



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE ANNUAL COUNCIL MEETING  
HELD IN PORT ISAAC SCHOOL  
MONDAY, 9<sup>th</sup> MAY 2016 following the Parish Meeting**

Present:	Cllr. Raynor (Chairman) Cllr. Cleave Cllr. Penny (CC/PC) Mrs Thompson (Clerk)	Cllr. Bell Cllr. Collings Cllr. Phelps	Cllr. Brogan Cllr. Dawe Cllr. Williams
Minute	AGENDA ITEMS		Action
81/2016	<u>Election of Chairman</u> – it was <b>RESOLVED</b> to elect Cllr. Raynor as Chairman for 2016/17.		
	<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 Josh Grylls, spoke regarding PA16/02286 [Minute 90b/2016 refers] and expressed his wish for Members to support this application.</p> <p>Mrs Charlotte Dawe was present to listen to the discussion regarding her pre-app (Minute 90a/2016 refers).</p> <p>Ms Sue Walters, Situ8 (planning consultant) spoke regarding PA16/03282 [Minute 90d/2016 refers]. She said various caravans had been on the site for a number of years. The design was made to look as much as possible like a rural building.</p> <p>Ms Walters said she had been asked to support a future application for properties for family members. She said the site had been the subject of a pre-app, which was submitted in 2014. The advice then was that consideration needed to be given to the adjacent AONB and affordable housing. Cllr. Bell said he recalled the Case Officer was not supportive. Ms Walters felt the situation had since changed.</p> <p>Members met with Ms Gemma Cleave, who had expressed an interest in joining the Parish Council.</p>		
82/2016	<u>Election of Vice Chairman</u> – it was <b>RESOLVED</b> to elect Cllr. Coles as Vice Chairman for 2016/17.		
83/2016	<p><u>Acceptance of Office</u> –</p> <p>a. <i>Chairman</i> – Cllr. Raynor duly signed his Acceptance of Office form.</p> <p>b. <i>Vice Chairman</i> – in the absence of Cllr. Coles, the signing of his Acceptance of Office form was deferred to the June meeting.</p>		
84/2016	<u>Apologies for Absence</u> – Cllr. Coles (personal commitment)		
85/2016	<p><u>Council Committees/Appointments to Outside Bodies</u> – the following appointments were made:</p> <p>a. <i>Finance and Car Park Committee</i> – it was <b>RESOLVED</b> to elect Cllrs. Coles, Collings, Dawe, Penny, Raynor and Williams to serve in 2016/17.</p> <p>b. <i>Amenities Committee</i> – it was <b>RESOLVED</b> to elect Cllrs. Coles, Collings, Dawe, Penny, Raynor and Williams to serve in 2016/17.</p>		

