



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE FULL COUNCIL MEETING
HELD IN PORT ISAAC SCHOOL
MONDAY, 14th DECEMBER 2015 @ 7pm**

Present:	Cllr. Raynor (Chairman) Cllr. Collings Cllr. Penny (CC/PC)	Cllr. Bell Cllr. Dawe Cllr. Williams	Cllr. Coles (Vice Chairman) Cllr. Manders
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>In the absence of the Clerk, Cllr. Raynor took notes of the meeting.</p> <p>Mrs Barbara Bell informed the Council about the Carol Service held in the Church, after which the PFA showed the plans for the new development of the playing field and changing rooms etc. Mrs Bell said 60 members of the public attended.</p>		
231/2015	<u>Apologies for Absence</u> – Cllrs. Brogan and Phelps and the Clerk (all with ill health).		
232/2015	<p><u>Members' Declarations</u> –</p> <p>a. <i>Registerable Declarations of Interests</i> – Cllr. Williams declared an interest in application PA15/09487 (Minute 236a/2015 refers).</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>		Clerk
233/2015	<u>Casual Vacancy</u> – no-one had come forward.		
234/2015	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 9th November 2015, AGREED as a true record.</p> <p>b. <i>Extraordinary Meeting</i> – 25th November 2015, AGREED as a true record.</p> <p>c. <i>WC Committee Meeting</i> – 25th November 2015. Minute F&CP82/15 amended from “new play equipment” to “the development of the playing field”. With this amendment, the Minutes were AGREED as a true record.</p> <p>d. <i>Finance and Car Parks Committee Meeting</i> – 25th November 2015, AGREED as a true record.</p>		
235/2015	<p><u>Outside Bodies / Reports</u> –</p> <p>a. <i>Parish Council Chairman</i> – Cllr. Raynor reported that we had heard from the grant funding body that we would not be getting any funds towards the New Road toilets in spite of all the hard work put in by Cllr. Williams. He had received the drawings submitted for Building Regulation approval and the RIBA Contract for the toilets, and both these had been sent to SWBM the contractor so that a meeting could be arranged to sign and complete the contract as soon as possible.</p>		

	<p>Cllr. Bell asked who would be the co-ordinator. If one was required Mr John Pearson, our architect, had offered to stand in.</p> <p>b. <i>Police</i> – PCSO Drennan was not present and there was no police report.</p> <p>c. <i>County Council</i> – Cllr. Penny reported that there was a full meeting of CC to discuss the Local Plan. He also reported that CC was not giving away any land adjacent to the Polzeath toilets, which had led to CC having to review the situation.</p> <p>d. <i>St Endellion Coastal Community Team (CCT)</i> – Cllr. Bell reported that the CCT had made good progress completing their desk based review and carrying out 16 interviews. The main document would be put before a meeting arranged for this Friday in order to complete by the 31st January 2016. So far they had done 14 man days work.</p> <p>e. <i>Community Emergency Management Plan</i> – Cllr. Penny reported that the last meeting had to be cancelled but had been rearranged to be held on Tuesday, 12th January 2016 at 2.30 pm.</p> <p>f. <i>Wadebridge and Padstow CNP</i> – no-one had been able to attend the meeting held on 26th November 2015.</p>	
236/2015	<p><u>Planning Applications</u> –</p> <p>a. <i>PA15/09487, 1 Middle Street, Port Isaac</i> – listed building consent to replace two sash windows at front of building, like for like. Cllr. Williams asked if she should leave the room, but the Chairman said it was not necessary.</p> <p>The application was unanimously supported. The Clerk to advise Cornwall Council.</p>	Clerk
237/2015	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Planning Applications Approved by CC</i> – information only.</p> <p>i. <i>PA15/09456, 7 Rose Hill, Port Isaac</i> – listed building consent to re-roof and replace damaged ceilings.</p> <p>ii. <i>PA15/09634, 8 Tintagel Terrace, Port Isaac</i> – loft conversion and associated internal remodel with landscaping to rear.</p> <p>iii. <i>PA15/09767, 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.</p> <p>iv. <i>PA15/06999, Spindrift, 36 Trewetha Lane, Port Isaac</i> – demolition of existing dwelling and erection of replacement dwelling.</p> <p>v. <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.</p> <p>vi. <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.</p> <p>b. <i>Paperless Planning</i> – Minute 218c/2015 refers. Cllr. Raynor reported that a trial to test how this scheme would work had been successfully carried out.</p> <p>c. <i>Enforcement Cases</i> –</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>Cllr. Williams had taken some photographs of a large hole, where the parking space used to be, this may be due to lack of infill.</p>	

