



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE FULL COUNCIL MEETING
HELD IN PORT ISAAC SCHOOL
MONDAY, 13th JUNE 2016 @ 7pm**

Present:	Cllr. Raynor (Chairman) Cllr. Collings Cllr. Phelps Mrs Thompson (Clerk)	Cllr. Cleave Cllr. Dawe Cllr. Webster	Cllr. Coles (Vice Chairman) Cllr. Penny (CC/PC) 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 Sue Walters, Situ8 (planning consultant) addressed Members regarding a site at Rose Hill, Port Isaac. She had previously circulated plans for this pre-app. She explained that this was for members of the family and is affordable-led. She referred to an early application which had raised concerns about the housing type and harm to the landscape setting. Ms Walters accepted it was in an AONB, but said the site would be an extension to the building envelope and was close to the owner's own property. She said the site was low in the landscape and she did not believe it would have any impact on the landscape setting.</p> <p>Ms Walters asked for comments. Cllr. Williams said that Members would not normally discuss an application until there was a formal proposal before them, this was not the case here. Cllr. Phelps said it should be listed on an agenda so that members of the public could comment.</p> <p>Mr Cleave said this was not a speculative development, but a genuine family, affordable-led application. He said the impact on locally occupied properties would be negligible. His sons supported this view and said they wanted to live in the village they had grown up in.</p> <p>Mr Josh Grills referred to Minute 109e/2016. He said this was a misunderstanding with CC. He had complied with the advice of the planning officer.</p>		
103/2016	<p><u>Acceptance of Office</u> –</p> <p>a. <i>Vice Chairman</i> – Cllr. Coles duly signed his Acceptance of Office form.</p>		
104/2016	<p><u>Apologies for Absence</u> – Cllrs. Bell and Brogan (both with private commitments).</p>		
105/2016	<p><u>Casual Vacancy</u> –</p> <p>a. Members met with Ms Cheryl Webster, who had expressed an interest in joining the Parish Council. It was RESOLVED to elect Ms Webster to fill the vacancy created by the resignation of Cllr. Manders. She duly signed her Acceptance of Office form and took a copy of the Financial Interests form for completion. The Clerk to advise CC.</p>	Cllr. Webster Clerk	
106/2016	<p><u>Members' Declarations</u> –</p> <p>a. <i>Registerable Declarations of Interests</i> – Cllr. Williams in Minute 109e/2016 and Cllrs. Penny and Webster in Minute 115e/2016.</p> <p>b. <i>Non-registerable interest</i> – none.</p>	Clerk	

	<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>	
107/2016	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Annual Council Meeting</i> – 9th May 2016, AGREED as a true record.</p> <p>b. <i>Parish Meeting</i> – 9th May 2016. NOTES only. Signing deferred to the 2017 Parish Meeting.</p> <p>c. <i>Extraordinary Council Meeting</i> – 18th May 2016. EX07b/2016 amended to read: “RESOLVED Members were not in support of the proposal in this form and requested further detail”. With this amendment the Minutes were AGREED as a true record.</p> <p>d. <i>Amenities Committee Meeting</i> – 18th May 2016, AGREED as a true record.</p> <p>e. <i>Finance & Car Park Committee Meeting</i> – 18th May 2016, AGREED as a true record.</p>	
108/2016	<p><u>Outside Bodies / Reports</u> –</p> <p>a. <i>Parish Council Chairman</i> – Cllr. Raynor reported the New Road unisex WCs were now opened, although one had a leak. SWBM will install door closures tomorrow to prevent further 'privacy issues'. The disabled WC should be open this weekend. Work is behind and the penalty clause may be invoked.</p> <p>b. <i>Police</i> – in the absence of PCSO Drennan there was no police report.</p> <p>c. <i>Cornwall Council</i> – Cllr. Penny reported BIFFA had now bought out Cory. There was some discussion about the change to the waste collection system. He said someone had paid the insurance for the Church Rooms. He had spoken to Ms Sam Hewitt, case officer for 36 New Road, who had explained that a detailed planning application must follow.</p> <p>d. <i>Neighbourhood Plan</i> – Cllr. Williams reported information from the questionnaire is currently being collated. The report would follow shortly. County Cllr. Hannaford had agreed that 46% of the cost of sending out the questionnaires would be met by CC.</p> <p>e. <i>St Endellion Coastal Community Team (CCT) / Economic Plan</i> – in the absence of Cllr. Bell there was no report. A funding application to the next round of CCT funding may be possible.</p>	
109/2016	<p><u>Planning Applications</u> – Members considered:</p> <p>a. <i>PA16/01523-PREAPP, 21 Church Hill, Port Isaac</i> – pre-application advice for listed building: alterations and refurbishment of the interior and restoration of part of the exterior. Cllr. Williams said the interior floor space was being re-organised and the exterior work was quite acceptable. SUPPORT.</p> <p>b. <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 said they were not actually raising the roof, but the ceiling. She said the proposal included a roof light in the rear elevation. SUPPORT.</p> <p>c. <i>PA16/04021, Kelmscott, Trelights</i> – replacement rear extension and front porch, removal of chimney and front bay extension, provide additional parking. Those who had attended the site visit had felt this was a positive contribution to the building. There are no overlooking issues. SUPPORT.</p> <p>d. <i>PA16/04377, 12 Castle Rock, Port Isaac</i> – replacement and enlargement of windows and Juliette balcony doors. SUPPORT.</p> <p>e. <i>PA16/04579, 11 New Road, Port Isaac</i> – variation of condition 3 attached to planning decision PA14/08139 dated 22nd October 2014 (change of use from commercial to residential with ground and first floor extensions to allow use of hardie planking or equivalent instead of natural grey slate. Cllr. Williams left the meeting whilst this item was discussed. Members felt that the planking looked good and blends in well. SUPPORT.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