	<ul style="list-style-type: none"> <li>c. <i>NALC Representative (voting)</i> – it was <b>RESOLVED</b> to elect Cllr. Bell to serve in 2016/17.</li> <li>d. <i>Neighbourhood Plan Co-ordinator</i> – it was <b>RESOLVED</b> to elect Cllr. Williams to serve in 2016/17.</li> <li>e. <i>Planning Lead</i> – it was <b>RESOLVED</b> to elect Cllr. Williams to serve in 2016/17.</li> <li>f. <i>Village Hall Representative</i> – it was <b>RESOLVED</b> to elect Cllr. Raynor to serve in 2016/17.</li> <li>g. <i>Playing Field Co-ordinator</i> – it was <b>RESOLVED</b> to elect Cllr. Brogan.</li> <li>h. <i>Trio Lead</i> – Members <b>AGREED</b> this post is defunct.</li> </ul>	
86/2016	<p><u>Casual Vacancy</u> –</p> <ul style="list-style-type: none"> <li>a. It was <b>RESOLVED</b> to elect Ms Gemma Cleave to fill the vacancy created by the resignation of Cllr. Philp. Cllr. Cleave duly signed her Acceptance of Office form and took a Financial Interests form for completion. The Clerk to advise CC.</li> <li>b. There were no applications to fill the vacancy created by the resignation of Cllr. Manders.</li> </ul>	Clerk
87/2016	<p><u>Members' Declarations</u> –</p> <ul style="list-style-type: none"> <li>a. <i>Registerable Declarations of Interests</i> – Cllr. Dawe in 90a/2016 and Cllr. Williams in 90b/2016 and Cllr. Penny in 96e/2016. Clerk to record. Members to check their Financial Interests, as registered on CC's website, and update as necessary.</li> <li>b. <i>Non-registerable interest</i> – none.</li> <li>c. <i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds.</li> <li>d. <i>Dispensations</i> – none.</li> </ul>	Clerk All Members
88/2016	<p><u>Minutes of Meetings</u> –</p> <ul style="list-style-type: none"> <li>a. <i>Full Council Meeting</i> – 11<sup>th</sup> April 2016, <b>AGREED</b> as a true record.</li> <li>b. <i>Amenities Committee Meeting</i> – 20<sup>th</sup> April 2016, <b>AGREED</b> as a true record.</li> <li>c. <i>Finance &amp; Car Park Committee Meeting</i> – 20<sup>th</sup> April 2016, <b>AGREED</b> as a true record.</li> </ul>	
89/2016	<p><u>Outside Bodies / Reports</u> –</p> <ul style="list-style-type: none"> <li>a. <i>Parish Council Chairman</i> – nothing additional to report.</li> <li>b. <i>Police</i> – PCSO Drennan sent her apologies and a written report (copy on file)</li> <li>c. <i>Cornwall Council</i> – Cllr. Penny reported he had asked for the abandoned car on Gravellings Lane to be removed. A Cormac vehicle had been seen driving through the bollards at the top of the village and this had been reported. He said that an alternative quotation for 6 (six) bollards could not be obtained. It was <b>RESOLVED</b> to accept the quotation from Cormac for six bollards at £171.06 (incl. VAT). Cllr. Penny to place an order.</li> <li>d. <i>Neighbourhood Plan</i> – Cllr. Williams reported the questionnaire had been issued. She understood that they were to have been issued to those on the Electoral Roll, but it had transpired that it had been sent to those on the Council Tax list. Cllr. Williams said this would skew the outcome. It was apparent that some local residents had not received a questionnaire. Cllr. Bell was concerned that this could mean the NDP could be challenged.</li> <li>e. <i>St Endellion Coastal Community Team (CCT) / Economic Plan</i> – Cllr. Bell said he would be speaking to Ms Anna Druce, CC regarding an application to the next round of CCT funding. He hoped this could include a grant application towards new WCs on the Playing Field. He said any grant funding application towards repairs to the coastal footpath steps would probably be a joint one with CC, as the path owners.</li> </ul>	Cllr. Penny  Cllr. Bell

90/2016	<p><u>Planning Applications</u> – Members considered:</p> <p>a. <i>PA16/01147/PREAPP, Plot on Trelights Farm, Trelights</i> – pre-application advice for construction of live / work unit. Cllr. Dawe declared an interest in this item and left the meeting during the discussion. Members were wholly in approval of this renewed scheme for this plot. The balance, in terms of percentage of space devoted to workspace at 33% meets the criteria of the Live Work template we would wish to see adopted in our NDP. Members perceive this scheme of commercial benefit to the area. Weddings bring vital business to our Parish in support our hotel, catering and wedding venue providers. Members are satisfied the agricultural appearance of the design scheme will have a negligible impact on the AONB. Members were unanimous in their <b>SUPPORT</b>.</p> <p>b. <i>PA16/02286, 11 New Road, Port Isaac</i> – variation of condition 2 (plans condition) of application no. PA14/08139 dated 22/10/14 to change the solid wall on the southeast side of the balcony to 2 metre high opaque glass to match the northwest elevation. Cllr. Williams declared an interest and left the room. Cllr. Dawe read a statement from Cllr. Williams detailing the impact lifting the variation of condition would have on her neighbouring property. Member voted to approve the proposal 7-1 in favour. <b>SUPPORT</b>.</p> <p>c. <i>PA16/03047, 9 Rose Hill, Port Isaac</i> – listed building consent to re-roof small section of roof and raise as to increase 1st floor headroom. Remove damaged chimney. Minor internal and external alterations/renovations. Cllr. Williams had contacted the case officer with reference to this proposal, there being no site advertisements, nor had neighbours been contacted, including the neighbour sharing a party wall. The case officer being absent on leave, senior case officer Mr Miles Forman left Cllr. Williams a telephone message instructing her that the PC could not consider the proposal at this meeting. No discussion ensued. Deferred to the June meeting.</p> <p>d. <i>PA16/03282, Former Football Field at Homer Park, Port Isaac</i> – replacement residential accommodation. Some discussion was had reference the ownership of the plot. Members were unanimously in support of this scheme, However they wished to see conditions attached with reference to a reasonable completion term for the development and the removal of all ancillary structures and caravans. Members also wished to clarify that the certificate of lawfulness is applied to a single caravan and therefore a single plot solely. In terms of design members approved both the position of the scheme, the ridge height and its agricultural appearance. <b>SUPPORT</b>.</p> <p>e. <i>PA16/03741, 9 Lundy Road, Port Isaac</i> – construction of single storey extension. Members voted unanimously to recommend approval.</p>	<p>Cllr. Williams / Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr. Williams / Clerk</p> <p>Cllr. Williams / Clerk</p>
91/2016	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Planning Applications Approved by CC</i> – information only.</p> <p>i. <u>PA16/00874, 27 Trewetha Lane, Port Isaac</u> – unit of residential annexed accommodation.</p> <p>ii. <u>PA16/02428, Signal Post, 12 New Road, Port Isaac</u> – replacement rear extension accommodating shower room.</p> <p>b. <i>Enforcement Cases</i> –</p> <p>i. <u>EN16/00726, 15 Fore Street, Port Isaac</u> – alleged deterioration of Grade II listed building after building hit by lorry. New case.</p> <p>ii. <u>EN16/00728, Land at Brooklands Farm, Port Gaverne</u> – alleged erection of large 20sq.m. extension. New case.</p> <p>iii. <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 11<sup>th</sup> 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>	

