



**NOTICE AND AGENDA OF THE FULL COUNCIL MEETING  
TO BE HELD IN PORT ISAAC SCHOOL  
MONDAY, 14<sup>th</sup> MARCH 2016 @ 7pm**

Members of the public and press are invited to attend this meeting of the Council.

Minute	AGENDA ITEMS	Action
	<u>Chairman's Welcome and Public Forum</u> – members of the public may address the Council prior to the commencement of the Meeting.	
40/2016	<u>Apologies for Absence</u> –	
41/2016	<u>Casual Vacancy</u> – Members to consider any applications to fill the existing vacancy.	
42/2016	<u>Members' Declarations</u> – <ul style="list-style-type: none"> <li>a. <i>Registerable Declarations of Interests</i> – Members must declare an interest, which has been declared on their Register of Financial Interests form, relevant to the agenda.</li> <li>b. <i>Non-registerable interest</i> – Members must declare non-registerable interests at the start of the meeting or whenever the interest becomes apparent.</li> <li>c. <i>Declaration of Gifts</i> – Members are reminded they must declare any gift or hospitality with a value in excess of fifty pounds.</li> <li>d. <i>Dispensations</i> – Members to consider any requests for dispensations.</li> </ul>	
43/2016	<u>Minutes of Meetings</u> – <ul style="list-style-type: none"> <li>a. <i>Full Council Meeting</i> – 8<sup>th</sup> February 2016.</li> <li>b. <i>Extraordinary Council Meeting</i> – 24<sup>th</sup> February 2016.</li> <li>c. <i>WC Committee Meeting</i> – 24<sup>th</sup> February 2016.</li> <li>d. <i>Finance and Car Parks Committee Meeting</i> – 24<sup>th</sup> February 2016.</li> </ul>	
44/2016	<u>Outside Bodies / Reports</u> – <ul style="list-style-type: none"> <li>a. <i>Parish Council Chairman</i> – Members to receive a report.</li> <li>b. <i>Police</i> – Members to receive a report.</li> <li>c. <i>County Council</i> – Members to receive a report.</li> <li>d. <i>Neighbourhood Plan</i> – Members to receive a report.</li> <li>e. <i>St Endellion Coastal Community Team (CCT) / Economic Plan</i> – Members to receive a report.</li> <li>f. <i>Community Emergency Management Plan</i> – Members to receive a report.</li> <li>g. <i>Wadebridge and Padstow CNP</i> – next meeting scheduled for 17<sup>th</sup> March 2016, 6.30-8.30pm, WYPAC (aka Goods Shed) Southern Way, Wadebridge.</li> </ul>	Cllr. Raynor PCSO Cllr. Penny Cllr. Williams Cllr. Bell Cllr. Raynor