238/2015	<p><u>The Main Car Park</u> –</p> <p>a. <i>'Footpath to the Village' Signage</i> – Minute 219b/2015 refers. Cllr. Raynor had not as yet organised the sign to direct pedestrians away from the Playing Field but will do so before the Spring.</p> <p>b. <i>Planting</i> – Cllr. Williams reported the planting had been completed and the next stage would be mulching around the whips.</p>	
239/2015	<p><u>Neighbourhood Plan</u> – Cllr. Williams confirmed that the Locality Grant Fulfilment Form had been completed. She had arranged a meeting with Cllrs. Coles, Dawe, Raynor, together with Mr Andrew Golay, of Golay Planning, a former planning officer with CC, and Mr James Evan our ANOB officer. Cllr. Williams explained that as there is not enough support to carry out a parish survey to identify suitable sites for self-build projects, she had asked Mr Golay if his company would undertake such a survey on our behalf.</p> <p>She passed round their reply quoting £2,800 everyone AGREED it would be beneficial to have an expert to carry out a landscape survey and the funds would come from the NDP fund.</p>	
240/2015	<p><u>Highways Matters</u> – Members considered:</p> <p>a. <i>Pentus Wall and Cellars</i> – Minute 221a/2015 refers. Cllr. Bell is trying to get a statement from CC that they do in fact own the wall before we undertake any restoration. Mr Colin Sellars from CC had agreed it is a listed structure and can be repaired. Cllr. Bell to contact Ms Anna Druce, CC.</p> <p>b. <i>Wall Under the Golden Lion, Port Isaac</i> – Minute 221c/2015 refers. Mr Adam Luck, St Austell Brewery had confirmed they had accepted a quotation for remedial works.</p> <p>c. <i>Road Repairs</i> – Cllr. Penny advised that he had heard the road repairs in the village would start on or about the 4th January 2016 and that it mainly affected Church Hill. He will try to keep Members informed.</p>	Cllr. Bell
241/2015	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Public Rights of Way</i> – Minute 222a/2015 refers.</p> <p>i. <u>Port Gaverne Footbridge</u> – Cllr. Raynor said the repairs had all been carried out. Mr Phil Burnard had made an excellent job fitting new timber decking and hand rail. He reported the steel girders to be in good condition.</p> <p>b. <i>Roscarrock WCs</i> – Minute 222b/2015 refers. Mr Jon James, CC advised his report, which identified the requirements <i>"to enable CC to transfer facilities and investment required to generate income so that CC can run facilities like Roscarrock"</i> had been accepted in principle. But he has <i>"to work up a more detailed more detailed business case"</i>.</p> <p>Cllr. Penny explained that he is still waiting to hear back from Mr Jon James, CC regarding the fitting of pay as you enter doors. It was decided to wait a little longer before we discuss the matter further. In the meantime it was AGREED we should keep all toilets open over the Christmas season until Monday the 11th January 2016 and open weekends until 1st April 2016.</p> <p>c. <i>Port Isaac Refuse</i> – Minute 222c/2015 refers. Cllrs. Coles, Williams and Raynor had met with Mr Nigel Gisby, CC's Car Parking Team and Ms Stephanie Crocker, CC to discuss relocating the bins. CC are not prepared to move the bins from the existing position to the lower level as they would lose one car parking space. Their suggestion is that we flatten the grass on the other side of the toilets and relocate the bins there at our expense. They are not even prepared to give us the space to park a car where the bins are now if we agreed to put them on our land.</p> <p>Members discussed the ownership of the land opposite which is not really suitable but could be used as an alternative. Cllr. Raynor to chase Mr Gisby as he was going to confirm who owns the land Cllr. Bell was sure it is CC's property.</p>	Cllr. Raynor