	<p>c. <i>Gypsy and Travelling Communities Site Allocations</i> – the DPD Scoping document, and further information, can be viewed at <a href="https://www.cornwall.gov.uk/environment-and-planning/planning-policy/cornwall-local-plan/development-plan-documents/">https://www.cornwall.gov.uk/environment-and-planning/planning-policy/cornwall-local-plan/development-plan-documents/</a>.</p>	
92/2016	<p><u>The Main Car Park</u> –</p> <p>a. <i>'Footpath to the Village' Signage</i> – Minute 238a/2015 refers. Cllr. Raynor reported a sign had been erected.</p> <p>b. <i>Parking in Port Isaac</i> – Minute F&amp;Cp12c/2016 refers. It was <b>RESOLVED</b> to accept the recommendation of the F&amp;CP Committee to adopt the draft Guide to give advice to visitors about parking in PI (previously circulated via email). The Guide to be posted on the website and notice boards around the village.</p> <p>c. <i>Pedestrian Barrier</i> – Cllr. Bell said the original barrier that was put up by Cormac wasn't approved by the consultation, nor did it meet building regulations requirements. It was <b>RESOLVED</b> to authorise Cllr. Bell to deal with PDP Green and establish what is needed to rectify the situation.</p>	<p>Clerk</p> <p>Cllr. Bell</p>
93/2016	<p><u>Highways Matters</u> –</p> <p>a. <i>Waymarkers</i> – Minute 74b/2016 refers. The following issues had been reported to Cormac and a response was awaited:</p> <ol style="list-style-type: none"> <li>i. Fingerpost on inland route to Port Quin at the top of Roscarrock Hill is broken,</li> <li>ii. Single post where the top of Roscarrock Hill where it connects to the SW Coast path.</li> <li>iii. Also a step on the stile on the PROW from Roscarrock Hill towards Port Quin on the inland route has broken away.</li> </ol> <p>b. <i>Parking Enforcement</i> – Minute 78/2016 refers. Mr Nigel Gisby, CC advised it may be possible to request evening enforcement, but this would be dependent on their operatives being willing to work a late shift. Members expressed their concern that a fire engine would not be able to get through. Cllr. Penny will pursue.</p>	<p>Cllr. Penny</p>
94/2016	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Amenity Committee</i> – the following matter had been referred from the Committee:</p> <ol style="list-style-type: none"> <li>i. <u>Terms of Reference</u> – copy previously circulated. It was <b>RESOLVED</b> to adopt the Terms of Reference as recommended by the Committee.</li> </ol> <p>b. <i>Public WCs</i> –</p> <ol style="list-style-type: none"> <li>ii. <u>New Road WCs</u> – Cllr. Raynor said work was progressing well and should be finished in approximately two weeks. Cllr. Dawe will arrange to have the Delabole slate picked up and stored, prior to sale. Cllr. Raynor will discuss what is to become of the old wooden benches on site.</li> <li>iii. <u>Roscarrock WCs</u> – there had been a problem with the coin box on the ladies' Pay As You Go door, which Cllr. Penny had reported.</li> </ol> <p>c. <i>Port Isaac Refuse</i> – Minute 71b/2016 refers. Cllr. Raynor reported he is awaiting feedback from Mr Nigel Gisby, CC, regarding relocating the bins to CC's land below their car park.</p> <p>d. <i>Public Benches</i></p> <ol style="list-style-type: none"> <li>i. <u>Bench, Little Hill</u> – Minute 66a/2016 refers. Repairs to the bench had been completed. The Clerk reported that Mr Burnard had also carried out repairs to the Sluice Gate.</li> <li>ii. <u>New Bench, Coast Path</u> – Minute 66a/2016 refers. Mr Matthew Main is happy with the proposed site. Cllr. Raynor will discuss provision of a bench with Mr Main.</li> <li>iii. <u>Benches, Mine Pit Corner (Opposite St Peter's Church)</u> – the Clerk to ask Mr Burnard to carry out repairs.</li> </ol>	<p>Cllr Dawe Cllr. Raynor</p> <p>Cllr. Raynor</p> <p>Cllr. Raynor</p>