45/2016	<p><u>Planning Applications</u> – Members to consider:</p> <ul style="list-style-type: none"> <li>a. PA16/00874, 27 Trewetha Lane, Port Isaac – unit of residential annexed accommodation.</li> <li>b. PA16/01667, 25 Silvershell Road, Port Isaac – extension and remodelling of existing single storey dwelling and associated garage.</li> <li>c. PA16/01770, Land North East of Port Gaverne Hotel, Port Isaac – provision of new 803 hardcore to the existing entrance way and hardcored area: additional area graded off and 803 hardcore laid and consolidated (Retrospective).</li> </ul>	Plans not yet received
46/2016	<p><u>Other Planning Matters</u> –</p> <ul style="list-style-type: none"> <li>a. <i>Planning Applications Approved by CC</i> – information only. <ul style="list-style-type: none"> <li>i. PA15/11997, The Rectory, St Endellion – works to a tree subject to a tree preservation order. Branch reduction of Holm Oak by 1 metre. <b>Members supported this application.</b></li> </ul> </li> <li>b. <i>Planning Applications Refused by CC</i> – information only. <ul style="list-style-type: none"> <li>ii. PA15/011829, 36 New Road, Port Isaac – outline application with all matters reserved to replace existing house with two new dwellings. <b>Members objected to this application.</b></li> </ul> </li> <li>c. <i>Pre-Planning Applications</i> – <ul style="list-style-type: none"> <li>i. PA16/00479/PREAPP, Land East of Port Gaverne Beach, Port Gaverne Hill, Port Isaac – pre-application advice to retain the external use as a cafe and utilise the external area in front and to the side as ancillary seating to the cafe usage, this would include refurbishment of the wc block adjacent to the café.</li> </ul> </li> <li>d. <i>Enforcement Cases</i> – <ul style="list-style-type: none"> <li>i. EN16/00308, Harbour Heights, Rose Hill, Port Isaac – alleged breach of condition No.3 of PA10/08418, namely annexed accommodation being used as a self-contained dwelling. New case.</li> </ul> </li> <li>e. <i>Online Petition</i> – Members to consider supporting the petition to give Councils the right to appeal planning decisions. Search google “Online Petition 110489”. Deadline 16<sup>th</sup> April 2016.</li> </ul>	
47/2016	<p><u>The Main Car Park</u> –</p> <ul style="list-style-type: none"> <li>a. ‘Footpath to the Village’ Signage – Minute 238a/2015 refers. Cllr. Raynor to provide a sign.</li> <li>b. <i>Enforcement</i> – Members to consider the draft contract from AS Parking to include: <ul style="list-style-type: none"> <li>i. <u>Bullet points one on item 3.3</u> – recommendation from the F&amp;CP Committee that the grace period should remain at 15 minutes and not ten as suggested by ASP.</li> <li>ii. <u>Bullet point four on item 3.3</u> – where a vehicle is not parked in a designated parking area, i.e. on grass verges and those occupying more than two bays. NOTE – this would not include vehicles parked over a single line.</li> </ul> </li> <li>c. <i>Car Park Business Rates Appeal</i> – the PC’s appeal has been withdrawn.</li> </ul>	Cllr. Raynor  Information
48/2016	<p><u>Highways Matters</u> –</p> <ul style="list-style-type: none"> <li>a. <i>On-Street Parking</i> – Members to receive a complaint i.r.o. inappropriate parking.</li> </ul>	Cllr. Raynor
49/2016	<p><u>Environmental / Amenity Matters</u> –</p> <ul style="list-style-type: none"> <li>a. <i>Public WCs</i> – Members to consider: <ul style="list-style-type: none"> <li>i. <u>New Road WCs</u> – Minute 31e/2016 refers. The Devolution Grant had been signed on 22<sup>nd</sup> April 2015 and must be claimed within 12 months.</li> </ul> </li> </ul>	

	<p>Members to confirm they wish to continue to use British Gas to provide the electricity supply and if they wish to sign up for 1, 2 or 3 years.</p> <p>ii. <u>Roscarrock WCs</u> – Minute 31a/2016 refers. Members to receive an update, regarding CC's offer of a long lease on the fish cellars and the Roscarrock WCs to the Fishermen's Association.</p> <p>iii. <u>Port Gaverne WCs</u> – Minute WC09a/2016 refers. See 51c/2016 below.</p> <p>b. <u>Port Isaac Refuse</u> – Minute 31b/2016 refers. Members to receive an update from Mr Gisby, CC, regarding land ownership and a request to relocate the bins.</p> <p>c. <u>Playing Field</u> – Minute 31c/2016 refers.</p> <p>i. <u>Association (PFA)</u> – Members to receive a report and to consider a proposal to revive the PC Playing Field Committee, co-opting PIPFA members on to it, and possibly school governors.</p> <p>ii. <u>Toilets / Kiosk</u> – Members to receive further information, to allow them to consider a recommendation from Mr Jon Teague that the PFA should start planning for the toilets / kiosk block, to include possible funding from the Leader Project.</p> <p>d. <u>Cornwall Area of Outstanding Natural Beauty (AONB) Management Plan 2016-2021 Public Consultation Draft</u> – closing date for comments is Midday on Monday 21<sup>st</sup> March 2016. The Draft is now available for comment via an online survey <a href="https://www.surveymonkey.co.uk/r/AONBPLAN">https://www.surveymonkey.co.uk/r/AONBPLAN</a>. The Draft Plan is on the website <a href="http://www.cornwallaonb.org.uk/management-plan">www.cornwallaonb.org.uk/management-plan</a></p> <p>e. <u>Footpath to Service Seapoint Flats</u> – Minute EX05/2016 refers. Cllr. Raynor was to have checked if this path is on the PROW cutting schedule. It is very over grown.</p> <p>f. <u>Public Bench</u> – Members to consider a request for a bench to be placed on The Main, Port Gaverne.</p>	<p>Cllr. Penny</p> <p>Cllr. Raynor</p> <p>Cllr. Bell</p> <p>Cllr. Raynor</p>
50/2016	<p><u>Administrative Matters</u> –</p> <p>a. <u>Website</u> – Minute 32a/2016 refers. Members to receive an update. Ms Sally Stratton had provided a number of photographs.</p> <p>Members to consider providing the following additions to the website:</p> <p>i. Guide to give advice to visitors about parking in PI, possibly to be added to the website as a drop-down menu.</p> <p>ii. Street map of Port Isaac.</p> <p>iii. Port Isaac phone app.</p>	<p>Cllr. Penny</p>
51/2016	<p><u>Financial Matters</u> –</p> <p>a. <u>Accounts for Payment</u> – Schedule No.13.</p> <p>b. <u>Budget Monitor</u> – a copy to be circulated at the meeting.</p> <p>c. <u>Interim Internal Audit Report 2015-16</u> – Members to consider the report (previously sent by email) and to introduce its recommendations, to include:</p> <p>i. <u>Direct Debit to Orange</u> – payment of £10.01 p.m. No documentary proof is held as to what this payment represents. NOTE – it is payment for the link to the car park machines.</p> <p>ii. <u>Financial Risk Management</u> – copy attached. Members to adopt and review annually.</p> <p>iii. <u>Statement of Internal Control</u> – copy attached. Members to adopt and review annually.</p> <p>iv. <u>Standing Orders</u> – to be updated for legislative changes on recording of meetings and 2015 Procurement Regulations.</p> <p>v. <u>Financial Regulations</u> – to be amended to reflect actual procedures and processes in place. Copy to follow.</p> <p>vi. <u>Anti-fraud and Corruption Policy</u> – copy attached. Members to adopt and review annually.</p>	

