



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE FULL COUNCIL MEETING
HELD IN PORT ISAAC SCHOOL
MONDAY, 11th APRIL 2016 @ 7pm**

Present:	Cllr. Raynor (Chairman) Cllr. Dawe Mrs Thompson (Clerk)	Cllr. Coles (Vice Chairman) Cllr. Penny (CC/PC)	Cllr. Collings 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>Ms Claire Arymar, Community Development Worker for the NE of the County had indicated she would attend when needed.</p>		
62/2016	<p><u>Apologies for Absence</u> – Cllrs. Bell and Brogan (both with ill health); Cllr. Phelps was not present.</p>		
63/2016	<p><u>Casual Vacancy</u> –</p> <p>a. There were no applications to fill the vacancy created by the resignation of Cllr. Philp.</p> <p>b. Noted the closing date for an election to be called to fill the vacancy created by the resignation of Cllr. Manders is 15th April 2016.</p>		
64/2016	<p><u>Members' Declarations</u> –</p> <p>a. <i>Registerable Declarations of Interests</i> – none.</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>		
65/2016	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 14th March 2016, AGREED as a true record.</p>		
66/2016	<p><u>Outside Bodies / Reports</u> –</p> <p>a. <i>Parish Council Chairman</i> – Cllr. Raynor read a letter from ex-Cllr. Manders, in which he formally resigned. It was RESOLVED that a letter of thanks would be sent to him. The Clerk to purchase an M&S voucher. A complaint had been received about the bench on Little Hill. It was RESOLVED to ask Mr Phil Burnard to carry out repairs. It was AGREED to grant permission to Mr Matthew Main for a bench to be installed on the Cliff Path below CC's car park. Cllr. Raynor will liaise with Mr Main.</p> <p>b. <i>Police</i> – PCSO Drennan sent her apologies and a report (copy on file).</p> <p>c. <i>County Council</i> – Cllr. Penny reported the retaining wall at Port Gaverne will be repaired. He had attended the Port Gaverne café meeting, which had been very positive. He had obtained a quotation for 6 bollards at £171.06 (incl. VAT). He will obtain an alternative quotation. He had attended Port</p>		<p>Cllr. Raynor Clerk Clerk</p> <p>Cllr. Raynor</p> <p>Cllr. Penny</p>

	<p>Gaverne Beach Assoc. meeting and the rumour that St Austell Brewery would fully fund the WCs was not entirely true. The landlord of the Port Gaverne Hotel will talk to St Austell brewery to pick up any shortfall this year.</p> <p>d. <i>Neighbourhood Plan</i> – Cllr. Williams reported the questionnaire had been issued to every residential household, i.e. those who pay council tax as a resident. Cllr. Williams referred to two responses she had received from planning consultants. These would be acknowledged, but the questions raised could not be addressed at this point. She had received a letter indicating that a possible development site would be put up for sale in advance of the finalised NDP.</p> <p>CC had arranged a series of Neighbourhood Planning Workshops.</p> <p>e. <i>St Endellion Coastal Community Team (CCT) / Economic Plan</i> – it was believed Cllr. Bell had submitted a grant funding application towards repairs to the coastal footpath steps. A site meeting would be arranged with the landowner.</p> <p>f. <i>Wadebridge and Padstow CNP</i> – Cllrs. Coles and Penny reported they had attended the meeting on 17th March 2016. Cllr. Coles referred to the Minutes of the meeting, which gave a lot of information. With regards to the devolution of the Wadebridge Library and One-Stop Shop. Cllr. Raynor said usage of the library by St Endellion residents was around 2%. Members RESOLVED to pay 2% of the running costs w.e.f. April 2017, based on these figures, but if the One-Stop Shop were to close, then Members would re-evaluate the situation. The Clerk to advise Ms Anna Druce, CC.</p>	<p>Cllr. Williams</p> <p>Clerk</p>
67/2016	<p><u>Planning Applications</u> – Members considered:</p> <p>a. <i>PA16/02428, Signal Post, 12 New Road, Port Isaac</i> – replacement rear extension accommodating shower room. Cllr. Williams said it was pretty much 'like for like'. The extension is not visible from the rear. SUPPORT.</p>	<p>Cllr. Williams / Clerk</p>
68/2016	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Planning Applications Approved by CC</i> – information only.</p> <p>i. <u>PA16/00384, St Endellion Parish Hall</u> – demolition of existing hall, construction of new community hall and formation of new driveway to The Rectory</p> <p>ii. <u>PA16/00385, St Endellion Parish Hall</u> – listed building consent for demolition of existing hall, construction of new community hall and formation of new driveway to The Rectory.</p> <p>iii. <u>PA16/00956, Withy Garden, Access to Portgaverne</u> – proposed replacement dwelling.</p> <p>iv. <u>PA16/01667, 25 Silvershell Road, Port Isaac</u> – extension and remodelling of existing single storey dwelling and associated garage.</p> <p>b. <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. Case officer: Ms Serena Wearne. CC reported a Planning Contravention Notice (PCN) was served on 11th March 2016 in accordance with Section 171c of The Town and Country Planning Act 1990 (As Amended) to establish the facts and use of the land. Once that had been received the Case Officer will review the information and look at establishing a course of action.</p>	
69/2016	<p><u>The Main Car Park</u> –</p> <p>a. <i>'Footpath to the Village' Signage</i> – Minute 238a/2015 refers. Cllr. Raynor will provide a sign.</p> <p>b. <i>Concessionary Parking</i> – Members AGREED in principle to offer cheaper monthly / yearly fees in the car park for local workers / residents in a bid to discourage them from illegally parking in the village. Referred to the F&CP for further consideration.</p>	<p>Cllr. Raynor</p> <p>Clerk</p>