	<p>e. <i>Storm Drain, Church Hill</i> – Cllr. Williams reported that the officer from Cormac who deals with our drains and facilitated the digging out of the storm drain on Church Hill had told her that if the PC pays for the drain in the wall to be dug out again, he will agree to the ongoing costs of digging it out annually to keep it flowing. It was <b>RESOLVED</b> to ask Mr Robert Ford to action this.</p> <p><i>Storm Drain (just past the playing field)</i> – Cllr. Raynor will ask Mr Ford to deal with this drain, too.</p>	<p>Cllr. Raynor</p> <p>Cllr. Raynor</p>																																																								
<p>95/2016</p>	<p><u>Administrative Matters</u> –</p> <p>a. <i>Website</i> – standing agenda item. Members to consider:</p> <p>i. <u>Street Map</u> – ICT Connect Ltd. had added a street map to the website. Members would prefer to have a link to a site that would include street names and details of the car parks.</p> <p>ii. <u>Other</u> – none.</p>	<p>Clerk</p>																																																								
<p>96/2016</p>	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – it was <b>RESOLVED</b> to make a grant of £500 towards the upkeep of St Endellion churchyard [Minute F&amp;CP32/15 refers) and to purchase mulch for the car park [Minute 96d/2016 refers). Schedule No.02/2016/17 to a value of £32,880.61 was then <b>APPROVED</b> for payment.</p> <p>Noted the bank reconciliation was available for inspection.</p> <table border="1" data-bbox="319 817 1292 1265"> <thead> <tr> <th>INCOME</th> <th>NET</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Car park</td> <td>6,983.34</td> <td>1,396.67</td> <td>8,380.01</td> </tr> <tr> <td>HMRC - VAT refund</td> <td>4,126.56</td> <td></td> <td>4,126.56</td> </tr> <tr> <td>St Endellion cemetery</td> <td>145.00</td> <td></td> <td>145.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td><b>£12,651.57</b></td> </tr> <tr> <th>EXPENSES</th> <th>NET</th> <th>VAT</th> <th>Total</th> </tr> <tr> <td>Administration</td> <td>732.87</td> <td>75.00</td> <td>807.87</td> </tr> <tr> <td>Car park</td> <td>23,042.81</td> <td>198.00</td> <td>23,240.81</td> </tr> <tr> <td>Maintenance - various</td> <td>1,192.93</td> <td>160.59</td> <td>1,353.52</td> </tr> <tr> <td>New Road WCs - running costs</td> <td>49.87</td> <td>2.49</td> <td>52.36</td> </tr> <tr> <td>New Road WCs - building works</td> <td>4,915.00</td> <td>983.00</td> <td>5,898.00</td> </tr> <tr> <td>Staff costs, incl. tax &amp; NI</td> <td>1,028.05</td> <td></td> <td>1,028.05</td> </tr> <tr> <td>St Endellion PCC - grant</td> <td>500.00</td> <td></td> <td>500.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td><b>£32,880.61</b></td> </tr> </tbody> </table> <p>b. <i>End of Year Accounts 2015/16</i> – Members received and accepted the 2015/16 accounts, ready for submission to the External Auditor. It was noted that the report of the Internal Auditor did not identify any issues.</p> <p>A copy of the Income and Expenditure Account was circulated at the meeting. The Clerk to provide a breakdown of the expenditure on the NDP.</p> <p>c. <i>Insurance Renewal</i> – the Clerk had obtained two quotations. Members were pleased with the current insurance brokers and it was <b>RESOLVED</b> to renew the policy with Came &amp; Co.</p> <p>d. <i>St Endellion Churchyard</i> – Minute 91c/2015 refers. Covered by Minute 96a/2016 above. To be reviewed annually.</p> <p>e. <i>Village Hall</i> – the Amenities Committee were agreeable, in principle, to provide a loan to the Village Hall Committee to install a disabled WC, subject to more information being provided. Ms Mason, CALC had advised that although the Miscellaneous Provisions Act gives the PC the powers to make a loan to the VHC, she would advise against it. Deferred until the VHC had progressed this project further.</p> <p>f. <i>Mulching in Car Park</i> – Minute F&amp;CP12e/2016 refers. Covered by Minute 96a/2016 above. Cllr. Phelps said it was essential that the mulch does not include pine.</p> <p>g. <i>Motor Bike Club</i> – Minute F&amp;CP13a/2016 refers. The Club had used the hard standing on the Port Isaac Playing Field to park and had been charged £1 per bike. Cllr. Penny will bring the money to the F&amp;CP Meeting.</p>	INCOME	NET	VAT	Total	Car park	6,983.34	1,396.67	8,380.01	HMRC - VAT refund	4,126.56		4,126.56	St Endellion cemetery	145.00		145.00				<b>£12,651.57</b>	EXPENSES	NET	VAT	Total	Administration	732.87	75.00	807.87	Car park	23,042.81	198.00	23,240.81	Maintenance - various	1,192.93	160.59	1,353.52	New Road WCs - running costs	49.87	2.49	52.36	New Road WCs - building works	4,915.00	983.00	5,898.00	Staff costs, incl. tax & NI	1,028.05		1,028.05	St Endellion PCC - grant	500.00		500.00				<b>£32,880.61</b>	<p>Clerk</p> <p>Clerk</p> <p>Cllr. Penny</p>
INCOME	NET	VAT	Total																																																							
Car park	6,983.34	1,396.67	8,380.01																																																							
HMRC - VAT refund	4,126.56		4,126.56																																																							
St Endellion cemetery	145.00		145.00																																																							
			<b>£12,651.57</b>																																																							
EXPENSES	NET	VAT	Total																																																							
Administration	732.87	75.00	807.87																																																							
Car park	23,042.81	198.00	23,240.81																																																							
Maintenance - various	1,192.93	160.59	1,353.52																																																							
New Road WCs - running costs	49.87	2.49	52.36																																																							
New Road WCs - building works	4,915.00	983.00	5,898.00																																																							
Staff costs, incl. tax & NI	1,028.05		1,028.05																																																							
St Endellion PCC - grant	500.00		500.00																																																							
			<b>£32,880.61</b>																																																							

