



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE FULL COUNCIL MEETING
HELD IN PORT ISAAC SCHOOL
MONDAY, 12th OCTOBER 2015 @ 7pm**

Present:	Cllr. Raynor (Chairman) Cllr. Coles (Vice Chairman) Cllr. Manders Cllr. Williams	Cllr. Bell Cllr. Collings Cllr. Penny (CC/PC)	Cllr. Brogan Cllr. Dawe Cllr. Phelps Mrs Thompson (Clerk)
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>Cllr. Raynor explained that the PC's planning site meetings are for Members of the PC. Individuals are not normally invited.</p> <p>Mrs Barbara Bell gave an update on the Playing Field project. A Landscape Architect had been appointed. She said there is talk of a revised Port Isaac football team, which could be accommodated in the plans.</p> <p>Mr & Mrs Oldrieve were present regarding their planning application (Minute 198a/2015 refers).</p> <p>A neighbour spoke regarding 198c/2015 and asked if the site next to her property was granted planning permission, would that mean that she could build three speculative properties on her site?</p> <p>A resident complained about parking outside the dairy, between yellow lines, this had forced a wheelchair user into the road. With regards to the Trewetha planning application (198c/2015), he said he understood overlooking was not an issue, but felt that the plot was not big enough for the property being proposed. He understood that when building in such locations either an agricultural clause or existing property would apply – neither of which applies in this case. He asked: "Where is the sewage going to go?" A holding tank is a possibility, but not desirable. Much of the charm of the hamlet of Trewetha is that the properties are on generous plots, this would set a precedent.</p> <p>Another resident whose property adjoins the plot in Trewetha, expressed concerns about the sewage and potential harm to newts in the natural spring there. She also had concerns about the amount of parking provision.</p> <p>A further neighbour of the Trewetha site was concerned that this would mean the loss of the 'hamlet atmosphere'.</p> <p>One of the owners of the Pentus Wall cellars, said he thought the idea of the 'Right to Bid' (202b/2015) was ludicrous and it was nothing to do with the Parish Council.</p>		

	<p>Another resident of Trewetha was concerned about possible pollution to the spring. He had concerns about the boundary wall on the Trewetha site, which is already unstable, and feared that building work could damage it irreparably. He did not believe that the site was large enough to allow parking and feared that this would lead to on-road parking.</p> <p>A further resident of Trewetha did not feel that an infill dwelling was appropriate in this location. He was also concerned about the 'Right to Bid' (202b/2015) proposal.</p> <p>The last resident to speak was also opposed to the 'Right to Bid' proposal and doubted its relevance.</p>	
193/2015	<u>Apologies for Absence</u> – Cllr. Dawe (will be arriving late).	
194/2015	<p><u>Members' Declarations</u> –</p> <p>a. <i>Registerable Declarations of Interests</i> – Cllr. Penny in 198c/2015 and Cllr. Bell in 203a[ii]/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>	
195/2015	<u>Casual Vacancy</u> – no-one had come forward.	
196/2015	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 14th September 2015, AGREED as a true record.</p> <p>b. <i>Extraordinary Meeting</i> – 23rd September 2015, AGREED as a true record.</p> <p>c. <i>WC Committee Meeting</i> – 23rd September 2015, AGREED as a true record.</p> <p>d. <i>Finance and Car Parks Committee Meeting</i> – 23rd September 2015, AGREED as a true record.</p>	
197/2015	<p><u>Outside Bodies / Reports</u> –</p> <p>a. <i>Parish Council Chairman</i> – Cllr. Raynor reported a Community Emergency Plan meeting had been held.</p> <p>b. <i>Police</i> – PCSO Drennan sent her apologies and a written report (copy on file). She had said in her report that the Acting Chief Constable had announced that if Devon & Cornwall Police get a further 40% budget cut, there will no longer be any Neighbourhood Teams.</p> <p>It was RESOLVED to write to Mr Scott Mann, MP voicing Members' concerns.</p> <p>c. <i>County Council</i> – Cllr. Penny said that when the Chancellor spoke at the Conservative Conference, he said he would be handing back 100% of the business rates to main councils, i.e. Cornwall Council in our case.</p> <p>Cllr. Bell had provided a copy of the Land Registry title plans for two parcels of land including the 'lane' behind the Mayfield bungalows. Cornwall Council ownership is edged red and extends to the entire length.</p> <p>Cllr. Penny said he is clarifying CC's policy for re-housing 'at risk' individuals with portfolio holder, County Cllr. Duffin. Minute 177c/2015 refers.</p>	Clerk

