



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE FULL COUNCIL MEETING
HELD IN PORT ISAAC SCHOOL
MONDAY, 9th NOVEMBER 2015 @ 7pm**

Present:	Cllr. Raynor (Chairman) Cllr. Coles (Vice Chairman) Cllr. Manders Mrs Thompson (Clerk)	Cllr. Bell Cllr. Collings Cllr. Penny (CC/PC)	Cllr. Brogan Cllr. Dawe 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>PCSO Drennan spoke to her written report (copy on file). There had been two crimes, both of which had been cleared. She was attending on her rest day and was thanked for this.</p> <p>Mrs Barbara Bell spoke regarding the F&CP Minutes. She said they bore little resemblance to what she had said. Mrs Bell will send the Clerk the amendments she would like made. Cllr. Williams apologised, she had taken the Minutes in the absence of the Clerk.</p> <p>Mrs Bell said a feedback event for the PIPFA and church room projects, will be held on 13th December 2015, in the church after the Carol Service.</p>		
212/2015	<u>Apologies for Absence</u> – Cllr. Phelps.		
213/2015	<u>Members' Declarations</u> – <ol style="list-style-type: none"> a. <i>Registerable Declarations of Interests</i> – none. b. <i>Non-registerable interest</i> – none. c. <i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds. d. <i>Dispensations</i> – none. 		
214/2015	<u>Casual Vacancy</u> – no-one had come forward.		
215/2015	<u>Minutes of Meetings</u> – <ol style="list-style-type: none"> a. <i>Full Council Meeting</i> – 12th October 2015. Added to Minute 198c/15: "He had previously asked the Clerk if he could speak, having arrived late." With this change the Minutes were AGREED as a true record. b. <i>WC Committee Meeting</i> – 21st October 2015. Minute 71a, third para. Amended to read: <i>Discussion ensued regarding how long the WCs should remain open. Members resolved they should be kept open at New Road and Roscarrock until the end of November.</i> With this amendment the Minutes were AGREED as a true record. 		

	c. <i>Finance and Car Parks Committee Meeting</i> – 21 st October 2015, Deferred to the December meeting.	
216/2015	<p><u>Outside Bodies / Reports</u> –</p> <p>a. <i>Parish Council Chairman</i> – Cllr. Raynor reported he had an email from Mr Sproull, the PC’s solicitor. CC had requested a small amendment to the WC agreement, which Mr Sproull had approved. Cllr. Raynor had signed the necessary paperwork.</p> <p>b. <i>Police</i> – covered by the Public Forum.</p> <p>c. <i>County Council</i> – Cllr. Penny reported he had spoken to the Highways Officer, regarding cars going the wrong way on Front Hill. He felt the solution was arrows painted on the road. The firework display went off well. The beach had been cleaned. CC is seeking to appoint a new Chief Executive.</p> <p>d. <i>St Endellion Coastal Community Team (CCT)</i> – Cllr. Bell reported the inaugural CCT Economic Plan Steering Group had elected Ms Debbie Wilshire, former Deputy Director of Cornwall College as Chair and himself as Secretary. Ms Anna Druce, CC Community Link Officer (Wadebridge and Padstow) had attended.</p> <p>The CCT had drawn up a Terms of Reference. Cllr. Bell will send a copy to the Clerk.</p> <p>Cllr. Bell said a point had been raised about the council's procurement policy and the tendering process followed by the CCT. He explained that four consultants recommended by CC Economic Development had been invited to bid. Two made a joint bid, one declined to bid and the last had returned from leave the day after the deadline. So in effect only one bid had been received by the closing date and Cllr. Bell had extended the tender period for the last consultant by two days.</p> <p>The two bids were distributed at the same time to CCT members with a recommendation from the Chair of Falmouth University. The Clerk clarified there was nothing in the Financial Regulations specifically about ‘late bids/tenders’. Cllr. Bell explained this was not the usual form of tendering, in that the sum available is common knowledge and bids were assessed on resource and skill levels. It was RESOLVED to accept a recommendation from the CCT that the consultancy bid from Ms Emma Buckman be accepted. The Clerk to advise the bidders.</p> <p>e. <i>Community Emergency Management Plan</i> – Cllr. Penny reported a meeting had been held with Mr Martyn Alvey, Flood Forum and Ms Amy Pearce, Environment Agency. The flood risk to Port Isaac is amongst the highest in Cornwall. The main risk being from water coming from the land into the Leat and the stream at Port Gaverne. Minutes of the meeting are available.</p> <p>Cllr. Williams said the sluice by the butcher’s is not working well.</p> <p>Cllr. Raynor said is needed is someone who could keep an eye on water levels.</p> <p>Cllr. Coles said the lady from the Environment Agency had sent an email link to the water level gauge, which gives ‘live’ information. He will circulate this to Members.</p> <p>f. <i>Wadebridge and Padstow CNP</i> – next meeting scheduled for 26th November 2015. The Clerk to establish the time.</p>	<p>Cllr. Bell</p> <p>Clerk</p> <p>Cllr. Coles</p> <p>Clerk</p>