	<p>d. <i>Public Benches</i> – Minute 222d/2015 refers. Members considered adopting the draft policy (previously circulated via email). Cllr. Bell felt that the maintenance fee should be £150.00 for the 10 year period. This was unanimously AGREED and the policy ADOPTED.</p> <p>e. <i>Playing Field Association (PFA)</i> – Cllr. Bell reported that with the backing from Members, they are now in a good position to apply for more grant funding towards their proposals. Cllr. Penny asked when the proposals would be finalised. Cllr. Bell said when funding was available they would be in a better position to decide.</p>																																					
242/2015	<p><u>Administrative Matters</u> –</p> <p>a. <i>Website</i> – Minute 223a/2015 refers. Members agreed it was working well. The Clerk to advise Mr Lawrence.</p>	Clerk																																				
243/2015	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – Schedule No.9 2015/16 to a value of £16,488.23 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>885.44</td> <td>150.95</td> <td>1,036.39</td> </tr> <tr> <td>Car park</td> <td>4,042.00</td> <td>473.20</td> <td>4,515.20</td> </tr> <tr> <td>Maintenance - various</td> <td>1,734.68</td> <td>176.94</td> <td>1,911.62</td> </tr> <tr> <td>New Road WCs</td> <td>3,076.22</td> <td>276.78</td> <td>3,353.00</td> </tr> <tr> <td>Staff costs, incl. tax & NI</td> <td>1,308.39</td> <td></td> <td>1,308.39</td> </tr> <tr> <td>Coastal Communities project</td> <td>4,575.00</td> <td>495.00</td> <td>2,970.00</td> </tr> <tr> <td>Playing Field project</td> <td>1,183.49</td> <td>210.14</td> <td>1,393.63</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£16,488.23</td> </tr> </tbody> </table> <p>b. <i>Budget Monitor</i> – covered by 243c/2015 below.</p> <p>c. <i>2016/17 Budget</i> – Cllr. Coles put the budget up on the screen and explained all the items. It was AGREED that as the funding for the New Road WCs had been turned down we needed to increase the funding by a further £30,000. This had the effect of reducing the reserves to £58,652, which Members considered sufficient as the 3 month costs are £38,142. Members AGREED to keep the precept the same. Cllr. Penny proposed and seconded by Cllr. Bell. Cllr. Coles was thanked for preparing the budget and making it possible to put on the big screen.</p> <p>d. <i>Defibrillator</i> – Minute 224d/2015. Cllr. Raynor explained that he had to contact the Co-op's head office before he could get a reply from the area manager. However the manager had confirmed that the funds from ten shops had been given to the Ronnie Richards Memorial Trust. Mr. Paul Williams had emailed the Trust but is still awaiting their reply.</p> <p>e. <i>Asset Register</i> – Minute 224e/2015 refers. The PC's insurance brokers were unable to assist in putting a valuation on the Main Car Park, covering items other than the tarmac. It was AGREED that as the building cost was £400,000 and allowing for an 8% rise in the cost of building and the extra for the overflow car park we should insure the car park for £450,000.</p>	Item	Price	VAT	Total	Administration	885.44	150.95	1,036.39	Car park	4,042.00	473.20	4,515.20	Maintenance - various	1,734.68	176.94	1,911.62	New Road WCs	3,076.22	276.78	3,353.00	Staff costs, incl. tax & NI	1,308.39		1,308.39	Coastal Communities project	4,575.00	495.00	2,970.00	Playing Field project	1,183.49	210.14	1,393.63				£16,488.23	Clerk
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244/2015	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda.</p> <p>a. <i>The Leat Sluice Gate</i> – Cllr. Williams said that the sluice gate in The Leat needed attention. A discussion took place as to who is responsible for maintaining the gate. It was decided that we should contact the local Environment Officer. Cllr. Penny to ask Ms Anna Druce to find out who is responsible. This matter should also be raised at the forthcoming Community Emergency Management Plan meeting.</p> <p>b. <i>Company Check</i> – the Clerk to be asked to do a company check on SWBM.</p>	Cllr. Penny Clerk																																				
245/2015	<p><u>Diary Dates</u> –</p> <p>a. <i>Full Council Meeting</i> – 11th January 2016.</p>																																					

	<ul style="list-style-type: none"> b. <i>WC Committee Meeting – 20th January 2016.</i> c. <i>Finance and Car Parks Committee Meeting – 20th January 2016.</i> d. <i>Clerk's Leave – 29th – 31st December 2015.</i> 	
246/2015	<p><u>Information Only / Future Agenda Items –</u></p> <ul style="list-style-type: none"> a. None. 	
247/2015	<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>	
248/2015	<p><u>Yellow Lines</u> – Members considered a number of queries from CC and Members AGREED the following:</p> <ul style="list-style-type: none"> a. <i>Hilson Close</i> – no waiting at any time. b. <i>Trewetha Lane</i> – if the only way forward is to put in a repeater sign Members AGREED to that proposal. c. <i>New Road/Back Lane/Fore Street Junction</i> – <ul style="list-style-type: none"> i. Back Lane from it junction with New Road – AGREED to have double yellow lines from existing line up to the restricted sign. ii. Back Lane/Fore Street – AGREED as recommended on site to move the white junction markings with the continuation of the centre line, which should help to deter drivers from going through the no entry signs and down Fore Street the wrong way. iii. <i>Bus Stop/Coach Drop, Fore Street</i> – it was confirmed this is not used by local buses, so a 20 minute no return in 2 hours coach drop off stop could be implemented. d. <i>All Parking Restrictions in Port Gaverne</i> – around the Fish Cellars and up the hill to West Winds should be “No waiting at any time all year round”. The reason being that if someone parks in the narrow road it blocks the road used by the Bus service which is all year round. e. Cllrs. Raynor and Coles had visited the school to seek their views on the proposals for Mayfield Road. A decision from the Governors is awaited. f. Final quotation for the work to be requested. 	<p>Cllr. Raynor</p> <p>Clerk</p>
249/2015	<p><u>Weed Spraying 2016/17</u> – the quotation from Cormac Solutions to weed spray all pedestrian surfaces, other than the highway at a cost of £331.65 + VAT (previously circulated via email), was deferred to the next meeting.</p>	<p>Clerk</p>
250/2015	<p><u>Contracts</u> – it was RESOLVED to accept the recommendation from the F&CP Committee that the contracts are renewed with A1 Tree Surgery for a further two years, subject to a satisfactory quotation from them.</p>	<p>Clerk</p>
251/2015	<p><u>Car Park Tender</u> – the draft Enforcement Tender Document was AGREED and should be sent to all interested parties.</p>	<p>Clerk</p>
252/2015	<p><u>Meeting Closed</u> – 9pm.</p>	

Signature: (Cllr. Raynor)
Chairman

Date: 11th January 2016