



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE FULL COUNCIL MEETING  
HELD IN PORT ISAAC SCHOOL  
MONDAY, 11<sup>th</sup> JULY 2016 @ 7pm**

Present:	Cllr. Raynor (Chairman) Cllr. Coles (Vice Chairman) Cllr. Penny (CC/PC) Cllr. Williams	Cllr. Bell Cllr. Collings Cllr. Phelps	Cllr. Cleave Cllr. Dawe Cllr. Webster 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 Drury spoke read his family's objections to planning application (PA16/05231) (Minute 127b/2016 refers). Copy on file.</p> <p>Mr Jim May spoke regarding (Minute 127a/2016). He said he owned the land. The property would be for a local family member.</p> <p>Mr Martin Collins, the applicant (Minute 127a/2016) supported what Mr May had said. He emphasised that it would be his family home.</p> <p>Mrs Samantha Collins (applicant) said she wished to move back to Port Isaac, where she had grown up.</p>		
123/2016	<u>Apologies for Absence</u> – Cllr. Brogan (ill health).		
124/2016	<p><u>Members' Declarations</u> –</p> <p>a. <i>Registerable Declarations of Interests</i> – Cllrs. Cleave and Williams in Minute 127a/2016.</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>		Clerk
125/2016	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 13<sup>th</sup> June 2016, <b>AGREED</b> as a true record.</p> <p>b. <i>Amenities Committee Meeting</i> – 22<sup>nd</sup> June 2016, <b>AGREED</b> as a true record.</p> <p>c. <i>Finance &amp; Car Park Committee Meeting</i> – 22<sup>nd</sup> June 2016, <b>AGREED</b> as a true record.</p>		
126/2016	<p><u>Outside Bodies / Reports</u> –</p> <p>a. <i>Parish Council Chairman</i> – Cllr. Raynor reported site meetings are being held i.r.o. the New Road WCs. The new completion date is 12<sup>th</sup> August.</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 encouraged Members to attend the Governance Review, to be held at Wadebridge. Anyone not able to attend can make comments via the website.</p>		

	<p>He had given the go ahead to have the New Road WCs unblocked.</p> <p>d. <i>Neighbourhood Plan</i> – Cllr. Williams said a copy of the questionnaire results had been circulated to Members. There was concern that the report may have been too large for some email inboxes. It will shortly be available on the website. ‘Design’ was identified as a major concern for many and needs to be developed into a policy.</p> <p>Cllr. Bell asked about the housing needs assessment that was carried out for the NDP. He requested this to be an agenda item at a future meeting. It was <b>AGREED</b> to put this on the September agenda.</p> <p>e. <i>St Endellion Coastal Community Team (CCT) / Economic Plan</i> – Cllr. Williams said that CC are themselves putting together a funding application, that would include footpaths in St Endellion parish. NFA.</p> <p>f. <i>Network Panel Meeting</i> – Cllr. Penny had attended the meeting held on 16<sup>th</sup> June 2016. He reported that Wadebridge Town Council had agreed to take on management of the Library / One Stop Shop.</p> <p><i>Special Meeting</i> – Thursday, 14<sup>th</sup> July 2016, 6.00pm at Egloshayle Pavilion, to meet with County Cllr. Hannaford (planning portfolio holder) and Mr Phil Mason (head of planning).</p>	Clerk
127/2016	<p><u>Planning Applications</u> – Members considered:</p> <p>a. <i>PA16/04851, Land North East of Port Gaverne Hotel</i> – new dwelling. Cllrs. Cleave and Williams left the meeting whilst this item was discussed. Members <b>SUPPORT</b> this application unanimously on the grounds that the site is highly suitable for development and will provide a home for a local family.</p> <p>b. <i>PA16/05231, 5 Trewetha Lane, Port Isaac</i> – demolition of existing dwelling and erection of replacement dwelling. Cllr. Williams said a previous application on the site had been refused by CC. Cllr. Penny said the applicants had taken on board some of the previous objections, and the roof was now hipped. There were concerns regarding the use of the flat roof, glass and stainless steel. Cllr. Phelps said it makes a mockery of the conservation area. Cllr. Dawe felt the use of dormer windows would be an improvement. Cllr. Webster said the proposed building was too large for the site. Members <b>OBJECTED</b> unanimously to this application.</p> <p>Cllr. Collings arrived whilst this application was discussed.</p> <p>c. <i>PA16/05339, Rosemary Cottage, 38 Fore Street, Port Isaac</i> – Listed Building Consent to repaint front of property - walls, windows, front door, fascia boards and rainwater goods/soil vent pipe. <b>NO OBJECTION.</b></p> <p>d. <i>PA16/05374, 10 Castle Rock, Port Isaac</i> – ground floor rear bedroom extension and store. Enlargement of balcony. <b>NO OBJECTION.</b></p> <p>e. <i>PA16/05911, 25 Silvershell Road, Port Isaac</i> – non-material amendment following grant of planning permission PA16/01667 (extension and remodelling of an existing single storey dwelling and associated garage). <b>NO OBJECTION.</b></p>	Clerk  Cllr. Williams / Clerk  Cllr. Williams / Clerk  Cllr. Williams / Clerk
128/2016	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Planning Applications Approved by CC</i> – information only.</p> <p>i. <u>PA15/10864, 14 New Road, Port Isaac</u> – demolition of existing garage workshop and erection of four flats.</p> <p>ii. <u>PA16/01760, Port Isaac Village Hall</u> – installation of a stair lift from road level up to the entrance path leading to Hall.</p> <p>iii. <u>PA16/02286, 11 New Road, Port Isaac</u> – 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.</p> <p>iv. <u>PA16/03047, 9 Rose Hill, Port Isaac</u> – 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.</p>	