110/2016	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Planning Applications Approved by CC</i> – information only.</p> <p>i. <u>PA16/03741, 9 Lundy Road, Port Isaac</u> – construction of single storey extension.</p> <p>b. <i>Enforcement Cases</i> – an update had been requested i.r.o.:</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 reported there had been difficulties in contacting the owners and the case is ongoing.</p> <p>ii. <u>EN16/00667, Land NE of Port Gaverne Hotel</u> – refusal of retrospective application under PA16/01770 for the provision of new hard-core. Also unauthorised stationing of a shipping container on the land.</p> <p>iii. <u>EN16/00726, 15 Fore Street, Port Isaac</u> – alleged breaches of planning control. CC’s Local Authority Building Control Dept. has investigated this matter and did not find the building to be a dangerous structure. They will write to the owner advising they may want to talk to the Local Authority Historic Team with regards to any repairs they may want to carry out in the future. Case closed.</p> <p>iv. <u>EN16/00728, Land at Brooklands Farm, Port Gaverne</u> – alleged erection of large 20sq.m. extension. New case.</p> <p>c. <i>Withdrawn Planning Applications</i> – information only.</p> <p>ii. <u>PA16/00810, 68 Fore Street, Port Isaac</u> – listed building consent for proposed conservation style roof window to rear elevation.</p>	
111/2016	<p><u>The Main Car Park</u> –</p> <p>a. <i>Pedestrian Barrier</i> – Minute 92c/2016 refers. Cllr. Bell reported he had spoken with PDP Green and the firm had produced a design modification to ensure the barrier meets British Standard load requirements, introducing intermediate posts because the existing ones are too far apart and replacing the existing bolts at the base of each post with 600 mm dowel bolts. This will be confirmed to the Clerk in a letter with accompanying sketch drawing. There will be no charge by PDP Green.</p> <p>Cllr. Phelps said there should be something in place to prevent parking on the grass. Cllr. Raynor said additional signs need to be put up. He had asked A1 Tree Surgery to weedspray the ‘docks’ when the new growth comes through. Cllr. Phelps said the field below the overflow car park and football pitch needs to be cut regularly. This area could be used for the proposed Dog Show. Referred to the F&CP Committee.</p> <p>AS Parking had reported the top payment terminal is becoming really difficult to access. It was RESOLVED that Cllr. Coles would report the faulty lock to Cale Briparc for repair.</p>	<p>Clerk</p> <p>Cllr. Coles</p>
112/2016	<p><u>Highways Matters</u> –</p> <p>a. <i>Waymarkers</i> – Minute 74b/2016 refers. Mr Montano had said Cormac cannot provide a timescale for replacing the signage item [i] and [ii] because there is a limited budget. Cllr. Penny will see if there is anything that can be done locally.</p> <p>i. Fingerpost on inland route to Port Quin at the top of Roscarrock Hill is broken.</p> <p>ii. Single post where the top of Roscarrock Hill where it connects to the SW Coast path.</p> <p>iii. Step on the stile on the PROW from Roscarrock Hill towards Port Quin on the inland route has broken away. Mr Montano, Cormac reported he will visit the site but advised it is for the landowner to undertake repairs if it is broken.</p> <p>Cllr. Williams will speak to the landowner.</p>	<p>Cllr. Penny</p> <p>Cllr. Williams</p>

