



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE FULL COUNCIL MEETING
HELD IN PORT ISAAC SCHOOL
MONDAY, 8th AUGUST 2016 @ 7pm**

Present:	Cllr. Raynor (Chairman) Cllr. Dawe Cllr. Williams	Cllr. Bell Cllr. Penny (CC/PC)	Cllr. Collings Cllr. Webster Mrs Thompson (Clerk)
Minute	AGENDA ITEMS		Action
	<u>Chairman's Welcome and Public Forum</u> – the Chairman welcomed those present and advised them of exits, local hazards, location of WCs, etc.		
141/2016	<u>Apologies for Absence</u> – Cllrs. Brogan and Coles. Cllr. Phelps was not present.		
142/2016	<u>Members' Declarations</u> – a. <i>Registerable Declarations of Interests</i> – Cllrs. Raynor, Webster and Williams in 145a/2016. b. <i>Non-registerable interest</i> – none. c. <i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds. d. <i>Dispensations</i> – none.		
143/2016	<u>Minutes of Meetings</u> – a. <i>Full Council Meeting</i> – 11 th July 2016, AGREED as a true record. b. <i>Amenities Committee Meeting</i> – 20 th July 2016. Cllr. Dawe was present, with this amendment the Minutes were AGREED as a true record. c. <i>Finance & Car Park Committee Meeting</i> – 20 th July 2016. Cllr. Dawe was present, with this amendment the Minutes were AGREED as a true record.		
144/2016	<u>Outside Bodies / Reports</u> – a. <i>Parish Council Chairman</i> – Cllr. Raynor read a letter from Colonel Bolitho, The Lord Lieutenant of Cornwall, thanking Members for their part in the recent Royal Visit by the Duke and Duchess of Cornwall. Cllr. Raynor reported he had been in discussion with Mr Norman Trebilcock of FLEET. The Fishermen's Friends had raised some £6,000, which will finance a further two defibrillators. There was some discussion about where they would be sited. Trevathan Farm is also going to finance one for their premise. Cllr. Raynor had met with Cllr. Phelps on the site of the new garages and although there was a huge amount of earth to be disposed of, the development does appear to be in accordance with the planning permission. b. <i>Police</i> – PCSO Drennan sent her apologies and advised there had been three crimes reported in the last month, all thefts. The culprit had been caught and given a prison sentence.		

	<p>c. <i>Cornwall Council</i> – Cllr. Penny reported he had been in discussion with Mr Richard Jones, regarding the Treswarrow Farm solar fund and funding will be made available to various local organisations. ‘Street Baps’ is applying for a street trading licence. The Clerk to ask CC to cut the roadside hedges on Back Hill and Trewetha Lane.</p> <p>d. <i>Neighbourhood Plan</i> – Cllr. Williams advised there was nothing to report.</p> <p>e. <i>St Endellion Coastal Community Team (CCT) / Economic Plan</i> – Cllr. Bell advised there was nothing to report. He will speak to the Chairman, Ms Debbie Wilshire, as his personal commitments mean he is unable to progress with the Plan. Cllr. Williams said she might know of someone who would be willing to take over from him as Secretary.</p> <p>f. <i>Network Panel Meeting</i> – Cllr. Penny had attended the Special Meeting held on Thursday, 14th July 2016, and met with County Cllr. Hannaford (planning portfolio holder) and Mr Phil Mason (head of planning). The advice had been to put local housing need requirements into the NDP.</p>	<p>Clerk</p> <p>Cllr. Bell</p> <p>Cllr. Williams</p>
<p>145/2016</p>	<p><u>Planning Applications</u> – Members to consider:</p> <p>a. <i>PA16/06555, Land S. of 8 Rose Hill, Port Isaac</i> – proposed 1-bedroom dwelling. Cllrs. Raynor, Webster and Williams left the meeting whilst this item was discussed. Cllr. Penny chaired the meeting for this item. There was some concern about the amount of glass being used on the building, in a conservation area. SUPPORT, but Members recommend, as this is in a conservation area, that there is a reduction in the amount of glass used on the first floor and that the Juliette balcony rail is made of wrought iron.</p> <p>b. <i>PA16/06870, South West Water Treatment Works, Port Isaac</i> – proposal for additional infrastructure plant and machinery in relation to proposed changes to Waste Water Treatment Works. Members SUPPORT any improvement to the site.</p>	<p>Clerk</p> <p>Clerk</p>
<p>146/2016</p>	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Planning Applications Approved by CC</i> – information only.</p> <p>i. <u>PA16/04579, 11 New Road, Port Isaac</u> – 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</p> <p>ii. <u>PA16/05339, Rosemary Cottage, 38 Fore Street, Port Isaac</u> – Listed Building Consent to repaint front of property - walls, windows, front door, fascia boards and rainwater goods/soil vent pipe.</p> <p>iii. <u>PA16/05374, 10 Castle Rock, Port Isaac</u> – ground floor rear bedroom extension and store. Enlargement of balcony.</p> <p>iv. <u>PA16/05911, 25 Silvershell Road, Port Isaac</u> – non-material amendment following grant of planning permission PA16/01667 (extension and remodelling of an existing single storey dwelling and associated garage).</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.</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. Case officer, David Tapsell. NOTE – an appeal be lodged up until mid-Oct. Cllr. Penny had spoken to contract enforcement, regarding the red BIFFA bins on the site. He had been told that the green bins are no longer available.</p> <p>iii. <u>EN16/00728, Land at Brooklands Farm, Port Gaverne</u> – alleged erection of large 20sq.m. extension. Case officer: Louise Whitby closed this case of 14th July and details of her summary of closure are as follows:</p>	