	<p>d. <i>St Endellion Coastal Community Team (CCT)</i> – Cllr. Bell reported the DCLG will be releasing the Economic Plan template on Wednesday 14th October 2015. The DCLG template, together with the PC’s original application for CCT funding, will form the scope for the Economic Plan that the approved short list of economic consultants will be invited to bid for.</p> <p>The short list is made up of consultants who had previously worked for CC Economic Development and had been approved by CCT Steering Group member Mr Chris Pomfret who is the outgoing Chair of the Cornwall Local Enterprise Partnership</p> <p>e. <i>Community Emergency Management Plan</i> – Cllr. Penny explained the background to this Plan and said it should cover every emergency situation, with contact details of those with the required skills to deal with any eventuality.</p> <p>f. <i>Wadebridge and Padstow CNP</i> – next meeting scheduled for 26th November 2015. Cllr. Manders asked if the theme for the meeting was known yet.</p>	Clerk
198/2015	<p><u>Planning Applications</u> –</p> <p>a. <i>PA15/07216, Tregudda Road from Treore Lane to Port Gaverne Hill, Port Gaverne</i> – owners’ accommodation to include a laundry / store room, a boiler room and living accommodation. SUPPORTED.</p> <p>b. <i>PA15/07344, Magpie Cottage, Trelights</i> – works to a tree subject to a tree preservation order. Pruning of lower overhanging branches of ash tree. SUPPORTED.</p> <p>c. <i>PA15/07929, Land North of Springside Barn, Trewetha</i> – proposed two-bedroom dwelling on vacant infill site (may affect a public right of way). Cllr. Penny left the meeting whilst this item was discussed.</p> <p>Cllr. Bell was concerned about waste disposal and wanted to draw this to the attention of the case officer. Ultimately this was something that was the province of SW Water. It was clarified that Members had supported another application nearby because there had been a caravan on the site for some time.</p> <p>Cllr. Dawe arrived at this point.</p> <p>Cllr. Collings agreed that as we gave support for an application close to the site we should be consistent and support this one.</p> <p>Cllr. Phelps queried the wording “may affect a public right of way” he didn’t believe this should have been worded thus – either it does or does not affect the PROW. Cllr. Williams said this came from the applicant’s application form. He did not feel that anyone on the PC was qualified to comment on the sewage aspect.</p> <p>Cllr. Manders said he had concerns that the provision of sewage disposal was adequate. He thought the footprint was over large for the site.</p> <p>Cllr. Brogan did not feel able to support the application.</p> <p>Cllr. Dawe said he was in favour of a dwelling on the site.</p> <p>Cllr. Williams said it did look like a suitable place for infill. However, the pre-app advice was that it wouldn’t be permitted. She did not feel able to support the application.</p> <p>Four Members voted for the proposal and three against, with one abstention. Cllr. Penny had declared an interest and had left the room.</p>	Cllr. Williams / Clerk Cllr. Williams / Clerk

