



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE FULL COUNCIL MEETING
HELD IN PORT ISAAC SCHOOL
MONDAY, 10th AUGUST 2015 @ 7pm**

Present:	Cllr. Raynor (Chairman) Cllr. Collings Cllr. Penny (CC/PC) Mrs Thompson (Clerk)	Cllr. Bell Cllr. Dawe Cllr. Phelps	Cllr. Coles (Vice Chairman) 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.</p> <p>Mr Mark Grylls expressed concern about the proposed Planning Response Policy, in particular the proposal to restrict building work during the summer months. This is his busiest time.</p> <p>Cllr. Penny explained that the policy would not apply to every building job, only major developments.</p> <p>Mr John McGovern supported the view of Mr Grylls.</p> <p>Representatives from St Endellion PCC were present i.r.o. 156b/2015 and 156c/2015.</p> <p>Mr Simon Hetchy was present i.r.o. 156a/2015.</p> <p>The meeting then opened and items 152/2015 and 157a/2015 were taken.</p>		
151/2015	<u>Apologies for Absence</u> – Cllr. Brogan.		
152/2015	<p><u>Members' Declarations</u> –</p> <p>a. <i>Registerable Declarations of Interests</i> – Cllr. Williams declared an interest in 156a/2015.</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> – none.</p>		
157/2015	<p>a. <i>Planning Response Policy</i> – Minute 134d/2015. Agenda item 157a/2015 was taken at this point. Cllr. Penny explained the background to this proposal.</p> <p>Cllr. Bell proposed this policy be withdrawn until the Clerk had written to all local building firms and to the Head of Development Control to seek their views.</p> <p>Cllr. Phelps was totally against this proposal and wanted the whole</p>	Clerk	

	<p>policy dropped.</p> <p>Cllr. Dawe was in agreement there should be more information.</p> <p>Cllr. Williams said the policy was too broad.</p> <p>Cllr. Manders said the policy was a recommendation and each case would be judged on its own merits.</p> <p>It was RESOLVED to accept Cllr. Bell's proposal. Cllr. Phelps voted against the proposal as he felt it should be thrown out.</p> <p>Cllr. Penny left the meeting at this point.</p> <p>The meeting then closed for other members of the public to address the Council.</p>	
	<p>The meeting then closed and Members met with Ms Anna Druce, CC's Community Link Officer for Wadebrige & Padstow. She explained her role. She is dedicated to the 14 PCs in the area. Quarterly meetings are held and three priorities had been identified [1] affordable housing, [2] section 106 and [3] asset and service devolution. Representatives from the AONB will be attending the September panel meeting, when items [1] and [2] will be on the agenda.</p> <p>She is able to assist with the Neighbourhood Development Plan.</p> <p>Port Isaac had been identified as an area in need of a Community Emergency Plan (CEP). She explained this is a very straight forward project. Cllr. Bell explained the lead on the CEP would be the Village Hall Committee.</p> <p>The meeting then recommenced.</p>	
153/2015	<u>Casual Vacancy</u> – no candidate had come forward for co-option.	
154/2015	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 13th July 2015. The final sentence of Minute 138b/2015 was deleted. With this amendment the Minutes were AGREED as a true record.</p> <p>b. <i>Finance and Car Parks Committee Meeting</i> – 22nd July 2015, AGREED as a true record.</p> <p>c. <i>WC Committee Meeting</i> – 22nd July 2015, AGREED as a true record.</p>	
155/2015	<p><u>Outside Bodies / Reports</u> –</p> <p>a. <i>Parish Council Chairman</i> – Cllr. Raynor reported planning permission for the car park extension had been granted.</p> <p>b. <i>Police</i> – in the absence of PCSO Drennan there was no report.</p> <p>c. <i>County Council</i> – Cllr. Raynor read a report from Cllr. Penny (copy on file).</p> <p>d. <i>St Endellion Coastal Community Team (CCT)</i> – Minute 132d/2015 refers. Cllr. Bell reported Ms Nicola Radford had provided some advice on what other CCTs are doing. It was RESOLVED that Port Isaac CCT would be a Steering Group, who reported to the PC. A number of local residents, with the requisite skills, had agreed to join the CCT. Cllr. Coles pointed out that CC is the accountable body for the project. It was RESOLVED to elect Cllrs. Bell, Raynor and Williams as the PC's representatives to the CCT.</p> <p>Noted a grant of £10,000 had been received for this project.</p>	