	<p>"I have visited the site and investigated the complaint and it appears there is no breach of planning control. As you can see from the approved plan, the development carried out is a dwelling which has got planning permission. Two semi-detached properties and two detached properties as approved under planning permission E1/2007/01482. In view of this I will not be taking any further and the case will now be closed."</p> <p>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 is still investigating this matter and had written to the land owner requesting they make contact with her.</p> <p>c. <u>Brenton's Park, Trelights, Port Isaac</u> – CC advised that the roads on Brenton's Park development became highways maintainable at the public expense on 13th July 2016. Details previously circulated via email.</p>	
147/2016	<p><u>The Main Car Park</u> –</p> <p>a. <u>Pedestrian Barrier</u> – Minute 129a/2016 refers. Covered by 156/2016 below. Cllr. Bell reported he had recently asked PDP Green to copy their specification to Cormac and to ask them for a quotation.</p> <p>b. <u>Portaloos</u> – Minute 136a/2016 refers. Cllr. Webster reported all the industrial-type portaloos are out on hire.</p>	
148/2016	<p><u>Highways Matters</u> –</p> <p>a. <u>Waymarkers</u> – Minute 130a/2016 refers. Members received a verbal:</p> <p>i. Fingerpost on inland route to Port Quin at the top of Roscarrock Hill is broken. Cllr. Penny had yet to carry out a repair.</p> <p>ii. Single post at the top of Roscarrock Hill where it meets the SW Coast path:</p> <ul style="list-style-type: none"> • Cllr. Penny advised the DEFRA grant comes through Natural England. He is awaiting more information, regarding maintenance of the SW Coast Path and whether this includes better signage for the coast path. • Cllr. Bell reported the South West Coast Path Trust, which part funded the improvements to the Port Isaac section about 5 years ago, is no longer active. Its role appears to have been taken over by the South West Coast Path Association. Cllr. Williams will provide Cllr. Bell and the Clerk with a contact who may have access to funding for footpath projects. <p>iii. Step on the stile on the PROW from Roscarrock Hill towards Port Quin on the inland route had broken away. Cllr. Williams was to have spoken to the landowner.</p> <p>b. <u>Coach Parking</u> – Minute 130c/2016 refers. Cllr. Penny reported the officer he needs to speak to regarding use of a piece of waste land owned by CC, for possible use as a coach park, Mr Jon James, CC, has been on leave. He will pursue.</p>	<p>Cllr. Penny</p> <p>Cllr. Williams</p> <p>Cllr. Penny</p>
149/2016	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <u>Playing Field</u> – Cllr. Raynor had accepted the quotation from Ward Williams of £600+VAT to provide a full, professional report, which could be presented with any funding applications.</p> <p>b. <u>Play Equipment</u> – Cllr. Cleave is seeking quotations for new equipment. When this is to hand, a further grant application will be submitted to 'Awards for All'.</p> <p>c. <u>Public WCs</u> – Members received an update:</p> <p>i. <u>New Road WCs</u> – Cllr. Raynor said that progress had been slower than hoped and the builders would not meet the completion date. Cllr. Coles and he were unhappy with Cormac's cleaning standards.</p>	

Members favoured grey coloured flooring.

Noted AS Parking to be asked to collect and bank the takings from the PAYE doors, once the MOXI system had been installed and trialled.

- ii. Roscarrock WCs – Mr Jon James, CC had provided a quarterly report of income and expenses for the WCs, previously circulated to Members.

Cllr. Coles reported, through the Chairman, he was very disappointed to see that according to the Roscarrock report the PC will get a bill for £3,700 for the last quarter if CC kept us to our undertaking. If the remainder of the year continues like that there will be a total of £15,000 to pay for which we have no budget. This is on top of the absence of revenue which we budgeted from the toilet and shop of £17,000. A total of £32,000 on top of the overspend on the New Road toilet and shop development. Cllr. Williams pointed out that the PC might not be culpable for all of the shortfall, if it could be proved that CC were remiss in, for example, not fitting PAYE doors until 6th June.