	<ul style="list-style-type: none"> <li>v. <u>PA16/03654, 36 New Road, Port Isaac</u> – outline application with all matters reserved to replace existing house with new dwelling and an annexe.</li> <li>vi. <u>PA16/04021, Kelmscott, Trelights</u> – replacement rear extension and front porch, removal of chimney and front bay extension, provide additional parking.</li> <li>vii. <u>PA16/04377, 12 Castle Rock, Port Isaac</u> – replacement and enlargement of windows and Juliette balcony doors.</li> </ul> <p>b. <i>Enforcement Cases</i> – an update had been requested i.r.o.:</p> <ul style="list-style-type: none"> <li>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. The Clerk to provide her with an address.</li> <li>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. Case officer, David Tapsell reported that to date he had only managed to carry out a site inspection with a view to chasing the applicant once the 6 month period for appeal had expired. The application was refused in April and therefore there is a potential for an appeal to be lodged up until mid-October. Cllr. Bell said the red BIFFA bins were collecting waste from properties other than the hotel. Cllr. Williams will speak to contract enforcement.</li> <li>iii. <u>EN16/00728, Land at Brooklands Farm, Port Gaverne</u> – alleged erection of large 20sq.m. extension. Case officer: Louise Whitby advised this case is still under investigation.</li> <li>iv. <u>EN16/01087 Tregudda, Port Gaverne</u> – alleged not built in accordance with approved plans PA15/07216; namely orientation of building and installation to two chimneys (not one). Case officer: Louise Whitby advised this case is still under investigation.</li> </ul>	<p>Cllr. Raynor / Clerk</p> <p>Cllr. Williams</p>
129/2016	<p><u>The Main Car Park</u> –</p> <ul style="list-style-type: none"> <li>a. <i>Pedestrian Barrier</i> – Minute 111a/2016 refers. Members considered the report from PDP Green setting out the action needed to ensure the barrier meets British Standard load requirements. They had also provided a plan, FOC. Cllr. Bell will obtain a price from Cormac.</li> <li>b. <i>Field Below the Overflow Car Park and Football Pitch</i> – Minute F&amp;CP26d/16. It was <b>RESOLVED</b> to accept a recommendation from the F&amp;CP Committee that the field be added to the grass cutting contract. Monthly cuts will be made, now Mr Dawe, farmer, had cut the field for hay. The Clerk to ask A1 Tree Surgery to cut monthly until the end of the season. Cllr. Williams left the meeting at this point.</li> </ul>	Cllr. Bell
130/2016	<p><u>Highways Matters</u> –</p> <ul style="list-style-type: none"> <li>a. <i>Waymarkers</i> – Minute 112a/2016 refers. Members received a verbal report, following the site visit by Cllr. Penny, i.r.o. items [i] and [ii]: <ul style="list-style-type: none"> <li>i. Fingerpost on inland route to Port Quin at the top of Roscarrock Hill is broken. Cllr. Penny said this would be easy to repair.</li> <li>ii. Single post where the top of Roscarrock Hill where it connects to the SW Coast path. The Clerk to obtain a quote for a new post. Cllr. Penny to establish if this cost is covered by the DEFRA grant to maintain the SW Coast Path and whether this includes better signage for the coast path. Cllr. Bell will get in touch with the SW Coast Trust.</li> <li>iii. Step on the stile on the PROW from Roscarrock Hill towards Port Quin on the inland route has broken away. Cllr. Williams was to have spoken to the landowner.</li> </ul> </li> </ul>	<p>Cllr. Penny</p> <p>Clerk Cllr. Penny Cllr. Bell</p> <p>Cllr. Williams</p>