	<p>Cllr. Raynor read an email from Ms Samantha Hewitt, case officer. She was minded to refuse it pending agreement with my line manager. She asked Members to consider the "five day local council protocol" and whether they were willing to "agree to disagree".</p> <p>Cllr. Bell will look at the previous application which was approved and report the findings to Cllr. Raynor who will liaise with Ms Hewitt.</p> <p>d. <i>PA15/08295, Tresunger, Port Isaac</i> – listed building consent for emergency repairs to include the re-roof of existing dwelling and repairs to damaged walls and structure. SUPPORT.</p>	<p>Cllrs. Bell / Raynor</p> <p>Cllr. Williams / Clerk</p>
199/2015	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Planning Applications Approved by CC</i> – information only.</p> <p>i. <u>PA15/05860 and PA15/05861, Boskennsa, Fore Street, Port Isaac</u> – various internal and external alterations of cottage to include installation of railings and roof-light and rebuilding of chimney stack.</p> <p>ii. <u>PA15/07227, 91 Fore Street, Port Isaac</u> – demolition of existing house and construction of new house.</p> <p>b. <i>Enforcement Cases</i> –</p> <p>i. <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. Cllr. Coles reported the caravan had been removed, but the shipping container remains.</p> <p>ii. <u>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 had made a site visit and noted the landowner had not carried out the agreed works to re-grade the track and stop up the access onto Rose Hill. She will speak to her line manager with a view to serving an Enforcement Notice.</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 advised that whilst a breach of planning control had occurred, overall the installation of the replacement door identified is considered to respect and preserve the special character of this listed building and it is considered not expedient to instigate enforcement action at the present time.</p> <p>c. <i>Paperless Planning</i> – Minute 179e/2015 refers. The Clerk reported the £700 grant had been received from CC. Cllr. Raynor reported he had yet to speak to the school i.r.o. a link from an i-pad to the school's projector.</p> <p>d. <i>PA14/11484, 5 Trewetha Lane, Port Isaac</i> – proposed demolition of existing dwelling and construction of replacement dwelling. An appeal has been made against CC's refusal of this application. Members, too, had objected.</p>	<p>Cllr. Raynor</p>
200/2015	<p><u>The Main Car Park</u> –</p> <p>a. <i>Barrier</i> – Minute 180a/2015 refers. Cllr. Coles reported he had visited the site and found the barrier to be robust.</p> <p>Cllr. Bell will speak to Mr Mark Rea, PDP Green Consulting Ltd. regarding the barrier.</p>	<p>Cllr. Bell</p>

	<p>better chance to raise finance, develop a business plan and to make a bid to buy the asset on the open market.</p> <p>c. <i>Traffic Calming</i> – some form of traffic calming is needed for the area at Pea Pod Corner / Back and Front Hill. Cllr. Penny said he had drawn this to the attention of the Highways Steward and will follow it up.</p>	Cllr. Penny
203/2015	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Public Rights of Way</i> –</p> <p>i. <u>St Endellion Lane</u> – Minute 162a/2015 refers. Cllr. Dawe reported he had spoken with the landowner and she will ask a contractor to move the debris.</p> <p>ii. <u>Cliff Path, Port Isaac</u> – Cllr. Bell left the meeting at this point. Members RESOLVED to adopt a proposal to add this path to the LMP agreement from 2016 in Zone 1. Lesser used paths would be removed from Zone 1 to offset this. The cutting schedule to be amended accordingly.</p> <p>iii. <u>Public Path Order</u> – CC had written to confirm that the public path on land at Bodannon Bungalow had now come into force.</p> <p>b. <i>War Memorial</i> – Minute 183b/2015 refers. Cllr. Bell reported he had met on site with the Diocese representative and a temporary tarpaulin will be erected over the damaged roof. Cllr. Bell left the meeting at this point as he was unwell.</p> <p>c. <i>St Endellion Cemetery</i> – it was RESOLVED to amend the cemetery rules and regulations, to make it clear there is a requirement that plots are allocated in rotation even when purchased in advance. The rate of the fees for non-parishioners to be considered at the next meeting.</p> <p>d. <i>Roscarrock WCs</i> – Minute EX07/2015 refers. Mr Jon James reported that the installation of pay as you enter doors is something he is considering for a number of facilities and he is working on a business case. County Cllr. Duffin is supportive of this. He had not yet heard back if CC receives any rent from SW Water but will chase this up. He had discussed the matter of the Fish Cellars with Cllr. Duffin and understood she was going to contact Cllr. Penny with getting the decision not to sell the fish cellars “signed off by County Member”.</p> <p>e. <i>Port Isaac Refuse</i> – Minute 183h/2015 refers. Cllr. Williams reported she and Cllr. Coles had met with Ms Stephanie Crocker i.r.o. the six bins next to the New Road WCs/proposed shop. A number of different sites had been considered and the best would be to house the bins in a purpose build wooden structure on the Playing Field. Cllr. Penny said this had been investigated previously but had met with local resistance. He asked if it would be possible to keep it where it is and fence it in. Cllr. Coles said an alternative would be to use two parking spaces. The Clerk to liaise with Ms Crocker and the officer in charge of the car park to take this forward. Members felt strongly that the playing field should not be used for waste storage.</p> <p>f. <i>Waste Incentive Neighbourhood Scheme</i> – Members declined to enter into a trial for this new scheme. The Clerk to advise CC. Cllr. Penny will provide recycling guidelines for the notice board.</p> <p>g. <i>Seagulls</i> – Members RESOLVED to adopt a proposal to obtain a licence from Natural England to take/replace with rubber/oil the gull eggs next season. The Clerk to action.</p>	<p>Clerk</p> <p>Clerk Clerk</p> <p>Clerk</p> <p>Clerk Cllr. Penny</p> <p>Clerk</p>