	<p>b. <i>Parking Enforcement</i> – Minute 78/2016 refers. Mr Nigel Gisby, CC had apologised for the delay in responding to Members' request that Enforcement Officers (EO) visit Port Isaac during the evenings. He confirmed EOs are visiting Port Isaac 3-4 times a week pending staff levels. However they are implementing new rotas, which will involve visiting priority areas more frequently.</p> <p>A Service Level Agreement may be possible but not for any late enforcement at this stage due to the officers being contracted from 08:00-20:00 and anything outside this would be under a volunteering scheme. This may be possible after another recruitment drive in the future. The Clerk to suggest they advertise in the TRIO.</p> <p>c. <i>Road Markings</i> – it was RESOLVED to request that the road is repainted on Front Hill, to help prevent vehicles going the wrong way. It was noted there had been two known instances of recent 'near misses'.</p> <p>d. <i>Coach Parking</i> – Members considered the response from the Police and CC, i.r.o. coach parking issues:</p> <p>i. PCSO Drennan had suggested putting in some prevention measures (stones/low fence posts/flower bed), and also a 'no parking' sign. For frequent 'offenders' the Parish could consider a politely worded note on the windscreen explaining the consequences (obscured vision compromising safety, prosecution, damaging verges etc), or write to the companies concerned. The Parish Council could also consider applying for a byelaw to prevent such parking and then put signs up. The Police as a rule don't deal with parking offences anymore.</p> <p>Cllr. Phelps said we need the coaches, which brings tourist business. What is needed is a proper area for coach parking. A minimum of 10 spaces would be desirable. Cllr. Dawe will speak to local farmers to see if there is any suitable land available for this purpose.</p> <p>ii. Ms Anna Druce, CC had indicated that if the PC plan to approach CC about coach parking they would need a clear explanation as to why CC should allocate space in their car parks when the PC has its own car park, which could make the same provision. Members said their car park was unsuitable because the bend is too sharp.</p> <p>e. <i>Road Closures</i> – a number of road closures will be made over the following 18 months. CC will not notify the PC when work is about to commence, but notices will be posted locally.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr. Dawe</p>
113/2016	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Amenities Committee</i> – Members considered the following matters, referred from the Committee:</p> <p>i. <u>Committee Chairman</u> – Cllr. Raynor had been elected as Chairman of the Amenities Committee for 2016/17.</p> <p>ii. <u>Committee Membership</u> – Cllrs. Brogan and Cleave had been co-opted to the Committee.</p> <p>iii. <u>Playing Field</u> – Cllr. Collings said he and Cllr. Bell had measured the site. He felt that there should be separate disabled, ladies and gentlemen WCs. He will draw up plans for WCs, Kiosk and changing rooms on the site. He hoped to have this ready for the Amenities Committee meeting. Cllr. Webster felt mobile WCs should be provided in the interim. A pre-app would be considered.</p> <p>iv. <u>Play Equipment</u> – Cllr. Collings will speak to Mrs Bell, i.r.o. a further grant application for additional play equipment.</p> <p>b. <i>Public WCs</i> – Members received an update on the following:</p> <p>i. <u>New Road WCs</u> – covered by 108a/2016 above. The old wooden benches had been removed.</p> <p>ii. <u>Roscarrock WCs</u> – Cllr. Penny reported there had been a number of occasions when the Pay As You Enter (PAYE) doors had not been working properly. It was thought this was because they had not been emptied often enough. He is awaiting usage figures and takings.</p>	<p>Cllr. Collings</p> <p>Cllr. Collings</p>