	<p>b. <i>Road Markings</i> – Minute 112c/2016 refers. Mr Oliver Jones, Cormac reported the road will be checked and if repainting on Front Hill is required, then it will be added to one of the lining packages as necessary.</p> <p>c. <i>Coach Parking</i> – Minute 112c/2016 refers. Cllr. Dawe reported he had held discussions with local farmers to see if there is any suitable land available for this purpose. He reported that there was no enthusiasm for the proposal. Cllr. Penny will speak to CC officers regarding a piece of waste land owned by them, for use as a coach park.</p> <p>NFA at this stage i.r.o. the email from Ms Anna Druce, CC, regarding use of the 'Discover England Fund' to finance a coach park.</p>	Cllr. Penny
131/2016	<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>Playing Field</u> – Cllr. Collings produced a rough plan for toilets / kiosk / changing rooms. He said funding falls into three separate funding groups. It was <b>RESOLVED</b> to give Cllr. Raynor devolved responsibility to appoint a suitable architect to draw up plans. He will provide a copy of the drawings to Ms Emily Hayden, Ward Williams Ltd. and request her to provide estimated building costs and advise on an architect.</p> <p><i>Dog Show</i> – Ms Andrea Pengelly, Port Isaac School, had emailed to say the Dog Show will be held on 18<sup>th</sup> September 2016, 2-4.30pm.</p> <p>It was <b>RESOLVED</b> to have a 12x14 metre patch cut in the rough area, (just off the pitch and close to the drive down on the left). The Clerk to ask A1 Tree Surgery to action. Ms Pengelly will provide a rough drawing. The Committee will supply a fence, dog waste bin and signs: "Dogs to be kept on a lead at all times". The dog prevention order will be suspended for the day.</p> <p>It was <b>RESOLVED</b> to grant use of the gravel area for the emergency vehicles to park. The Clerk to advise Ms Pengelly of both decisions.</p> <p>ii. <u>Play Equipment</u> – Cllr. Cleave reported she had spoken to CRCC i.r.o. an application for a further grant for play equipment from 'Awards for All'. The Clerk to provide Cllr. Cleave with the PC's bank account details.</p> <p><i>H&amp;S Inspections</i> – it was <b>RESOLVED</b> to accept a recommendation from the Amenities Committee that matters raised in the reports should be actioned by Mr Burnard. It was further <b>RESOLVED</b> to authorise the Clerk to take such action in the future, in accordance with Standing Orders.</p> <p>The Clerk had contacted EarthWrights regarding wear on the D-shackle on the birds' net swing. Cllr. Raynor had inspected the shackles and felt it didn't need any action. Cllr. Bell will act as a second inspector.</p> <p>b. <i>Public WCs</i> – Members received an update on the following:</p> <p>i. <u>New Road WCs</u> – the revised completion date of this project is Friday 12<sup>th</sup> August 2016. Cllr. Coles had collected the cash from the WC PAYE doors. CC use G4S to provide this service. AS Parking had indicated their willingness to empty and bank the monies FOC. It was <b>RESOLVED</b> to ask AS Parking to carry this out once the MOXI system had been installed. £172.85 had been collected from 25<sup>th</sup> June and 7<sup>th</sup> July.</p> <p>ii. <u>Roscarrock WCs</u> – the Clerk reported she had requested usage takings from the PAYE doors, from Mr Jon James CC, but the information had not been received. Cllr. Penny had reported to Cormac that the WCs hadn't been cleaned and there were no toilet rolls.</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>Storm Drains</i> – Cllr. Raynor reported Mr Robert Ford will carry out repairs as follows:</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>Cllr. Raynor</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr. Bell</p> <p>Clerk</p> <p>Cllr. Raynor</p>