217/2015	<p><u>Planning Applications –</u></p> <p>a. PA15/06999, <i>Spindrift, 36 Trewetha Lane, Port Isaac</i> – demolition of existing dwelling and erection of replacement dwelling. The case officer, Mr Mark Wigley had advised there was no need to reconsider this case.</p> <p>b. PA15/08230, <i>Driftwood, Trewetha Lane, Port Isaac</i> – alterations to erect first floor dormer bedrooms in roof. A revised plan had been received. It does increase the height by 2m, but there are no overlooking issues. SUPPORT.</p> <p>c. PA15/08844, <i>Flat 9, Castle Rock, Port Isaac</i> – removal of top floor window and replacement with sliding doors and Juliet balcony. Clad high level wall section in boarding to match existing boarding on the adjacent wall. Cllr. Williams said she had concerns about the proximity to adjoining properties. Cllr. Bell said there are overlooking issues. Cllr. Coles said there is an overlooking issue, but it isn't made any worse by the Juliet balcony. NO OBJECTION. Cllr. Manders objected.</p> <p>d. PA15/09456, <i>7 Rose Hill, Port Isaac</i> – listed building consent to re-roof and replace damaged ceilings. SUPPORT.</p> <p>e. PA15/09634, <i>8 Tintagel Terrace, Port Isaac</i> – loft conversion and associated internal remodel with landscaping to rear. NO OBJECTION, but Members point out it would be preferable if there were fewer velux windows.</p> <p>f. PA15/09767, <i>Silver Spray, Port Gaverne</i> – proposed replacement of existing metal railings with stainless steel and glass railings to existing balcony. Formation of new balcony in place of existing lean-to-roof with glass door and stainless steel and glass balustrading. NO OBJECTION.</p>	
218/2015	<p><u>Other Planning Matters –</u></p> <p>a. <i>Planning Applications Approved by CC</i> – information only.</p> <p>i. PA15/07344, <i>Maggie Cottage, Trelights</i> – works to a tree subject to a tree preservation order. Pruning of lower overhanging branches of ash tree.</p> <p>ii. PA15/06999, <i>Spindrift, 36 Trewetha Lane, Port Isaac</i> – demolition of existing dwelling and erection of replacement dwelling.</p> <p>b. <i>Planning Applications Withdrawn</i> – information only.</p> <p>i. PA15/07929, <i>Land North of Springside Barn, Trewetha</i> – proposed two-bedroom dwelling on vacant infill site (may affect a public right of way).</p> <p>c. <i>Paperless Planning</i> – Minute 199c/2015 refers. Cllr. Raynor reported the school had granted permission for a lead to run from the PC's laptop to the school's projector. A trial will be undertaken to ensure this works satisfactorily.</p> <p>d. <i>Appeals</i> – information only.</p> <p>i. PA14/10342, <i>Land at Treswarrow Park Farm, Trelights, Port Isaac</i> – erection of a single wind turbine with maximum blade tip height of 61m, formation of new vehicular access track and associated infrastructure. An appeal had been made against CC's refusal.</p> <p>ii. PA14/05722, <i>Land East of Port Gaverne</i> – demolition of existing structure; creation of single family dwelling with associated landscaping and parking. Appeal dismissed. No costs.</p>	Cllr. Raynor