	<p>c. <i>Port Isaac Refuse</i> – Minute 71b/2016 refers. Cllrs. Penny and Raynor had not heard from Mr Nigel Gisby, CC, regarding relocating the bins to CC’s land below their car park. Cllr. Raynor will pursue.</p> <p>d. <i>Public Benches</i> –</p> <p>i. <u>Benches, Mine Pit Corner (Opposite St Peter’s Church)</u> – Mr Burnard had carried out the repairs.</p> <p>e. <i>Storm Drains</i> – Cllr. Raynor reported that Mr Robert Ford had agreed to:</p> <p>i. <u>Storm Drains, Church Hill</u> – digging out the drain.</p> <p>ii. <u>Storm Drain (just past the playing field)</u> – digging out the drain.</p> <p>f. <i>PC Terrier</i> – a draft terrier of PC-owned property, to include:</p> <p>i. <u>Playing Field</u> – EX08/2016 refers. Cllr. Bell will review the Land Registry entries. The Clerk had provided him with a list of deeds held by Sproulls.</p> <p>ii. <u>Little Hill Wall</u> – EX09/2016 refers.</p> <p>iii. <u>Title Deeds</u> – EX09/2016 refers. Sproulls (solicitors) had confirmed they hold the following title deeds ((the number is their reference number).</p> <ul style="list-style-type: none"> • <i>The Main, Port Gaverne</i> – 7762 • <i>Deed of Easement & Section 278 Agreement (in relation to new car park)</i> – 8559 • <i>Playing Field Port Isaac</i> – 7386 • <i>Land at Trewetha Lane Port Isaac</i> – 7467 • <i>The Cemetery St.Endellion</i> – 118 • <i>Public Toilets New Road</i> – C805 <p>g. <i>Port Isaac Post Office</i> – a letter had been received from Mr Colin Pound, Post Office, i.r.o. post office provision in Port Isaac. Cllr. Raynor had updated Mr Pound regarding progress with the New Road shop.</p> <p>h. <i>Wadebridge Library & One Stop Shop (OSS) Consultation</i> – see: https://www.surveymonkey.co.uk/r/C9YNMX6. Deadline is 24th June 2016.</p> <p>i. <i>Port Isaac Pilot Waste Project</i> – the project will commence on Monday 4th July 2016. Cllr. Penny will monitor the situation.</p> <p>j. <i>Doctors Meadow</i> – a resident had reported some slate steps as worn and dangerous on one of the footpaths (Doctors Meadow) in Port Isaac. Cllr. Penny will make a site visit.</p>	<p>Cllr. Raynor</p> <p>Cllr. Penny</p>
<p>114/2016</p>	<p><u>Administrative Matters</u> –</p> <p>a. <i>Website</i> – standing agenda item.</p> <p>i. <u>Street Map</u> – Mr Rob Lawrence, ICT Connect Ltd., had provided a map that included street names and details of the car parks.</p> <p>ii. <u>Other</u> – none.</p> <p>b. <i>General Assistant</i> – Cllr. Coles said there had been some discussion about the amount of work that volunteers (i.e. Members) were doing. He said it was not so much administrative as general assistance that is needed, e.g. small maintenance tasks, monitoring / counting pay as you go door takings, play equipment H&S inspections, etc. Cllr. Phelps said there should be a close liaison with the Chairman and Vice Chairman. It was RESOLVED to refer this to the Amenities Committee to consider this further, to include compiling a Job Description.</p> <p>c. <i>Port Isaac Carnival Committee</i> – it was RESOLVED to grant a request to use the playing field for a fun day/evening in the playing fields in place of a carnival on 3rd September 2016, subject to the provision of a risk assessment and copy of their insurance policy.</p> <p>d. <i>TRIO Report</i> – in order to accommodate the Waste Collection press release in the July edition of the TRIO, it had been agreed that the PC report will only contain planning matters on this occasion.</p>	<p>Clerk</p> <p>Clerk</p>