	<p>e. <i>PC Terrier</i> – draft terrier of PC-owned property, to include:</p> <p>i. <u>Playing Field</u> – EX08/2016 refers. Cllr. Bell had downloaded the plans, listed in [ii] below. He will send this to the Clerk for circulation to Members. The Clerk to request, from Sproulls, a copy of the conveyance and accompanying plan i.r.o. the land behind the playing fields (7386).</p> <p>ii. <u>Title Deeds</u> – EX09/2016 refers. Sproulls (solicitors) hold the following title deeds ((the number is their reference number).</p> <ul style="list-style-type: none"> <li>• <i>The Main, Port Gaverne</i> – 7762</li> <li>• <i>Deed of Easement &amp; Section 278 Agreement (in relation to new car park)</i> – 8559</li> <li>• <i>Playing Field Port Isaac</i> – 7386</li> <li>• <i>Land at Trewetha Lane Port Isaac</i> – 7467</li> <li>• <i>The Cemetery St.Endellion</i> – 118</li> <li>• <i>Public Toilets New Road</i> – C805</li> </ul> <p>Cllr. Bell left the meeting at this point.</p> <p>f. <i>Port Isaac Pilot Waste Project</i> – Minute 113i/2016 refers. The pilot project commenced on 4<sup>th</sup> July 2016. Cllr. Penny said things are changing on a regular basis. He had asked CC to provide a document setting out precisely when collections, etc. are made. Cllr. Penny explained that CC does not have the authority to insist that businesses use Cory to collect their waste. It isn't, therefore, possible to add a sum to cover waste collection to the business rates. Cllr. Webster said the bins that had been provided had an open top and the seagulls are pulling out the rubbish. Cllr. Penny said he is trying to get CC to agree that the green waste sacks can be placed into seagull proof bags.</p> <p>g. <i>Doctors Meadow</i> – Minute 113j/2016 refers. Cllr. Penny had carried out a site inspection of the slate steps. He reported the problem wasn't with the steps but with vegetative growth. Cllr. Raynor said the growth on Trewetha Lane needed attention.</p>	<p>Cllr. Bell</p> <p>Clerk</p>																																																								
<p>132/2016</p>	<p><u>Administrative Matters</u> –</p> <p>a. <i>Website</i> – there were no issues.</p> <p>b. <i>General Assistant</i> – Minute 114b/2016 refers. The Amenities Committee will be considering this further at their next meeting.</p> <p>c. <i>Local Maintenance Agreement and Street Cleansing Update</i> – letter via N. Cornwall Cluster Group, confirming a 10% increase in the street cleaning grant. The LMP Review had commenced. Previously circulated via email.</p>																																																									
<p>133/2016</p>	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – Schedule No.04 to a value of £30,990.73 was <b>APPROVED</b> for payment.</p> <p>Noted the bank reconciliation was available for inspection.</p> <p>Cllr. Raynor had fitted a new padlock on the playing field gate.</p> <table border="1" data-bbox="319 1612 1292 2038"> <thead> <tr> <th>INCOME</th> <th>NET</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Bank interest</td> <td></td> <td></td> <td>49.37</td> </tr> <tr> <td>Port Gaverne Community Fund – grant</td> <td></td> <td></td> <td>500.00</td> </tr> <tr> <td>Car park takings, + motor bike donation</td> <td>19,592.86</td> <td>3,918.59</td> <td>23,541.45</td> </tr> <tr> <td>WC paye as you enter takings</td> <td>52.92</td> <td>10.58</td> <td>63.50</td> </tr> <tr> <td></td> <td></td> <td></td> <td><b>£24,154.32</b></td> </tr> <tr> <th>EXPENSES</th> <th>NET</th> <th>VAT</th> <th>Total</th> </tr> <tr> <td>Administration</td> <td>126.32</td> <td>15.00</td> <td>141.32</td> </tr> <tr> <td>Car park</td> <td>2,330.00</td> <td>128.00</td> <td>2,458.00</td> </tr> <tr> <td>Maintenance - various</td> <td>1,912.68</td> <td>352.54</td> <td>2,265.22</td> </tr> <tr> <td>New Road WCs - running costs</td> <td>1,185.47</td> <td>182.94</td> <td>1,368.41</td> </tr> <tr> <td>New Road WCs - building works</td> <td>19,698.68</td> <td>3,939.74</td> <td>23,638.42</td> </tr> <tr> <td>Staff costs, incl. tax &amp; NI</td> <td>1,119.36</td> <td></td> <td>1,119.36</td> </tr> <tr> <td></td> <td></td> <td></td> <td><b>£30,990.73</b></td> </tr> </tbody> </table>	INCOME	NET	VAT	Total	Bank interest			49.37	Port Gaverne Community Fund – grant			500.00	Car park takings, + motor bike donation	19,592.86	3,918.59	23,541.45	WC paye as you enter takings	52.92	10.58	63.50				<b>£24,154.32</b>	EXPENSES	NET	VAT	Total	Administration	126.32	15.00	141.32	Car park	2,330.00	128.00	2,458.00	Maintenance - various	1,912.68	352.54	2,265.22	New Road WCs - running costs	1,185.47	182.94	1,368.41	New Road WCs - building works	19,698.68	3,939.74	23,638.42	Staff costs, incl. tax & NI	1,119.36		1,119.36				<b>£30,990.73</b>	
INCOME	NET	VAT	Total																																																							
Bank interest			49.37																																																							
Port Gaverne Community Fund – grant			500.00																																																							
Car park takings, + motor bike donation	19,592.86	3,918.59	23,541.45																																																							
WC paye as you enter takings	52.92	10.58	63.50																																																							
			<b>£24,154.32</b>																																																							
EXPENSES	NET	VAT	Total																																																							
Administration	126.32	15.00	141.32																																																							
Car park	2,330.00	128.00	2,458.00																																																							
Maintenance - various	1,912.68	352.54	2,265.22																																																							
New Road WCs - running costs	1,185.47	182.94	1,368.41																																																							
New Road WCs - building works	19,698.68	3,939.74	23,638.42																																																							
Staff costs, incl. tax & NI	1,119.36		1,119.36																																																							
			<b>£30,990.73</b>																																																							