70/2016	<p><u>Highways Matters</u> –</p> <p>a. <i>Yellow Lines</i> – Cllr. Raynor reported he had spoken to Ms Babs Sherriff, Cormac regarding the wording of the advertisement, which will be published in the local press shortly.</p>																																																	
71/2016	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Public WCs</i> – Minute 49a/2016 refers.</p> <p>i. <u>New Road WCs</u> – Cllr. Coles said that SW Building Maintenance had said that it was normal practise to charge for use of a disabled WC. Refurbishment is due to start on 13th April 2016.</p> <p>The Clerk reported Mr Roger Westcott, Cormac had advised that w.e.f. 11th April 2016 their out-of-hours call out fee for CORMAC Property Maintenance had changed. Calls outside normal working hours will incur a £60 (which no longer includes the first hour labour as before). The hourly rates are:</p> <ul style="list-style-type: none"> • Commercial electrician £32/hr • Plumber £28/hr • Fabric multi skilled operative £28/hr <p>ii. <u>Roscarrock WCs</u> – Mr Jon James, CC advised PAYG doors should be installed by end of April.</p> <p>b. <i>Port Isaac Refuse</i> – Minute 49b/2016 refers. Cllr. Bell had reported that a search of the Land Register showed the land below the car park is owned by CC. Cllr. Raynor will approach Mr Gisby, CC, regarding relocating the bins to this land. Cllr. Williams was anxious that the large tree on the site should be preserved.</p>	Cllr. Raynor																																																
72/2016	<p><u>Administrative Matters</u> –</p> <p>a. <i>Website</i> – Standing agenda item. Members considered:</p> <p>i. <u>Parking in Port Isaac</u> – Cllr. Penny had compiled a draft Guide to give advice to visitors about parking in PI, possibly to be added to the website as a drop-down menu. It was apparent that not everyone had received the Guide, which had previously been circulated via email. The Clerk to resend and the item to be referred to the F&CP Committee.</p> <p>ii. <u>Street Map</u> – the Clerk had asked ICT Connect Ltd. to provide a map but to-date had not received a response.</p> <p>iii. <u>Other</u> – none.</p> <p>b. <i>Committee Structure</i> – Minute 41/2016 refers. It was RESOLVED that the PROWs should be within the remit of the Amenities Committee. The Clerk to draw up a draft Terms of Reference for consideration by the Committee.</p>	Clerk Clerk Clerk																																																
73/2016	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – Schedule No.01/2016/17 to a value of £5,602.15 was APPROVED for payment, income in the month was £20,792.49</p> <p>Noted the tablet cover that had been purchased was unsuitable but it had been too late to return it for a refund.</p> <p>Noted the bank reconciliation were available for inspection.</p> <table border="1" data-bbox="325 1682 1299 2047"> <thead> <tr> <th>INCOME</th> <th>NET</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Car park</td> <td>6,452.67</td> <td>1,290.53</td> <td>7,743.20</td> </tr> <tr> <td>Precept + CTS grant</td> <td></td> <td></td> <td>13,049.29</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£20,792.49</td> </tr> <tr> <th>EXPENSES</th> <th>Price</th> <th>VAT</th> <th>Total</th> </tr> <tr> <td>Administration</td> <td>305.92</td> <td>27.41</td> <td>333.33</td> </tr> <tr> <td>Car park</td> <td>1,686.00</td> <td></td> <td>1,686.00</td> </tr> <tr> <td>Maintenance - various</td> <td>355.00</td> <td>71.00</td> <td>426.00</td> </tr> <tr> <td>New