing 'Eternit' roof slates and replacement with natural slates. <b>SUPPORT.</b></p> <p>f. <i>PA15/04812, 5 Rose Hill, Port Isaac</i> – reconstruction of dormer window. Reinstatement of chimney stack previously removed. Addition of lean-to store. Members felt this would improve the appearance. <b>SUPPORT.</b></p>	<p>Cllr. Williams / Clerk</p> <p>Cllr. Williams / Clerk</p>
<p>134/2015</p>	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Planning Applications Approved by CC</i> – information only.</p> <p>i. <u>PA15/03480, 7 Roscarrock Hill, Port Isaac</u> – creating a new driveway in communal area, excavation of land at rear and terracing garden.</p> <p>ii. <u>PA15/04039, 37 Fore Street, Port Isaac</u> – replace rag slate roof tiling and replace with reclaimed and new single glazed sash window to south west elevation.</p> <p>iii. <u>PA15/04040, 37 Fore Street, Port Isaac</u> – listed building consent to replace rag slate roof tiling and replace with reclaimed and new single glazed sash window to south west elevation.</p> <p>b. <i>Planning Applications Refused by CC</i> – information only.</p> <p>i. <u>PA15/01484, Rosemary Cottage, 38 Fore Street, Port Isaac</u> – retrospective consent for replacement of wooden framed single glazed windows (2 of) to bedrooms at cottage with double glazed units of same style.</p> <p>ii. <u>PA15/03444, 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 and new pedestrian access gate onto Rose Hill.</p> <p>iii. <u>PA15/02439, 91 Fore Street, Port Isaac</u> – demolition of existing house and construction of new house.</p> <p>c. <i>Enforcement Cases</i> –</p> <p>i. <u>EN14/01916 (now 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. As planning application (PA15/03444) had been refused, this is now re-instated as an enforcement case and a site visit was made on 1<sup>st</sup> July 2015.</p> <p>ii. <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 made a site visit on 1<sup>st</sup> July 2015. A land registry search is currently being requested to ascertain land ownership.</p> <p>iii. <u>PA15/01293, 15 Fore Street, Port Isaac</u> – new agricultural style storm door to the exterior of the existing house, on the beach facing side of the listed building. Case officer – Tammy Burden. This case was set up on 30<sup>th</sup> June. A site visit has yet to be made.</p> <p>d. <i>Planning Response Policy</i> – Minute 114c/2015. Cllr. Penny proposed the Planning Response Policy should include:</p> <p>i. Reference to BS5228 in respect of recommended working hours. These being 8am - 6pm Monday to Friday, 9am - 1pm on Saturday and no working on Sundays or bank holidays.</p>	

	<ul style="list-style-type: none"> <li>ii. In addition, no plant working or demolition in June, July, August or school holidays.</li> <li>iii. Details of contractors/employees parking while on site.</li> <li>iv. Traffic plan if large amounts of waste will be exiting the site.</li> <li>v. Site owner to be fully responsible for any damage caused by contractors, sub-contractors, scaffolders, etc. to local infrastructure, signage, hedges, etc.</li> </ul> <p>The Clerk to draw up a draft policy, based on these points for presentation to the August meeting.</p> <p>e. <i>Future Planning Applications</i> – CC will cease to provide hardcopies of planning applications w.e.f. 1<sup>st</sup> September 2015. It was <b>RESOLVED</b> to object most strongly to the withdrawal of this facility. Cllr. Bell was given authority to approach CALC with a view to taking this forward.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr. Bell</p>
135/2015	<p><u>Finance &amp; Car Park Committee Report</u> –</p> <p>a. <i>Main Car Park</i> –</p> <ul style="list-style-type: none"> <li>i. <u>Car Park Sign</u> – Cllr. Raynor had purchased a new sign for the car park at a cost of £57.54 + VAT.</li> <li>ii. <u>Overflow Car Park</u> – Cllr. Raynor reported the overflow car park was now open and is well used.</li> <li>iii. <u>Car Park Highway</u> – CC had adopted the road.</li> <li>iv. <u>Rate Valuation Form</u> – Cllr. Bell took the form to complete.</li> <li>v. <u>Wood Fired Pizzas</u> – it was <b>RESOLVED</b> to refer a request to operate a pizza unit from the Main Car Park to the F&amp;CP Committee.</li> </ul>	<p>Cllr. Bell</p> <p>Clerk</p>
