



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE FULL COUNCIL MEETING
HELD IN PORT ISAAC SCHOOL
MONDAY, 14th MARCH 2016 @ 7pm**

Present:	Cllr. Raynor (Chairman) Cllr. Coles (Vice Chairman) Cllr. Williams	Cllr. Bell Cllr. Penny (CC/PC)	Cllr. Brogan 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>Mr Geoff Harris spoke regarding the proposed change in waste collection. Cllr. Williams explained full-time residents would have weekly collections in the future and holiday lets will have to pay business rates and will then have daily collections. Cllr. Penny said that if there were any problems, residents should come to the Parish Council. Cllr. Phelps felt it would be better if the rates for holiday lets were increased by 20% and the waste collections left alone. Cllr. Bell said this initiative was being government-led.</p>		
40/2016	<u>Apologies for Absence</u> – Cllrs. Collings, Dawe and Manders.		
41/2016	<p><u>Casual Vacancy</u> – there were no applications to fill the existing vacancy. Members received the resignation of Cllr. Manders, who is leaving the area. The Clerk to advise CC. It was RESOLVED to elect Cllr. Williams as a replacement for Cllr. Manders on the WC Committee. How to deal with the PROWs in the future was deferred to the April meeting.</p>		Clerk
42/2016	<p><u>Members' Declarations</u> –</p> <p>a. <i>Registerable Declarations of Interests</i> – none. Cllr. Brogan in PA16/01770 and PA16/00479/PREAPP.</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>		
43/2016	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 8th February 2016, AGREED as a true record.</p> <p>b. <i>Extraordinary Council Meeting</i> – 24th February 2016, AGREED as a true record.</p> <p>c. <i>WC Committee Meeting</i> – 24th February 2016, AGREED as a true record.</p> <p>d. <i>Finance and Car Parks Committee Meeting</i> – 24th February 2016, AGREED as a true record.</p>		
44/2016	<p><u>Outside Bodies / Reports</u> –</p> <p>a. <i>Parish Council Chairman</i> – Cllr. Raynor reported a medal commemorating the Queen's 90th birthday had been received.</p> <p>b. <i>Police</i> – in the absence of PCSO Drennan there was no report.</p>		

	<p>c. <i>County Council</i> – Cllr. Penny reported he had spoken to Mrs Bush who had concerns about the proposed yellow lines.</p> <p>She also had concerns about the steps leading to Mayfield, deferred to the April agenda. Cllr. Bell said we should obtain an admission from Cornwall Housing (CH) that they are legally responsible. Cllr. Penny said he had a meeting with CH and would take this forward. Cllr. Williams said the coastal footpath steps need attention.</p> <p>d. <i>Neighbourhood Plan</i> – Cllr. Williams reported there were very few responses to the questionnaire. It had subsequently been agreed that a further questionnaire would be issued to every house in the parish with an s.a.e. CRCC will then compile a report. Cllr. Penny asked when it would be known what the proposed development boundaries would be. This would depend on the results of the questionnaires.</p> <p>e. <i>St Endellion Coastal Community Team (CCT) / Economic Plan</i> – Cllr. Bell reported a small grant may be available for the coast footpath. He suggested applying for £10,000 to go towards repairs to the coastal footpath steps. It was RESOLVED to authorise Cllr. Bell to complete the application form for the Clerk to submit.</p> <p>f. <i>Community Emergency Management Plan</i> – Cllr. Raynor reported that Ms Dee Littlechild had compiled an Emergency Plan for Port Isaac, Port Gaverne, Trelights, Port Quin. It was understood that Ms Anna Druce is to organise a ‘run through’.</p> <p>g. <i>Wadebridge and Padstow CNP</i> – next meeting scheduled for 17th March 2016, 6.30-8.30pm, WYPAC (aka Goods Shed) Southern Way, Wadebridge. Cllr. Coles will attend.</p>	<p>Clerk</p> <p>Cllr. Penny</p> <p>Cllr. Bell / Clerk</p> <p>Cllr. Coles</p>
45/2016	<p><u>Planning Applications</u> – Members considered:</p> <p>a. <i>PA16/00810, 68 Fore Street, Port Isaac</i> – listed building consent for proposed conservation style roof window to rear elevation. Cllr. Penny declared an interest as he is doing the work. OBJECT most strongly on the grounds this would be totally out of keeping with the neighbouring properties.</p> <p>b. <i>PA16/00874, 27 Trewetha Lane, Port Isaac</i> – unit of residential annexed accommodation. SUPPORT.</p> <p>c. <i>PA16/01667, 25 Silvershell Road, Port Isaac</i> – extension and remodelling of existing single storey dwelling and associated garage. SUPPORT.</p> <p>d. <i>PA16/01770, Land North East of Port Gaverne Hotel, Port Isaac</i> – provision of new 803 hardcore to the existing entrance way and hardcore area: additional area graded off and 803 hardcore laid and consolidated (Retrospective). Cllr. Brogan left the meeting whilst this was discussed. Cllr. Penny said he didn’t have a problem with the use of the land, but the 803 hardcore was unsightly. Cllr. Williams said she understood the AONB would object. NO OBJECTION on the use of the land as a parking area, but Members do not like the look of the hardcore used.</p>	<p>Cllr. Williams / Clerk</p> <p>Cllr. Williams / Clerk</p> <p>Cllr. Williams / Clerk</p> <p>Cllr. Williams / Clerk</p>
46/2016	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Planning Applications Approved by CC</i> – information only.</p> <p>i. <u>PA15/11997, The Rectory, St Endellion</u> – works to a tree subject to a tree preservation order. Branch reduction of Holm Oak by 1 metre.</p> <p>b. <i>Planning Applications Refused by CC</i> – information only.</p> <p>ii. <u>PA15/011829, 36 New Road, Port Isaac</u> – outline application with all matters reserved to replace existing house with two new dwellings.</p> <p>c. <i>Pre-Planning Applications</i> –</p> <p>i. <u>PA16/00479/PREAPP, Land East of Port Gaverne Beach, Port Gaverne Hill, Port Isaac</u> – 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. SUPPORT wholeheartedly.</p>	<p>Cllr. Williams / Clerk</p>