	e. <i>Wadebridge and Padstow CNP</i> – next meeting is scheduled for Thursday, 10 th September at 6.30pm at the Egloshayle Pavilions.	
156/2015	<p><u>Planning Applications</u> –</p> <p>a. <i>PA15/05861, Boskennsa, Fore Street, Port Isaac</i> – listed building consent for various internal and external alterations of cottage to include installation of railings and roof-light and rebuilding of chimney stack. Cllr. Williams declared an interest and left the meeting. Cllr. Raynor read a letter from a neighbour objecting to the application because it will impact on her quiet enjoyment of her property. Cllr. Coles said the property is minute and should be left untouched. Cllr. Bell felt the proposal was inappropriate development on a listed building. Cllr. Manders said the proposed external work was utterly stupid. OBJECT as per these comments.</p> <p>b. <i>PA15/06041, St Endellion Parish Hall</i> – construction of community hall and formation of new driveway to rectory. Demolition of existing hall. SUPPORT.</p> <p>c. <i>PA15/06679, St Endellion Parish Hall</i> – listed building consent for the construction of community hall and formation of new driveway to rectory. (Demolition of existing hall.) SUPPORT.</p> <p>d. <i>PA15/06703, Land North of Kosylund, Marshalls Way, Trelights</i> – change of use of land from agricultural to garden within residential curtilage and erection of a new boundary wall. NO OBJECTION.</p>	<p>Cllr. Williams / Clerk</p> <p>Cllr. Williams / Clerk</p> <p>Cllr. Williams / Clerk</p> <p>Cllr. Williams / Clerk</p>
157/2015	<p><u>Other Planning Matters</u> –</p> <p>b. <i>Planning Applications Approved by CC</i> – information only.</p> <p>i. <i>PA15/05172, 38 Fore Street, Port Isaac</i> – listed building consent for the replacement of double glazed units with single glazed units (two of).</p> <p>ii. <i>PA15/05550, 14 Trewetha Lane, Port Isaac</i> – proposed front balcony and dormers along with other alterations.</p> <p>c. <i>Enforcement Cases</i> – no updates were available on:</p> <p>i. <i>EN15/01014, Land North East of Port Gaverne Hotel</i> – 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. <i>EN15/01190, Harbour Heights, Rose Hill, Port Isaac</i> – alleged non-compliance with approved plans. New access track and parking space created. Case officer – Serena Wearne.</p> <p>iii. <i>PA15/01293, 15 Fore Street, Port Isaac</i> – 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.</p> <p>d. <i>Paperless Planning</i> – Minute 134e/2015 refers. Despite a great number of complaints i.r.o. CC’s decision to cease to provide hardcopies of planning applications w.e.f. 4th January 2016, they are going ahead with the proposal. However, a grant is now available towards a laptop, projector, etc.</p> <p>Noted a tool is available, which downloads planning documentation for each application into a ZIP file.</p> <p>Cllr. Williams remained concerned about the difficulties this would cause when making site visits.</p>	