204/2015	<p><u>Administrative Matters</u> –</p> <p>a. <i>Website</i> – Minute 184a/2015 refers. An email from ICT Connect Ltd. was read to the meeting and it was RESOLVED to accept Mr Lawrence’s offer to provide ongoing maintenance for four months without charge. A dummy website will be available shortly for Members to comment on. Cllr. Coles had renewed the contract with Fasthosts (website provider).</p>	Clerk																																																								
205/2015	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – Schedule No.7 2015/16 to a value of £9,462.49 were APPROVED for payment. Cllr. Raynor will liaise with Ms Annie Price regarding a donation to Royal British Legion.</p> <table border="1" data-bbox="327 571 1292 840"> <thead> <tr> <th>Item</th> <th>Price</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Administration</td> <td>482.48</td> <td>85.00</td> <td>567.48</td> </tr> <tr> <td>Car park</td> <td>4,058.68</td> <td>316.58</td> <td>4,375.46</td> </tr> <tr> <td>Maintenance - various</td> <td>1,462.34</td> <td>292.47</td> <td>1,754.81</td> </tr> <tr> <td>New Road WCs</td> <td>933.22</td> <td>186.64</td> <td>1,119.86</td> </tr> <tr> <td>Staff costs, incl. tax & NI</td> <td>1,364.88</td> <td></td> <td>1,364.88</td> </tr> <tr> <td>New benches</td> <td>280.00</td> <td></td> <td>280.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="border-top: 1px solid black;">£9,462.49</td> </tr> </tbody> </table> <p>b. <i>2014/15 External Audit</i> – Grant Thornton, Auditors, had approved the 2014/15 accounts, but drew Members’ attention to two non-material matters.</p> <p>c. <i>Budget Monitor</i> – a copy was circulated at the meeting.</p> <p>d. <i>Earmarked Reserves (EMRs)</i> – it was RESOLVED to amend the EMRs as follows. Cllr. Coles explained this is in fact a reversion to the previously agreed figures and is not a change.</p> <table border="1" data-bbox="327 1142 1292 1422"> <thead> <tr> <th></th> <th>Proposed</th> <th>Current</th> </tr> </thead> <tbody> <tr> <td>Toilet charges - 24 months</td> <td>22,000.00</td> <td>22,000.00</td> </tr> <tr> <td>Toilet project</td> <td>30,000.00</td> <td>14,000.00</td> </tr> <tr> <td>Car Park retention project</td> <td>0.00</td> <td>7,600.00</td> </tr> <tr> <td>Play Equipment renewal</td> <td>6,534.00</td> <td>11,500.00</td> </tr> <tr> <td>Tarmac fund</td> <td>4,000.00</td> <td>4,000.00</td> </tr> <tr> <td>Landscaping car park</td> <td>10,000.00</td> <td>0.00</td> </tr> <tr> <td></td> <td style="border-top: 1px solid black;">72,534.00</td> <td style="border-top: 1px solid black;">69,100.00</td> </tr> </tbody> </table> <p>e. <i>1st Aiders / Defibrillator</i> – Minute 185c/2015. Members felt it would be more appropriate for a volunteer to progress the proposal to establish a team of 1st Aiders in the village. Cllr. Raynor will liaise with the Co-op Manager i.r.o. the money raised locally for a defibrillator.