	<p>d. <i>Defibrillator</i> – Minute 33c/2016. Members to receive an update.</p> <p>e. <i>Port Gaverne WCs</i> – Minute EX06/2016 refers. Members to consider making a possible grant to the Port Gaverne Boat Owners’ Association, to assist in funding the public WCs at Port Gaverne for 2016.</p> <p>f. <i>Seagulls</i> – Minute 31f/2016 refers. Members to agree pay the cost of an advertisement in the TRIO. <b>NOTE – four operators have agreed to participate.</b></p> <p>g. <i>Bus Shelter</i> – to consider erecting a new notice board in the ‘Bus shelter’ by the church rooms.</p> <p>h. <i>Insurance Valuation</i> – Minute 29a/2016 refers. The Insurance Brokers had revised the annual premium increase to £569.39 inclusive of 9.5% Insurance Premium Tax (IPT). This includes assets in the Main Car Park and the new tablet and case, which have been added to the insurance schedule.</p> <p>i. <i>Public Rights of Way</i> – the Clerk had accepted the grant of £1,070 to maintain the PROWs in 2016.</p>	<p>Cllr. Raynor</p> <p>Cllr. Penny</p> <p>Cllr. Penny</p> <p>Information</p> <p>Information</p>
52/2016	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda.</p> <p>a. <i>Young People Cornwall</i> – Ms Claire Arymar, Community Development Worker for the NE of the County has emailed to say her role is to work with communities that have some form of youth provision or would like to initiate youth provision. <b>Details previously circulated.</b></p> <p>Ms Arymar has been invited to attend the April Meeting. Prior to that, Members to talk to any interested people and invite them to come along and meet her.</p> <p>b. <i>Clerks &amp; Councils Direct</i> – March 2016.</p>	
53/2016	<p><u>Diary Dates</u> –</p> <p>a. <i>Full Council Meeting</i> – 11<sup>th</sup> April 2016.</p> <p>b. <i>WC Committee Meeting</i> – 23<sup>rd</sup> March 2016.</p> <p>c. <i>Finance and Car Parks Committee Meeting</i> – 23<sup>rd</sup> March 2016.</p> <p>d. <i>Cornwall AONB Annual Conference</i> – to be held on Saturday 7<sup>th</sup> May 2016, 9.30am – 4.15pm at the Bedruthan Steps Hotel, Mawgan Porth.</p>	
54/2016	<p><u>Information Only / Future Agenda Items</u> –</p> <p>a.</p>	
55/2016	<p><u>Closed Session</u> – in view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and they are instructed to withdraw.</p>	
56/2016	<p><u>Pentus Wall</u> – Minute 30a/2016 refers. Members to consider the quotation from Bradleys, Conservation Specialists, regarding repairs to the wall.</p> <p>NOTE – Mr Mark Hollow, Cormac had arranged to have the missing stones replaced, to prevent further deterioration until more extensive maintenance works are carried out.</p>	
57/2016	<p><u>Play Equipment H&amp;S Risk Assessments</u> – Minute 31c[iii]/2016 refers. Members to consider any quotation from Cormac to carry out the inspections monthly.</p>	
58/2016	<p><u>The Leat Sluice Gate</u> – Minute 31d/2016 refers. Members to consider any quotation from Mr Phil Burnard to quote for repairs to the sluice gate.</p>	
59/2016	<p><u>Meeting Closed</u> –</p>	

Signature: ..... (Mrs Gillian Thompson)  
Parish Clerk

Date: 5<sup>th</sup> March 2016