	<p>d. <i>Enforcement Cases</i> –</p> <p>i. <u>EN16/00308, Harbour Heights, Rose Hill, Port Isaac</u> – alleged breach of condition No.3 of PA10/08418, namely annexed accommodation being used as a self-contained dwelling. New case.</p> <p>e. <i>Online Petition</i> – Members DECLINED to support the petition to give Councils the right to appeal planning decisions.</p>	Clerk
47/2016	<p><u>The Main Car Park</u> –</p> <p>a. <i>'Footpath to the Village' Signage</i> – Minute 238a/2015 refers. Cllr. Raynor to provide a sign.</p> <p>b. <i>Enforcement</i> – Members considered the draft contract from AS Parking and it was RESOLVED:</p> <p>i. <u>Bullet points one on item 3.3</u> – to accept the recommendation from the F&CP Committee that the grace period should remain at 15 minutes.</p> <p>ii. <u>Bullet point four on item 3.3</u> – to make it a condition that where a vehicle is not parked in a designated parking area, i.e. on grass verges and those occupying more than two bays. It was confirmed this does not include vehicles parked over a single line.</p> <p>The Clerk to advise AS Parking.</p> <p>c. <i>Car Park Business Rates Appeal</i> – the PC's appeal had been withdrawn.</p>	<p>Cllr. Raynor</p> <p>Clerk</p>
48/2016	<p><u>Highways Matters</u> –</p> <p>a. <i>On-Street Parking</i> – Members to receive a complaint i.r.o. inappropriate parking on Fore Street. Cllr. Bell said emergency vehicles would have difficulty in getting through on occasions. The Clerk to establish the cost of additional visits from CC's Parking Enforcement Officer.</p>	Clerk
49/2016	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Public WCs</i> – Members to consider:</p> <p>i. <u>New Road WCs</u> – Minute 31e/2016 refers. The application for the Devolution Grant had been submitted.</p> <p>Members CONFIRMED they wish to continue to use British Gas to provide the electricity supply. It was further RESOLVED to sign up for 3 years.</p> <p>Cllr. Raynor said the start of the work on the WCs had been delayed because an Asbestos Demolition Report was needed. This had been commissioned. It is hoped work would now commence shortly.</p> <p>See also 59/2016 below.</p> <p>ii. <u>Roscarrock WCs</u> – Minute 31a/2016 refers. Cllr. Penny had spoken to Mr Jon James, CC and the Pay As You Go doors had been ordered. Members RESOLVED to meet any shortfall in running costs for the summer. Cllr. Bell to establish if it is legal to charge for use of a disabled WC.</p> <p>iii. <u>Port Gaverne WCs</u> – Minute WC09a/2016 refers. See 51c/2016 below. Cllr. Raynor reported that the Port Gaverne Hotel had undertaken to finance any shortfall in the running costs of the WCs.</p> <p>b. <i>Port Isaac Refuse</i> – Minute 31b/2016 refers. Cllr. Raynor reported that Mr Gisby, CC had not replied regarding land ownership and a request to relocate the bins. He will pursue.</p> <p>Cllr. Bell will check the Land Register.</p> <p>c. <i>Playing Field</i> – Minute 31c/2016 refers.</p> <p>i. <u>Association (PFA)</u> – it was RESOLVED to rename the WC Committee to the Amenities Committee. Members were in favour of co-opting members of the PFA on to it, and possibly school governors. Cllr. Williams confirmed she will serve on the Amenities Committee.</p> <p>ii. <u>Toilets / Kiosk</u> – in the future this will be covered by 49c[i]/2016. Cllr. Bell had been in touch Mr Jon Teague and some funding may be available from the Leader Project.</p>	<p>Clerk</p> <p>Clerk Cllr. Bell</p> <p>Cllr. Raynor Cllr. Bell</p> <p>Clerk</p>