136/2015	<p><u>New Road WC Committee</u> –</p> <ul style="list-style-type: none"> <li>a. <i>Refurbishment</i> – fresh quotations are being sought to create four unisex cubicles, each with a PAYED door, instead of separate ladies and gents.</li> <li>b. <i>Business Plan / Feasibility Study</i> – Cllr. Williams had spoken to one of their advisors and it seemed we had a good chance of obtaining a grant from the <i>My Community</i> scheme. As soon as the quotations (referred to above) are to hand, an application will be made.</li> </ul>	
137/2015	<p><u>Neighbourhood Plan</u> – Cllr. Williams reported the meeting scheduled for 15<sup>th</sup> had been cancelled. A ‘Volunteer Event’ is to be held on 20<sup>th</sup> July.</p>	
138/2015	<p><u>Highways Matters</u> –</p> <ul style="list-style-type: none"> <li>a. <i>Yellow Lines</i> – a copy of the plan of the proposals has yet to be submitted to Highways.</li> <li>b. <i>Pentus Wall, Fore Street, Port Isaac</i> – Ms Rachael Tatlow reported the land is not recorded as CC property and a boundary wall / hedge / bank is not usually considered to be part of the publicly maintainable highway but the responsibility of the adjoining landowner.</li> </ul> <p>Cllr. Bell had been unable to find who owns the wall from the Land Registry. He had access to some historic photographic evidence. It seemed the wall was built after WW2. Cllr. Williams said the wall is listed. She will circulate this information. For further discussion.</p> <p>St Austell Brewery advised they no longer own the sea wall adjoining the Golden Lion, but evidence from the Land Registry does not support this claim. This had been brought to the attention of the Brewery. There is also an issue with the path at the back of the pub. Cllr. Williams will report this to Cormac.</p>	<p>Cllr. Williams</p> <p>Cllr. Williams</p>

	<p>c. <i>Lower Wall, Fore Street, Port Isaac</i> – Cllr. Raynor reported he had been in discussion with the Harbour Commissioners and they are taking this forward.</p> <p>d. <i>Speeding Traffic</i> – Minute 123a/2015 refers. Members considered appropriate measures to slow the traffic at:</p> <p>i. <u>Approach to the Village</u> – traffic needs to be slowed down before it reaches the point where the children cross to the playing field. Cllr. Penny favoured making the gated area more prominent. Cllr. Phelps preferred reducing the width of the road to single. Cllr. Manders suggested rumble strips as a deterrent.</p> <p>ii. <u>Trewetha</u> – Cllr. Penny said that if the PC was prepared to pay for it and it was legal, then they could install anything. It was <b>RESOLVED</b> to delay submitting the 'yellow line' request (138a/) and invite Highways to make a site visit to advise on the best solution.</p> <p>e. <i>Box Junction</i> – in Cormac's view the problem with vehicles waiting / parking across the entrance to the Main Car Park is blue badge holders parking on the highway near the entrance to the car park. A box junction would, therefore, be inappropriate. They suggest speaking to the Police, who have the powers to enforce such an obstruction. Members felt this response was inaccurate as it refers to CC's car park. To be added to the discussion with Highways (138d/2015). The pinch point on Church Hill, to also be discussed.</p> <p>f. <i>Parking Enforcement</i> – Cllr. Raynor said there is an issue with local residents parking inappropriately in the evenings. It was <b>RESOLVED</b> to contact CC's Mr Ken Polmouter, head of Civil Parking Enforcement to enquire about the cost of more visits from the Parking Enforcement Officers from 7.30-8pm.</p> <p>g. <i>Fore Street Setts</i> – Minute 123b/2015 refers. Mr Jamie Gerry, Cormac reported they had no plans to remove any setts when road surfacing. These will either be worked around or reinstated after the works.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