	<p>e. <i>Brownfield Land</i> – CC had issued a 'Call for Potential Housing Sites on Brownfield Land'. Closing date 7th September 2015.</p> <p>f. <i>PA15/03188, Tintagel Terrace</i> – Ms Samantha Hewitt, case officer, is minded to refuse this application because of overdevelopment of the site. It was RESOLVED to request this application goes to CC's Planning Committee. Cllr. Bell will represent the PC at the meeting.</p>	<p>Clerk Cllr. Bell</p>
158/2015	<p><u>Finance & Car Park Committee Report</u> –</p> <p>a. <i>Recommendations</i> – Members considered the following recommendation from the F&CP Committee:</p> <p>i. <u>Financial Regulations</u> – it was RESOLVED to adopt the revised regulations. Copy previously circulated via email. Cllr. Coles to place a copy on the website.</p> <p>ii. <u>Benches</u> – it was RESOLVED to purchase two benches (with stainless steel fixings) to be placed on the grass area, to make it clear that the area is for pedestrians. See also 170/2015 below.</p> <p>iii. <u>Cemetery</u> – it was RESOLVED to have the grass cut as per the same cutting regime as the car park.</p> <p>b. <i>Car Park Bulb Planting</i> – it was RESOLVED to plant spring bulbs in the car park. Cllr. Williams will lead this project.</p> <p>c. <i>For Information</i> –</p> <p>i. <u>Pizza Van</u> – the F&CP Committee refused permission for a pizza unit to operate from the Main Car Park.</p> <p>ii. <u>No Parking Signs</u> – it was AGREED to order 10 additional ("No parking on the grass") signs. The working to include 'please'.</p> <p>iii. <u>Litter Bins</u> – an order to be placed for four litter bins (two for the car park and two for the playing field).</p>	<p>Cllr. Coles</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr. Williams</p> <p>Cllr. Raynor</p> <p>Clerk</p>
159/2015	<p><u>New Road WC Committee</u> –</p> <p>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.</p> <p>b. <i>Business Plan / Feasibility Study</i> – grant application to be submitted to the <i>My Community</i> scheme as soon as the quotations (referred to above) are to hand.</p>	
160/2015	<p><u>Neighbourhood Plan</u> – Cllr. Williams reported one of the meetings had been cancelled. Ms Druce, CC had attended the meeting that was held. The next event will be on 7th September 2015, and will feature Landscape Assessment training.</p>	
161/2015	<p><u>Highways Matters</u> –</p> <p>a. <i>Yellow Lines</i> – the Clerk to submit the plan to CC.</p> <p>b. <i>Site Meeting</i> – Members had met with Ms Rachael Tatlow and discussed the following:</p> <p>i. <u>Approach to the Village</u> – scheme to reduce the speed of traffic. Ms Tatlow suggested a 'stop' scheme. Alternately, an increase in on road parking might help the problem.</p> <p>ii. <u>Trewetha</u> – scheme to reduce the speed of traffic.</p> <p>iii. <u>Box Junction</u> – to prevent congestion caused by cars parking across the road when entering the Main Car Park. One of the biggest problems is the cars that cut the bend when exiting the</p>	<p>Clerk</p>

	<p>e. <i>Cliff Path Public Rights of Way</i> – the Clerk to report this overgrown PROW to CC’s Environmental Health and copy Natural England. Cllr. Raynor to ask Mr Philp to cut Little Hill.</p> <p>Cllr. Coles had arranged a meeting with A1 Tree Surgery to discuss the PROWs. Other Members are welcome to attend.</p>	Cllr. Raynor / Clerk																												
163/2015	<p><u>Administrative Matters</u> –</p> <p>a. <i>Community Emergency Management Plan</i> – covered by the Public Forum.</p> <p>b. <i>Website</i> – it was RESOLVED to commission a new website. See Minute 171/2015 below.</p> <p>c. <i>Freedom of Information Publication Scheme</i> – copy previously circulated. It was RESOLVED to adopt the Publication Scheme and correct the typo. Cllr. Coles to place a copy on the website.</p>	Cllr. Coles																												
164/2015	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – Schedule No.5 2015/16, to a value of £35,459.82 was APPROVED for payment.</p> <p>Cllrs. Bell and Phelps left the meeting at this point.</p> <p>The Clerk advised that there is no budget heading for the car park extension. It was RESOLVED to use the earmarked reserves for landscaping (£10,000) plus project retention (£7,600).</p> <p>It was confirmed the WC expenses should be posted to the WC EMR heading, until the budget was revised at year end.</p> <p>It was RESOLVED to set up a direct debit to British Gas, i.r.o. New Road WC electricity supply.</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>55.06</td> <td></td> <td>55.06</td> </tr> <tr> <td>Car park</td> <td>26,132.54</td> <td>4,891.31</td> <td>31,023.85</td> </tr> <tr> <td>Maintenance - various</td> <td>2,700.47</td> <td>411.89</td> <td>3,112.36</td> </tr> <tr> <td>New Play Equipment</td> <td>210.93</td> <td>29.61</td> <td>240.54</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></td> <td></td> <td></td> <td>£35,459.86</td> </tr> </tbody> </table> <p>b. <i>Budget Monitor</i> – a copy was circulated at the meeting.</p> <p>c. <i>1st Aider</i> – in principle Members were supportive of the proposal to establish a team of 10 x 1st Aiders in the village, so that someone can respond more quickly to any incident.</p> <p>Cllr. Raynor had spoken with the Co-op Manager and will report to the next meeting i.r.o. the money raised locally for a defibrillator.</p> <p>d. <i>Insurance Policy</i> – Cllr. Bell had checked the policy and reported the WCs are not listed. Cllr. Williams to ask Mr Julian Harris to value the bus shelter and WCs and how much it would cost to re-tarmac the car park.</p> <p>e. <i>Asset Register</i> – copy previously circulated. It was confirmed that the £62,450.35 shown on the insurance schedule as ‘Other surfaces’ refers to the car park tarmac. The Asset Register will need to be updated in accordance with 164d/2015 above.</p>	Item	Price	VAT	Total	Administration	55.06		55.06	Car park	26,132.54	4,891.31	31,023.85	Maintenance - various	2,700.47	411.89	3,112.36	New Play Equipment	210.93	29.61	240.54	Staff costs, incl. tax & NI	1,028.05		1,028.05				£35,459.86	<p>Clerk</p> <p>Clerk</p> <p>Cllr. Raynor</p> <p>Cllr. Williams</p> <p>Clerk</p>
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165/2015	<u>Documentation / Correspondence</u> – there were no items not already covered elsewhere on the agenda.																													
166/2015	<u>Diary Dates</u> –																													