	<p>d. <i>Cornwall Area of Outstanding Natural Beauty (AONB) Management Plan 2016-2021 Public Consultation Draft</i> –The Draft is now available for comment via an online survey https://www.surveymonkey.co.uk/r/AONBPLAN. The Draft Plan is on the website www.cornwallaonb.org.uk/management-plan</p> <p>e. <i>Footpath to Service Seapoint Flats</i> – Minute EX05/2016 refers. Cllr. Raynor confirmed this overgrown path is not on the PROW cutting schedule. Members declined a request for a dog waste bin to be provided, to alleviate the problem of dog walkers depositing dog waste in the domestic waste bins at Seapoint.</p> <p>f. <i>Public Bench</i> – Members declined a request for a bench to be placed on The Main, Port Gaverne as there are too many already. It was AGREED to replace an existing bench on the coast path. Cllr. Raynor will discuss this with Mr Matthew Main.</p>	<p>Clerk</p> <p>Cllr. Raynor</p>																																								
50/2016	<p><u>Administrative Matters</u> –</p> <p>a. <i>Website</i> – Minute 32a/2016 refers. The new website is now live. Ms Sally Stratton had provided a number of photographs for it.</p> <p>Members considered providing the following additions to the website:</p> <p>i. <u>Parking in Port Isaac</u> – AGREED that Cllr. Penny will draw up a 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. <u>Street Map</u> – it was AGREED to add a street map of Port Isaac. The Clerk to discuss with ICT Connect Ltd.</p> <p>iii. <u>Port Isaac phone app</u> – Cllr. Penny said this would be too expensive. NFA</p>	<p>Cllr. Penny</p> <p>Clerk</p>																																								
51/2016	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – Schedule No.13, to a value of £14,818.45 was APPROVED for payment. The Clerk reported the bank reconciliation was available for inspection. She had been unable to submit the return to HMRC, but would keep trying. The tablet cover that had been purchased was unsuitable and the Clerk will repay the Council the sum involved when a refund has been received.</p> <table border="1" data-bbox="319 1176 1292 1467"> <thead> <tr> <th>Item</th> <th>Price</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Administration</td> <td>237.31</td> <td></td> <td>237.31</td> </tr> <tr> <td>Car park</td> <td>4,400.31</td> <td>28.00</td> <td>4,428.31</td> </tr> <tr> <td>Maintenance - various</td> <td>409.68</td> <td>81.94</td> <td>491.62</td> </tr> <tr> <td>New Road WCs</td> <td>1,677.80</td> <td>335.56</td> <td>2,013.36</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>Neighbourhood Development Plan</td> <td>4,000.00</td> <td>800.00</td> <td>4,800.00</td> </tr> <tr> <td>Playing field project</td> <td>559.99</td> <td>90.11</td> <td>650.10</td> </tr> <tr> <td>Roscarrock WCs</td> <td>741.13</td> <td>148.23</td> <td>889.36</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£14,818.45</td> </tr> </tbody> </table> <p>b. <i>Budget Monitor</i> – a copy was circulated at the meeting.</p> <p>c. <i>Interim Internal Audit Report 2015-16</i> – Members considered Mr Abraham’s report (previously circulated via email):</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. Noted it is payment for the link to the car park machines.</p> <p>ii. <u>Financial Risk Management</u> – it was RESOLVED to adopt and review annually.</p> <p>iii. <u>Statement of Internal Control</u> – it was RESOLVED 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. The Clerk apologised, she had not had time to make these changes.</p> <p>v. <u>Financial Regulations</u> – it was RESOLVED to adopt and review annually</p> <p>vi. <u>Anti-fraud and Corruption Policy</u> – it was RESOLVED to adopt and review annually.</p>	Item	Price	VAT	Total	Administration	237.31		237.31	Car park	4,400.31	28.00	4,428.31	Maintenance - various	409.68	81.94	491.62	New Road WCs	1,677.80	335.56	2,013.36	Staff costs, incl. tax & NI	1,308.39		1,308.39	Neighbourhood Development Plan	4,000.00	800.00	4,800.00	Playing field project	559.99	90.11	650.10	Roscarrock WCs	741.13	148.23	889.36				£14,818.45	
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	<p>d. <i>Defibrillator</i> – Minute 33c/2016. Cllr. Raynor reported the Doc Martin fund had offered to finance a defibrillator. It was hoped that others would be placed at the co-op and the Lifeboat Station.</p> <p>Cllr. Phelps left the meeting at this point.</p> <p>e. <i>Port Gaverne WCs</i> – Minute EX06/2016 refers. Covered by 49a[iii]/2016 above.</p> <p>f. <i>Seagulls</i> – Minute 31f/2016 refers. Members RESOLVED to pay the cost of an advertisement in the TRIO to say: "If you have a problem with seagulls on your roof Contact A, B or C who are licensed seagull controllers." Four operators had agreed to participate.</p> <p>g. <i>Bus Shelter</i> – it was RESOLVED to authorise Cllr. Penny to erect a new 'open' notice board in the 'Bus shelter' by the church rooms.</p> <p>h. <i>Wadebridge Library and One-Stop Shop</i> – this will be one of the topics for discussion at the Wadebridge and Padstow CNP on 17th March 2016.</p> <p>i. <i>Insurance Valuation</i> – Minute 29a/2016 refers. The Insurance Brokers had revised insurance cover to include assets in the Main Car Park and the new tablet and case. This will increase the annual premium to £569.39 inclusive of 9.5% Insurance Premium Tax (IPT).</p> <p>j. <i>Public Rights of Way</i> – the Clerk had accepted the grant of £1,070 to maintain the PROWs in 2016.</p>	<p>Clerk</p> <p>Cllr. Penny</p> <p>Cllr. Coles</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, by providing an opportunity to affiliate with YPC which would enable her to provide training in areas such as safeguarding, health and safety, funding and participation. Details previously circulated.</p> <p>Ms Arymar had been invited to attend the April Meeting. Members felt there would be little interest in this. The Clerk to warn Ms Arymar that it will probably be only Members who will attend.</p> <p>b. <i>Clerks & Councils Direct</i> – March 2016.</p> <p>c. <i>Village Notice Board</i> – Members had no objection to Mr Graham Andrews' request that the plan on the notice board is amended to change the name of his property to Serendipity (formerly Hawthorns).</p>	<p>Clerk</p> <p>Clerk</p>
53/2016	<p><u>Diary Dates</u> –</p> <p>a. <i>Full Council Meeting</i> – 11th April 2016.</p> <p>b. <i>WC Committee Meeting</i> – the meeting scheduled for 23rd March 2016 had been cancelled.</p> <p>c. <i>Finance and Car Parks Committee Meeting</i> – the meeting scheduled for 23rd March 2016 had been cancelled.</p> <p>d. <i>Cornwall Area of Outstanding Natural Beauty (AONB) Annual Conference</i> – to be held on Saturday 7th May 2016, 9.30am – 4.15pm at the Bedruthan Steps Hotel, Mawgan Porth.</p>	
54/2016	<p><u>Information Only / Future Agenda Items</u> – none.</p>	
55/2016	<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>	
56/2016	<p><u>Pentus Wall</u> – Minute 30a/2016 refers. It was RESOLVED to accept the quotation from Brady Property Services, Conservation Specialists, to carry out repairs to the wall. Cllr. Bell said that Brady's must make sure that they liaise with the Mr Colin Sellars, CC.</p>	<p>Clerk</p>