Road WCs</td> <td>1,769.02</td> <td>90.20</td> <td>1,859.22</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>Neighbourhood Development Plan</td> <td>269.55</td> <td></td> <td>269.55</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£5,602.15</td> </tr> </tbody> </table>	INCOME	NET	VAT	Total	Car park	6,452.67	1,290.53	7,743.20	Precept + CTS grant			13,049.29				£20,792.49	EXPENSES	Price	VAT	Total	Administration	305.92	27.41	333.33	Car park	1,686.00		1,686.00	Maintenance - various	355.00	71.00	426.00	New Road WCs	1,769.02	90.20	1,859.22	Staff costs, incl. tax & NI	1,028.05		1,028.05	Neighbourhood Development Plan	269.55		269.55				£5,602.15	
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	<p>b. <i>End of Year Accounts 2015/16</i> – Members RESOLVED to adopt their Annual Governance Statement. Noted a copy of the Income and Expenditure Account will be available at the May meeting.</p> <p>c. <i>Gullgard Bags</i> – Members AGREED to purchase four additional gullgard bags at £47.50 each plus £15 carriage.</p> <p>d. <i>CC Devolution Fund</i> – applications to the Fund are invited by 16th May 2016. Details previously circulated via email.</p>	Clerk
74/2016	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda.</p> <p>a. <i>Council Matters</i> – newsletter from Came & Co. (insurance brokers).</p> <p>b. <i>Waymarkers</i> – Cllr. Williams reported the fingerpost on inland route to Port Quin at the top of Roscarrock Hill is broken, as is the single post where the top of Roscarrock Hill connects to the SW Coast path. Also a step on the stile on the PROW from Roscarrock Hill towards Port Quin on the inland route has broken away. The Clerk to advise CC / Cormac.</p>	Clerk
75/2016	<p><u>Diary Dates</u> –</p> <p>a. <i>Parish Meeting</i> – 9th May 2016, to be held prior to the Full Council meeting. Cllr. Raynor to provide a Chairman's report.</p> <p>b. <i>Full Council Meeting</i> – 9th May 2016.</p> <p>c. <i>Amenities Committee Meeting</i> – 20th April 2016.</p> <p>d. <i>Finance and Car Parks Committee Meeting</i> – 20th April 2016.</p> <p>e. <i>Code of Conduct Training</i> – CC are holding a number of free sessions, those closest to St Endellion are:</p> <p>i. 2nd September 2016 – Newquay Council Chamber, 4-6pm</p> <p>ii. 5th September 2016 – Wadebridge Council Chamber, 4-6pm</p>	Cllr. Raynor
76/2016	<p><u>Information Only / Future Agenda Items</u> –</p> <p>a. None.</p>	
77/2016	<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>	
78/2016	<p><u>On-Street Parking</u> – Minute 48a/2016 refers. Mr Nigel Gisby, CC reported their patrols are fewer in the winter months due to more concentration needed in the towns etc. However now that we are heading towards the tourist season patrols will be looked at and possibly stepped up to the same requirements as last year.</p> <p>If extra patrols are required a SLA would need to be agreed with CC. SLAs are based on a figure of £35 per hour plus the cost of time for travelling to the location. It was RESOLVED to purchase additional attendance from a parking enforcement officer to visit Port Isaac. The Clerk to clarify the maximum this would cost.</p>	Clerk
79/2016	<p><u>Mayfield Steps</u> – Minute 44c/2016 refers. Cllr. Penny is waiting to hear from Cornwall Housing, so that a site visit can be arranged to consider what action is needed to make the steps more accessible.</p>	Cllr. Penny
80/2016	<p><u>Meeting Closed</u> – 20.23pm.</p>	

Signature: (Cllr. Raynor)
Chairman

Date: 9th May 2016