219/2015	<p><u>The Main Car Park</u> –</p> <p>a. <i>Barrier</i> – Minute 200a/2015 refers. Cllr. Coles had spoken to Mr Mark Rea, PDP Green Consulting Ltd. i.r.o. the car park barrier. NFA.</p> <p>b. <i>'Footpath to the Village' Signage</i> – Minute 208c/2015 refers. Cllr. Raynor will look into the provision of better signage to direct pedestrians away from the Playing Field.</p> <p>c. <i>RNLI Fundraising Event</i> – the RNLI Committee had decided to defer plans for a ball until next year. It will mark the start of the 150th year of a lifeboat in Port Isaac. Minute 48c/2015 refers.</p>	Cllr. Raynor
220/2015	<p><u>Neighbourhood Plan</u> – Cllr. Williams reported no further consultations had been held since the last meeting. Ms Colleen Sullivan, CC had met with a number of Members of the NDP Team. She felt the team had a good broad understanding of what policies were evidenced, is at the stage where they could start writing 'policies'. She felt however that we are not quite ready having assessed what we provided, further consultation was required to confirm areas of areas public interest before we fine tune policy. Ms Sullivan is happy to assist in drawing up a list of consultation questions to define areas of policy.</p> <p>Cllr. Williams and Ms Clare Hurley, CRCC will complete the Locality Grant Fulfilment Form.</p>	Cllr. Williams
221/2015	<p><u>Highways Matters</u> – Members considered:</p> <p>a. <i>Pentus Wall and Cellars</i> – Minute 202b/2015 refers. Mr Colin Sellars, Historic Environment Planning, CC advised that although Highways had no record of owning the wall, they had concluded that it is likely the wall was constructed to support the highway and the buildings at the base of the wall were added later. As such, this wall is considered to be the responsibility of CC, as the highway authority. The wall had been inspected quite recently, but only minor works had been identified.</p> <p>He also said that from the historic environment perspective, he would be content for the coping stones to be replaced, as required, and for any minor repairs to be undertaken by the Parish Council, if they wished to do so at their expense. Provided any such work undertaken constituted a genuine like for like repair or replacement and the PC employed an appropriately qualified person to undertake the task then the work could be done by agreement and without the need for an application for Listed Building Consent. Without prejudice, it is Mr Sellars' view that undertaking such work would not make the PC responsible for maintaining the highway at any future point but would rather be merely seeking to address the continued longevity and aesthetics of the area by maintaining this nationally important Grade II listed wall.</p> <p>Cllr. Bell had undertaken a photographic survey of the wall, which had been sent to Mr Sellars inviting him to say what work he believed is needed.</p> <p>b. <i>Traffic Calming</i> – some form of traffic calming is needed for the area at Pea Pod Corner / Back and Front Hill is covered by Cllr. Penny's report. It was felt that when the yellow lines are installed, this would help the situation.</p> <p>c. <i>Wall Under the Golden Lion, Port Isaac</i> – following the recent high tides, the wall has deteriorated and been reported to St Austell Brewery and Building Control. The Clerk to write to St Austell Brewery and report that the wall appears to have become unstable.</p>	Clerk