	Noted Mr Mark Hollow, Cormac had arranged to get the missing stones replaced, caused by recent storm damage, to prevent further deterioration until more extensive maintenance works are carried out.	
57/2016	<u>Play Equipment H&S Risk Assessments</u> – Minute 31c[iii]/2016 refers. It was RESOLVED to accept the quotation from Cormac of £713.23 p.a. to carry out monthly inspections.	Clerk
58/2016	<u>The Leat Sluice Gate</u> – Minute 31d/2016 refers. It was RESOLVED to accept the quotation from Mr Phil Burnard for repairs to the sluice gate in the region of £400. This would be using the same material as for the footbridge, coupled with stainless steel nuts and bolts. The Clerk to write to the Environment Agency that we undertake the work, without accepting future responsibility.	Clerk Clerk
59/2016	<u>New Road WCs</u> – it was RESOLVED to accept a quotation of £5,485.97 for the cleaning of the public conveniences at New Road for 2016/17.	
60/2016	<u>Cemetery</u> – Cllr. Penny sought permission for a family to erect a headstone themselves. The Clerk to provide him with a copy of the Rules and Regulations.	Clerk / Cllr. Penny
61/2016	<u>Meeting Closed</u> – 9.15pm.	

Signature: (Cllr. Raynor)
Chairman

Date: 11th April 2016