139/2015	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>St Endellion Lane</i> – Minute 119e/2015 refers. 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. This was reported to Highways who advise it is not a publicly maintainable, adopted highway and the responsibility lies with the developer or landowner. Cllr. Williams said she had spoken to the landowner who said he had widened the field entrance, and spread the soil on his own land. Anything else has been fly-tipped. The Clerk to reply to Highway stating this is a Green Lane and is their responsibility to clear.</p> <p>b. <i>Visibility Splay</i> – F&amp;CP57/2015 refers. Members considered the recommendation from the charity Plantlife that grass verges shouldn't be cut until July each year. It was <b>RESOLVED</b> to revisit this when reviewing the contracts.</p> <p>c. <i>Grass Verges</i> – it was <b>RESOLVED</b> to revise the contract and have the grass clippings removed from the verges in Trelights Green and where the Christmas tree has been planted in Port Isaac. Cllr. Penny had received a complaint about the footpath from Trelights to Port Isaac. The Clerk to ensure this is on the schedule to be cut this week. Cllr. Phelps advised Cllr. Manders of a missing PROW sign.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>d. <i>Adopt a Kiosk</i> – Members declined to adopt under-used ‘phone kiosks. Those available in St Endellion’s area are:</p> <ul style="list-style-type: none"> <li>i. The Haven, Church Hill, Port Isaac</li> <li>ii. Trelights, Port Isaac</li> <li>iii. St Endellion, Port Isaac</li> <li>iv. Coastguard Hill, Port Isaac</li> </ul> <p>The Clerk to contact BT and ask for the usage figures of the kiosks and establish their criteria for closing kiosks. Also to enquire what will happen if they are not adopted.</p> <p>e. <i>War Memorial</i> – Members considered a proposal to move the memorial to The Green on Trewetha Lane. Members would not object to the memorial being moved, temporarily whilst the area around the Parish Rooms is out-of-bounds provided the Diocese and local residents have no objection. The Clerk to establish what is involved in re-siting the memorial. Members to canvas the views of those with relatives named on the memorial.</p>	<p>Clerk</p> <p>Clerk All Members</p>																												
140/2015	<p><u>Administrative Matters</u> –</p> <p>a. <i>Code of Conduct Policy</i> – Cllr. Bell queried section 2.1.9 as he felt it would discourage democratic discourse. The Clerk said it was not the intention to stifle debate, but to be respectful when doing it. Cllr. Bell agreed it would be better if it read: “Members should be respectful of one another in their endeavours.” Cllr. Phelps queried if the policy was needed. A proposal not to adopt the policy was defeated and the Policy was, therefore, adopted. Cllr. Bell said he would be ignoring this as he felt it irrelevant. Cllr. Coles to post on the website.</p> <p>b. <i>Community Emergency Management Plan</i> – Ms Anna Druce, CC advised Port Isaac had been identified as a high priority for such a plan, which needs to be developed by the community. Cllr. Penny said the Village Hall Committee might be interested. Cllr. Raynor will meet with the Village Hall Committee to consider this further. Cllr. Bell said work had already been done on something similar, he will investigate.</p>	<p>Cllr. Coles</p> <p>Cllr. Raynor Cllr. Bell</p>																												