	h. <i>Bank Matters</i> – it was <b>RESOLVED</b> to authorise Cllrs. Coles and Raynor to change to Barclays Bank.	Cllrs. Coles / Raynor
97/2016	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda.</p> <p>a. <i>Countryside Access Forum</i> – deadline for applications to the Forum is 27<sup>th</sup> May 2016.</p> <p>b. <i>Clerks &amp; Councils Direct</i> – May 2016.</p> <p>c. <i>Documentation Storage</i> – Cllr. Phelps kindly took the following documents to store at his home:</p> <p>i. <u>2014/15 Accounts</u> – including Annual Return.</p> <p>ii. <u>Insurance Documents</u> – 2013/14.</p> <p>iii. <u>Minutes</u> – 2013-14.</p> <p>iv. <u>Minutes</u> – 2014-15.</p>	
98/2016	<p><u>Diary Dates</u> –</p> <p>a. <i>Full Council Meeting</i> – 13<sup>th</sup> June 2016.</p> <p>b. <i>Amenities Committee Meeting</i> – 18<sup>th</sup> May 2016.</p> <p>c. <i>Finance and Car Parks Committee Meeting</i> – 18<sup>th</sup> May 2016.</p> <p>d. <i>Clerk's Leave</i> – 31<sup>st</sup> May – 3<sup>rd</sup> June 2016.</p> <p>e. <i>Extraordinary Meeting</i> – 18<sup>th</sup> May 2016. Apologies from Cllr. Phelps.</p>	
99/2016	<p><u>Information Only / Future Agenda Items</u> –</p> <p>a. None.</p>	
100/2016	<p><u>Closed Session</u> – in view of the confidential nature of the business about to be transacted, namely quotations, it was <b>RESOLVED</b> that it is advisable in the public interest that the press and public be excluded and they were instructed to withdraw.</p>	
101/2016	<p><u>Mayfield Steps</u> – Minute 79/2016 refers. Cllr. Penny proposed deferring consideration of any quotations to improve access at the steps, until it is known how much land will remain after a resident has taken over part of the area.</p>	
102/2016	<p><u>Meeting Closed</u> – 21.00 pm.</p>	

Signature: ..... (Cllr. Raynor)  
Chairman

Date: 13<sup>th</sup> June 2016