	b. <i>Change of Bank</i> – Minute 115c/2016. Cllrs. Coles and Raynor have an appointment with Barclays with a view to changing from HSBC.	Cllrs. Coles / Raynor
134/2016	<u>Documentation / Correspondence</u> – not covered elsewhere on the agenda. a. <i>Clerks &amp; Councils Direct</i> – July 2016. b. <i>CC's Stakeholder's Survey</i> – deadline for responses 4 <sup>th</sup> August 2016. Details previously circulated via email. c. <i>Cornwall 4 Change</i> – Members are invited to sign a petition to demand that the Government gives Cornwall the money due from the EU. Details previously circulated via email.	
135/2016	<u>Diary Dates</u> – a. <i>Full Council Meeting</i> – 8 <sup>th</sup> August 2016. b. <i>Amenities Committee Meeting</i> – 20 <sup>th</sup> July 2016. c. <i>Finance and Car Parks Committee Meeting</i> – 20 <sup>th</sup> July 2016. d. <i>Clerk's Leave</i> – 25 <sup>th</sup> July – 5 <sup>th</sup> August 2016. e. <i>Network Panel Meeting</i> – Thursday, 15 <sup>th</sup> September 2016, 6.30 pm to 8.30 pm, at the Egloshayle Pavilion. f. <i>Cruse Bereavement Charity</i> – Members are invited to their AGM which is to be held at the Council Chambers, New County Hall, Truro on Tuesday 26 <sup>th</sup> July 2016 at 7.30pm. g. <i>Governance Review</i> – CC are holding a series of events, reviewing how Cornwall is governed and managed. All sessions are from 7-9pm. Those closest to St Endellion are: i. Truro, Fal Theatre, Truro College: 18 July ii. Wadebridge, Royal Cornwall Showground Pavilions: 12 July A session for Parish Councils will be held on Monday 25 <sup>th</sup> July, 11.15am to 12.15pm, Trelawney Room at County Hall, Truro. h. <i>Inclusion Priorities for Cornwall</i> – workshop where Members are invited to priorities a number of objectives. Wednesday, 13 <sup>th</sup> July 2016, 2pm, The Old Mortuary, Heathlands Road, Liskeard. Details previously circulated via email.	
136/2016	<u>Information Only / Future Agenda Items</u> – a. <i>Portaloos</i> – Cllr. Webster said she had enquired about portaloos on the car park for the six weeks of the summer holidays. The total would be £690 + VAT, including consumables and two cleans p.w. Members pointed out a number of problems with using portaloos. Cllr. Webster will investigate the provision of 'industrial' portaloos. For further consideration	Cllr. Webster Clerk
137/2016	<u>Closed Session</u> – in view of the confidential nature of the quotations about to be discussed, 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.	
138/2016	<u>Hedge Cutting</u> – Minute 120/2016 refers. It was <b>RESOLVED</b> to accept the quotation from A1 Tree Surgery to severely cut back and reduce the height of the hedge between the playing field and the car park at a cost of £400. It was further <b>RESOLVED</b> to cut the roadside hedge along the footpath at a cost of £150.	Clerk
139/2016	<u>Royal Visit</u> – it was <b>RESOLVED</b> make a donation of £80 towards the cost of printing photographs, etc. of the Royal Visit for an exhibition.	Clerk
140/2016	<u>Meeting Closed</u> – 21.21pm.	

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

Date: 8<sup>th</sup> August 2016