</p> <p>f. <i>Insurance Policy</i> – Members considered the following valuations for insurance purposes, from Mr Julian Harris and it was RESOLVED to accept them. Cllr. Phelps queried the validity of the figures from a non-surveyor. The Clerk to liaise with the PC’s insurance brokers and amend the Asset Register.</p> <ol style="list-style-type: none"> i. <u>Bus Shelter</u> – £6,000; ii. <u>New Road WCs</u> – £120,000, including demolition / disposal and new slabs; iii. <u>Cost to Re-tarmac the Car Park</u> – £30 per sq. m., total £56,460. <p>Mr Harris had also given a price for lifting and purchasing the exterior slate floor of the New Road toilets. It was felt desirable to retain the slates slabs on top of the half walls for re-use as shop counters.</p>	Item	Price	VAT	Total	Administration	482.48	85.00	567.48	Car park	4,058.68	316.58	4,375.46	Maintenance - various	1,462.34	292.47	1,754.81	New Road WCs	933.22	186.64	1,119.86	Staff costs, incl. tax & NI	1,364.88		1,364.88	New benches	280.00		280.00				£9,462.49		Proposed	Current	Toilet charges - 24 months	22,000.00	22,000.00	Toilet project	30,000.00	14,000.00	Car Park retention project	0.00	7,600.00	Play Equipment renewal	6,534.00	11,500.00	Tarmac fund	4,000.00	4,000.00	Landscaping car park	10,000.00	0.00		72,534.00	69,100.00	<p>Cllr. Raynor</p> <p>Cllr. Raynor</p> <p>Clerk</p>
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206/2015	<u>Documentation / Correspondence</u> – none.	
207/2015	<u>Diary Dates</u> – a. <i>Full Council Meeting</i> – 9 th November 2015. b. <i>WC Committee Meeting</i> – 21 st October 2015. c. <i>Finance and Car Parks Committee Meeting</i> – 21 st October 2015. d. <i>Clerk’s Leave</i> – 26 th – 30 th October 2015. e. <i>Committee Meetings</i> – it was clarified that meetings are held in December.	
208/2015	<u>Information Only / Future Agenda Items</u> – a. <i>Missing Bench</i> – a memorial bench in Port Gaverne had been removed. It was clarified that the bench had collapsed. A policy is needed. To be placed on the November agenda. b. <i>‘Footpath to the Village’ Signage</i> – better signage is needed to direct pedestrians to the pavement from the Main Car Park and away from the Playing Field. Cllr. Raynor will look into this.	Clerk Cllr. Raynor
209/2015	<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.	
210/2015	<u>WC Refurbishment</u> – Minute EX11/2015 refers. Members considered the start dates and quotations for refurbishment. It was RESOLVED to accept the quotation from SW Building and Maintenance Ltd. Cllr. Williams will speak with Ms Anna Druce, CC regarding news of the possible grant. Cllr. Raynor will advise SW Building.	Cllrs. Raynor / Williams
211/2015	<u>Meeting Closed</u> – 21.25pm.	

Signature: (Cllr. Raynor)
Chairman

Date: 9th November 2015