222/2015	<p><u>Environmental / Amenity Matters –</u></p> <p>a. <i>Public Rights of Way –</i></p> <p>i. <u>Port Gaverne Footbridge</u> – Mr Andy Allen, Cormac’s Environment Inspector had reported the footbridge is ‘not looking good’.</p> <p>All of the foot treads and one top handrail needs replacing, one lower handrail needs bolstering and one of the bracing at Teagues pit end needs tightening up (concreting). The RSJs cannot be inspected until the foot treads are removed. It was RESOLVED to authorise Cllr. Raynor to spend up to £1,000 to replace the foot treads with plastic decking.</p> <p>ii. <u>PROW Grant</u> – it was RESOLVED to support the North Coast Cluster Group in their bid to get CC to increase the annual grant for maintaining the PROWs.</p> <p>iii. <u>PROW St Endellion 2</u> – noted Cormac’s Countryside Ranger had carried out repairs to the stile.</p> <p>b. <i>Roscarrock WCs</i> – Minute 203d/2015 refers. Cllr. Penny said there was nothing more to report regarding the future of the WCs. Cllr. Penny and the Clerk to speak to Ms Anna Druce, CC and Mr Jon James, CC regarding whether CC are going to continue to run the toilets from April 2016, in particular whether CC plan to install pay as you enter doors to help fund the running costs.</p> <p>It was RESOLVED to close the Roscarrock WCs, except at weekends, with effect from 16th November. Christmas / New Year opening to be considered at the December meeting.</p> <p>c. <i>Port Isaac Refuse</i> – Minute 203e/2015 refers. CC’s Car Parking Team cannot grant permission to move the waste bins into two parking spaces on the lower level as it would mean a loss of income. Members felt that there would be no loss. It would be a straight swap. It was RESOLVED to arrange a site meeting with Mr Nigel Gisby, CC; Ms Stephanie Crocker, CC and a representative from Cory.</p> <p>d. <i>Public Benches</i> – Minute 208a/2015 refers. It was RESOLVED to create a policy to cover public benches. From now on anyone who donates a bench will be asked to make a donation towards the future maintenance sufficient to cover a 10-year period. Cllr. Penny will give the Clerk some costings. The Clerk to write a draft policy.</p> <p>Noted a register and plan of the 35 plus seats around the parish to be drawn up. Cllr. Penny said there used to be such a list.</p> <p>e. <i>Church Hill Hedge Trimming</i> – it was RESOLVED to request Highways to take action to get the hedgerow cut from the start of the public footpath adjoining Church Hill, as far up as the yard used by the Thomas’s near the summit. Members also have concerns about the impact on the telephone and electricity lines opposite Church Hill. Cllr. Bell will provide the Clerk with grid references.</p> <p>f. <i>Playing Field Association (PFA) –</i></p> <p>i. <u>Play Equipment EMRs</u> – there is currently £6,534 in the EMRs for ‘replacement equipment’ and not ‘new equipment’. Members thought it terrific that the PFA was so active. Cllr. Bell said a consultant had been hired to work up a scheme with costings, which will be submitted in due course.</p> <p>A proposal for new equipment was circulated via email. Mrs Bell was asked to speak and said there are two projects here, [1] completing the current programme of installing new play equipment and [2] a scheme for the playing field as a whole. The</p>	<p>Cllr. Raynor</p> <p>Clerk</p> <p>Cllr. Penny / Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr. Penny / Clerk</p> <p>Cllr. Penny / Clerk</p> <p>Cllr. Bell / Clerk</p>
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	<p>PFA would like the PC to consider funding the additional play equipment now.</p> <p>It was RESOLVED to vire the £6,534 from the EMRs and to put it into general reserves for new play equipment. It was also RESOLVED to make a further £5,000 available for the same purpose.</p> <p>ii. <u>Grant Application</u> – the PFA will now apply for match funding to finance [i] above.</p> <p>iii. <u>Consultant Landscape Architect</u> – Mr Mike Hawes of MeiLoc Landscape Architects had been appointed.</p> <p>iv. <u>Voting Members</u> – Mrs Barbara Bell, Mrs Faye Main (Hawkins), Ms Bonnie Pattenden (Old School Hotel), Mr Richard Hambly and Mr Dean Lanyon. In addition there is Cllrs. Bell, Collings and Penny as non voting members representing the PC.</p> <p>g. <i>St Endellion Cemetery</i> – Minute 203c/2015 refers. The fees for non-parishioners who wish to be buried in the cemetery, had been circulated via email. To be reviewed at budget setting time. The cemetery fees sheet had been amended and this sentence added: <i>Plots are allocated in rotation even when purchased in advance, i.e. it is not permitted to select the location of a plot.</i></p> <p>h. <i>Seagulls</i> – Minute 203g/2015 refers. No action had been taken regarding obtaining a licence from Natural England to take/replace with rubber/oil the gull eggs next season, as the licence would have expired on 31st December. An application will be made in January.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>																																				
223/2015	<p><u>Administrative Matters</u> –</p> <p>a. <i>Website</i> – Minute 204a/2015 refers. Mr Lawrence reported he had commenced building a demo of the new cms website for the PC. It should be ready to make it visible to Members by Monday 16th. It was RESOLVED to set a deadline for Members to enter comments of 30th November. Mr Lawrence will then prepare a summary for the December Full Council meeting.</p> <p>b. <i>Press Policy</i> – it was RESOLVED to adopt the Press Policy. Copy to be placed on the website.</p>	<p>Clerk</p> <p>Clerk</p>																																				