115/2016	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – Schedule No.03/2016/17 to a value of £22,765.60 was APPROVED for payment. The current account balance is £48,878.69.</p> <p>The Clerk advised that she is still holding the £500 cheque to St Endellion PCC for the running of the churchyard. Cllr. Raynor will speak to the PCC and ask for a formal application for the grant.</p> <p>Cllr. Penny said the weeds around Silvershell are very rampant. The Clerk to ask A1 Tree Surgery to check this.</p> <p>Noted the bank reconciliation is available for inspection.</p> <table border="0" data-bbox="325 456 1286 860"> <thead> <tr> <th>INCOME</th> <th>NET</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Car park</td> <td>20,223.57</td> <td>4,044.71</td> <td>24,268.28</td> </tr> <tr> <td>Wayleave</td> <td>11.91</td> <td></td> <td>11.91</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="border-top: 1px solid black;">£24,280.19</td> </tr> <tr> <th>EXPENSES</th> <th>NET</th> <th>VAT</th> <th>Total</th> </tr> <tr> <td>Administration</td> <td>1,929.88</td> <td></td> <td>1,929.88</td> </tr> <tr> <td>Car park</td> <td>1,711.10</td> <td></td> <td>1,711.10</td> </tr> <tr> <td>Maintenance - various</td> <td>4,046.01</td> <td>809.21</td> <td>4,855.22</td> </tr> <tr> <td>New Road WCs - running costs</td> <td>876.03</td> <td>24.00</td> <td>900.03</td> </tr> <tr> <td>New Road WCs - building works</td> <td>9,711.85</td> <td>1,942.37</td> <td>11,654.22</td> </tr> <tr> <td>Staff costs, incl. tax & NI</td> <td>1,605.15</td> <td></td> <td>1,605.15</td> </tr> <tr> <td>Gullgard - waste bags</td> <td>110.00</td> <td></td> <td>110.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="border-top: 1px solid black;">£22,765.60</td> </tr> </tbody> </table> <p>b. <i>NDP Expenditure</i> – a copy of the expenditure incurred by the NDP was circulated at the meeting. The Clerk to send a copy to Cllr. Bell</p> <p>c. <i>Change of Bank</i> – Cllrs. Cole and Raynor will pursue changing from HSBC to Barclays Bank. HSBC are threatening to withdraw internet banking as the questionnaire had not been returned.</p> <p>d. <i>Financial Regulations</i> – Members RESOLVED to accept the minor amendments to the recently adopted Regulations. Copy to be displayed on the website.</p> <p>e. <i>Village Hall Committee (VHC)</i> – Cllrs. Penny and Webster left the meeting whilst this was discussed. The VHC are applying to Sita UK for a grant and Members were asked to consider providing a contribution. It was RESOLVED to give a grant of £1,000 subject to the application to Sita being successful.</p>	INCOME	NET	VAT	Total	Car park	20,223.57	4,044.71	24,268.28	Wayleave	11.91		11.91				£24,280.19	EXPENSES	NET	VAT	Total	Administration	1,929.88		1,929.88	Car park	1,711.10		1,711.10	Maintenance - various	4,046.01	809.21	4,855.22	New Road WCs - running costs	876.03	24.00	900.03	New Road WCs - building works	9,711.85	1,942.37	11,654.22	Staff costs, incl. tax & NI	1,605.15		1,605.15	Gullgard - waste bags	110.00		110.00				£22,765.60	<p>Cllr. Raynor</p> <p>Clerk</p> <p>Clerk</p> <p>Cllrs. Coles / Raynor</p> <p>Clerk</p> <p>Clerk</p>
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116/2016	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda.</p> <p>a. <i>Discover England Fund</i> – revenue grants up to £250,000 to ensure that England remains competitive in the global tourism market (Round 1 application deadline 16th September 2016). Cllr. Williams said there had been a 3-way discussion via email with Cllr. Bell, where Ms Anna Druce, CC rejected a suggested funding application for toilets on the playing field and clarified this fund is intended to entice international visitors. Ms Druce said she thought we could apply for funding to employ a consultant to investigate the opportunities for hosting coach parking.</p> <p>b. <i>One Public Transport System for Cornwall</i> – consultation ends 24th June 2016. See: https://www.surveymonkey.com/r/CornwallCouncilStakeholderSurvey.</p>	<p>Cllr. Williams</p>																																																				
117/2016	<p><u>Diary Dates</u> –</p> <p>a. <i>Full Council Meeting</i> – 11th July 2016.</p> <p>b. <i>Amenities Committee Meeting</i> – 22nd June 2016.</p> <p>c. <i>Finance and Car Parks Committee Meeting</i> – 22nd June 2016.</p> <p>d. <i>Network Panel Meeting</i> – Thursday, 16th June 2016, 6.30 pm to 8.30 pm, at the Egloshayle Pavilion.</p> <p>e. <i>Livestock Awareness Event</i> – 5th July 2016, 9.30am, Fraddon Village Hall. No charge, but booking essential. Lunch provided.</p>																																																					

118/2016	<u>Information Only / Future Agenda Items</u> – a. None.	
119/2016	<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.	
120/2016	<u>Hedge Laying</u> – Minute AC18a/2016 refers. A1 Tree Surgery had pointed out the hedge is mainly thick hawthorn, and it would be better if it was cut back on each side and reduced in height between the playing field and the car park, rather than laying the hedge. Members felt this was sensible and agreed to the work being done in the Autumn, when the bird nesting season was over.	
121/2016	<u>Car Park Coin Machines Upgrade</u> – F&CP19c/2016 refers. It was RESOLVED to accept the recommendation from the F&CP Committee to accept a quotation of £210+VAT to upgrade the car park machines to accommodate the new £1 coins.	Clerk
122/2016	<u>Meeting Closed</u> – 21.33pm.	

Signature: (Cllr. Raynor)
Chairman

Date: 11th July 2016