141/2015	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – Schedule No.4 2015/16, to a value of £16,265.87 were <b>APPROVED</b> for payment. Cllr. Bell queried if a higher interest rate could be obtained. Cllr. Coles explained this was not available to Parish Councils. A further cheque (not listed on the Schedule) was signed to Atlantic Signs for a new car park sign at a cost of £69.05.</p> <table border="1" data-bbox="319 1568 1292 1803"> <thead> <tr> <th>Item</th> <th>Price</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Administration</td> <td>1,046.90</td> <td>166.65</td> <td>1,213.55</td> </tr> <tr> <td>Car park</td> <td>2,236.00</td> <td>112.00</td> <td>2,348.00</td> </tr> <tr> <td>Maintenance - various</td> <td>1,217.34</td> <td>243.47</td> <td>1,460.81</td> </tr> <tr> <td>New Play Equipment</td> <td>8,284.76</td> <td>1,650.36</td> <td>9,935.12</td> </tr> <tr> <td>Staff costs, incl. tax &amp; NI</td> <td>1,308.39</td> <td></td> <td>1,308.39</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="border-top: 1px solid black;"><b>16,265.87</b></td> </tr> </tbody> </table> <p>b. <i>Budget Monitor</i> – a copy to be circulated via email.</p> <p>c. <i>Playing Field Association (PFA)</i> – the £11,500 (earmarked for play equipment) is available for release, when matched funding has been obtained. Sovereign Play Equipment had scheduled 14<sup>th</sup> July to carry out repairs to the tower as indicated in the RoSPA report.</p> <p>d. <i>1<sup>st</sup> Aider</i> – in principle Members were supportive of the proposal to establish a team of 10 1<sup>st</sup> Aiders in the village, so that someone can</p>	Item	Price	VAT	Total	Administration	1,046.90	166.65	1,213.55	Car park	2,236.00	112.00	2,348.00	Maintenance - various	1,217.34	243.47	1,460.81	New Play Equipment	8,284.76	1,650.36	9,935.12	Staff costs, incl. tax & NI	1,308.39		1,308.39				<b>16,265.87</b>	<p>Clerk</p>
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	<p>respond more quickly to any incident. Someone is needed to organise this. Cllr. Raynor will liaise with Mrs Tidey and obtain more information.</p> <p>e. <i>Playing Field Bins</i> – it was <b>RESOLVED</b> to replace the existing bins with larger ones with gull-proof lids. Cllr. Williams voted against having two bins.</p> <p><i>Car Park Bins</i> – referred to the F&amp;CP Committee.</p> <p>f. <i>Insurance Policy</i> – Cllr. Bell took the insurance documentation for checking.</p>	<p>Cllr. Raynor</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr. Bell</p>
142/2015	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda.</p> <p>a. <i>Clerks &amp; Councils Direct</i> – July 2015.</p> <p>b. <i>Freedom of Information DVD</i> – taken by Cllr. Coles.</p>	
143/2015	<p><u>Diary Dates</u> –</p> <p>a. <i>Full Council Meeting</i> – 10<sup>th</sup> August 2015</p> <p>b. <i>Finance and Car Parks Committee Meeting</i> – 22<sup>nd</sup> July 2015</p> <p>c. <i>WC Committee Meeting</i> – 22<sup>nd</sup> July 2015</p> <p>d. <i>Clerk's Leave</i> – 25<sup>th</sup> July 2015 – 1<sup>st</sup> August 2015.</p>	
144/2015	<p><u>Information Only / Future Agenda Items</u> – none.</p>	
145/2015	<p><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.</p>	
146/2015	<p><u>Car Park Planting</u> – it was <b>RESOLVED</b> to accept a quotation of £322 + VAT from Perrie Hale Nursery.</p>	Clerk
147/2015	<p><u>Car Park Hydroseeding</u> – it was <b>RESOLVED</b> to accept a quotation of £740 + VAT from RMB Hydroseeding. A1 to be asked to liaise with RMB and weedspray at the appropriate time.</p>	Clerk
148/2015	<p><u>WC Refurbishment</u> – no quotations for refurbishment had been received.</p>	Cllr. Raynor
149/2015	<p><u>Car Park Enforcement Contract</u> – Cllr. Coles circulated figures of the car park takings, compared with 2014, which show we are consistently up this year. He reported he had met with AS Parking, whose income from enforcement had dropped following the decision not to penalise motorists for parking outside their allotted bay.</p> <p>Cllrs. Brogan and Bell left the meeting at this stage.</p> <p>Cllr. Coles said it had not been possible to get another company to quote to do all that AS Parking does, e.g. cash collection, tickets replacement, machine maintenance, etc. It was <b>RESOLVED</b> to reimburse AS Parking with 10% of the car park takings.</p>	Cllr. Coles
150/2015	<p><u>Meeting Closed</u> – 21.40pm.</p>	

Signature: ..... (Cllr. Raynor)  
Chairman

Date: 10<sup>th</sup> August 2015