224/2015	<p><u>Financial Matters</u> –</p> <p>a. <i>Grants</i> – it was RESOLVED to make a grant of £300 to the Royal British Legion.</p> <p>b. <i>Accounts for Payment</i> – Schedule No.8 2015/16, to a value of £36,259.75 was APPROVED for payment. Cllr. Williams will provide a copy of the agreement with CRCC for the NDP.</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>1,909.57</td> <td>372.74</td> <td>2,282.31</td> </tr> <tr> <td>Car park</td> <td>30,913.02</td> <td></td> <td>30,913.02</td> </tr> <tr> <td>Maintenance - various</td> <td>107.34</td> <td>21.47</td> <td>128.81</td> </tr> <tr> <td>New Road WCs</td> <td>87.20</td> <td>4.36</td> <td>91.56</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>Grant - Royal British Legion</td> <td>300.00</td> <td></td> <td>300.00</td> </tr> <tr> <td>Fireworks</td> <td>1,263.33</td> <td>252.67</td> <td>1,516.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£36,259.75</td> </tr> </tbody> </table> <p>c. <i>Budget Monitor</i> – a copy was circulated at the meeting.</p> <p>d. <i>Defibrillator</i> – Minute 205e/2015. Cllr. Raynor had been unable to contact the Co-op Area Manager i.r.o. the money raised locally for a defibrillator, despite several attempts.</p>	Item	Price	VAT	Total	Administration	1,909.57	372.74	2,282.31	Car park	30,913.02		30,913.02	Maintenance - various	107.34	21.47	128.81	New Road WCs	87.20	4.36	91.56	Staff costs, incl. tax & NI	1,028.05		1,028.05	Grant - Royal British Legion	300.00		300.00	Fireworks	1,263.33	252.67	1,516.00				£36,259.75	<p>Cllr. Williams</p> <p>Cllr. Raynor</p>
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	<p>e. <i>Asset Register</i> – the Clerk explained that the insurance cover had since been adjusted to reflect the valuations supplied by Mr Julian Harris and a refund of £65.27 had been received.</p> <p>Cllr. Coles said there should be something in the Asset Register to cover the Main Car Park, in addition to the tarmac. Cllr. Bell suggested approaching the original quantity surveyor, who would be able to give an up-to-date valuation. The Clerk to liaise with the insurance brokers, i.r.o. how much we should insure the car park for.</p> <p>Trelights assault net, etc. to be removed from the Register. The laptop is not listed and should be added with a valuation of £350.</p> <p>f. <i>Banking Matters</i> –</p> <p>ii. <u>Financial Services Compensation Scheme</u> – HSBC advises that the FSCS deposit protection limit is reducing from £85K to £75K.</p> <p>iii. <u>Tax Status</u> – bank signatories signed and confirmed the tax status of the Parish Council. The Clerk to submit.</p> <p>g. <i>Tender Process</i> – deferred to the F&CP Committee.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
225/2015	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda.</p> <p>a. <i>Peninsula Community Health</i> – Annual Review, 2014-15.</p> <p>b. <i>Clerks & Councils Direct</i> – November 2015.</p>	
226/2015	<p><u>Diary Dates</u> –</p> <p>a. <i>Full Council Meeting</i> – 14th December 2015.</p> <p>b. <i>WC Committee Meeting</i> – 25th November 2015. There will be no meeting in December.</p> <p>c. <i>Finance and Car Parks Committee Meeting</i> – 25th November 2015. There will be no meeting in December.</p> <p>d. <i>Open Door Public Events</i> – organised by County Cllr. John Pollard, CC Leader. Each event commences at 6.30pm. Locations nearest to St Endellion are:</p> <ul style="list-style-type: none"> • Town Hall, Wadebridge – 30th November 2015. • Bodmin Community College – 1st December 2015. <p>e. <i>Cornwall County Playing Field Association</i> – learn about funding opportunities. 25th November 2015, 3-7pm, St Dennis AFC Ground.</p> <p>f. <i>Car Park Planting</i> – planting will take place during the weekend of 15th and 16th November. It was AGREED to set a budget of £50 to provide refreshments for the volunteers.</p>	
227/2015	<p><u>Information Only / Future Agenda Items</u> –</p> <p>a. <i>Christmas Lights Committee</i> – it was AGREED to grant permission to decorate the bus shelter and to use it for a nativity scene in future years.</p>	
228/2015	<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>	
229/2015	<p><u>Yellow Lines</u> – Ms Sally Allen, Cormac had clarified the figures given in their quotation for this work. The estimated works cost are £5,200 based on the desk top study she had undertaken. This will be for all the signs and</p>	

	<p>road markings required to ensure that the traffic regulation order/s are correct and legally enforceable on the ground.</p> <p>The estimated design fee is £6,500. This includes the assessment of the sites/review viability; the preliminary design including site visits, preparation of consultation package including preparation of drawings, drafting of traffic regulation orders and public notice, letters and site notices; undertaking the statutory consultation; dealing with enquiries and responses to consultation queries (telephone calls, letters, emails); production of a consultation report for sign off; preparation and issue of construction package, post construction site checks, order sealing and final distribution. Also included in the fee are the public notice advertisement costs @ £500 for the first notice plus £500 for the final notice.</p> <p>Therefore the total cost to implement the scheme based on the sites that had been sent to date will be £11,700.</p> <p>Cllr. Raynor will seek the support of the school for the proposals to Mayfield Road. It was RESOLVED to hold another site visit to make sure that everything is correct before making a final decision. Cllr. Raynor will circulate some dates.</p>	<p>Cllr. Raynor</p> <p>Cllr. Raynor</p>
230/2015	<u>Meeting Closed</u> – 21.21pm.	

Signature: (Cllr. Raynor)
Chairman

Date: 14th December 2015