	<p>a. <i>Full Council Meeting</i> – 14th September 2015.</p> <p>b. <i>Finance and Car Parks Committee Meeting</i> – 26th August 2015.</p> <p>c. <i>WC Committee Meeting</i> – 26th August 2015.</p> <p>d. <i>Clerk's Leave</i> – 1st – 4th September 2015.</p> <p>e. <i>Town and Parish Council with Voluntary Sector Summit</i> – Wednesday, 30th September 2015. New County Hall Council Chamber. Further information will follow.</p> <p>f. <i>Code of Conduct Training</i> – 1st October 2015, 4-6pm, Bude-Stratton Town Council, The Parkhouse Centre, Bude. Free training session. The Clerk to book a seat for Cllr. Raynor.</p> <p>g. <i>Cornwall Expo 2015</i> – Newquay Airport, 29th September 2015 – 30th September 2015.</p> <p>h. <i>St Peter's Church Flower Festival</i> – 11th – 13th September 2015. Members are invited to put in a display. Cllr. Raynor to book a place. Cllr. Dawe to ask his wife to do the flower arrangement.</p>	Clerk Cllrs. Raynor / Dawe
167/2015	<p><u>Information Only / Future Agenda Items</u> – none</p> <p>a. <i>Trelights</i> – Cllr. Collings reported that someone is parking on a small piece of land in Trelights, which would make it difficult for an emergency vehicle to get through. Cllrs. Dawe and Williams will look into whether this required planning permission.</p>	Cllrs. Dawe / Williams
168/2015	<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>	
169/2015	<p><u>WC Refurbishment</u> – as yet there were no quotations for refurbishment.</p>	Cllr. Raynor
170/2015	<p><u>Benches</u> – Minute 158a[ii]/2015 above refers. It was RESOLVED to purchase two benches for the main car park from Jonathan Thomas at a cost of £140 each, to include stainless steel fittings.</p>	Clerk
171/2015	<p><u>Website</u> – Minute 163b/2015 refers. Previously circulated via email. Three quotations had been obtained and it was RESOLVED to place the contract for a new website with ICT Connect at a cost of £300. It was further RESOLVED to place the management contract to upload agendas, Minutes, etc. with ICT Connect at a cost of £20 p.m.</p>	Clerk
172/2015	<p><u>Meeting Closed</u> – 21.12pm.</p>	

Signature: (Cllr. Raynor)
Chairman

Date: 3rd August 2015