Cllr. Collings said there should be 'shame' notices, to encourage people to pay an entrance fee and not hold the door for the next user. Cllr. Webster will come up with a form of wording for the notices. Cllr. Penny will speak to CC regarding increasing the charge from 20p to 50p.

Cllr. Webster
Cllr. Penny

- d. PC Terrier – draft terrier of PC-owned property, to include:

- i. Playing Field – Sproulls had provided a copy of the conveyance and accompanying plan i.r.o. the land behind the playing fields (7386).
- ii. Title Deeds – EX09/2016 refers. Sproulls (solicitors) hold the following title deeds ((the number is their reference number).
- *The Main, Port Gaverne – 7762*
 - *Deed of Easement & Section 278 Agreement (in relation to new car park) – 8559*
 - *Playing Field Port Isaac – 7386*
 - *Land at Trewetha Lane Port Isaac – 7467*
 - *The Cemetery St Endellion – 118*
 - *Public Toilets New Road – C805*

Cllr. Bell reported a Land Registry search produced results for the Main Car Park and Field below, St Endellion Cemetery and the New Road toilet block. There was no result for searches for Port Gaverne Main or the Playing Field, which suggests they are unregistered titles. It was **AGREED** to ask Sproulls, solicitors, to register the PG Main and the playing field.

Clerk

Cllr. Bell advised Members that a meeting with Mr Donnithorne to resolve the alignment of the unsurfaced cart track alongside the Parish Council's Port Isaac playing field should, in his opinion, be between the Clerk as the Proper Officer of the Parish Council and Mr Donnithorne or his representative.

He added the width of the cart track is shown as 16 feet on the 12th January 1976 conveyance from NDCD (copy provided) and the surfaced road currently being laid appeared to be somewhat wider than that. This should be independently verified by a qualified land surveyor. He was concerned about what the value may be of the PC owned land alongside the cart track and the significant amount at the junction with the Trewetha Lane giving access to the public highway. As a Parish Council member he is unable to give that valuation advice.

Cllr. Bell said Members should consider seeking a vehicular right of way for the PC along the full length of the widened track serving the PC's land.

The Government's Valuation Office Agency District Valuer Service provides independent valuation advice to town and parish councils. The local VOA office for Cornwall is in St Austell.

It was **AGREED** Cllrs. Penny and Raynor will meet with Mr Donnithorne to discuss the boundary.

Cllrs. Penny /
Raynor

	<p>e. <i>Port Isaac Pilot Waste Project</i> – Minute 131f/2016 refers. Members were asked to report any issues to the Clerk, who will compile a list to bring to the September meeting. It was felt that July was the wrong time to start this type of project and better demarcation was needed. There was also a problem in obtaining the green bags.</p> <p>f. <i>Dog Show</i> – Ms Andrea Pengelly, Port Isaac School had been asked to provide a copy of their risk assessment and insurance policy.</p> <p>g. <i>Port Isaac Carnival Committee</i> – Minute 114c/2016 refers. Ms Alice Stratton had provided a copy of the Carnival Committee’s risk assessment and insurance cover.</p>	<p>All Members / Clerk</p> <p>Clerk</p>																																																				
150/2016	<p><u>Administrative Matters</u> –</p> <p>a. <i>Website</i> – standing agenda item.</p> <p>i. <u>Any Issues</u> – Cllr. Cleave suggested placing details of the footpaths onto the website, with an interactive link that people could use to comment. Members will bring any information they hold to the next Amenities Meeting.</p> <p>Cllr. Bell left the meeting at this point.</p>	All Members																																																				
151/2016	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – Schedule No.05 to a value of £30,125.31 was APPROVED for payment.</p> <p>Noted the bank reconciliation was available for inspection.</p> <table border="1"> <thead> <tr> <th>INCOME</th> <th>NET</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>St Endellion cemetery</td> <td>85.00</td> <td></td> <td>85.00</td> </tr> <tr> <td>Car park takings</td> <td>26,990.22</td> <td>5,398.04</td> <td>32,388.26</td> </tr> <tr> <td>WC PAYE as you enter takings</td> <td>341.67</td> <td>68.33</td> <td>410.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£32,883.26</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>EXPENSES</th> <th>NET</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Administration</td> <td>50.06</td> <td></td> <td>50.06</td> </tr> <tr> <td>Car park</td> <td>7,570.18</td> <td></td> <td>7,570.18</td> </tr> <tr> <td>Maintenance - various</td> <td>59.43</td> <td>11.89</td> <td>71.32</td> </tr> <tr> <td>New Road WCs - running costs</td> <td>3,434.33</td> <td>571.92</td> <td>4,006.25</td> </tr> <tr> <td>New Road WCs - building works</td> <td>14,423.45</td> <td>2884.69</td> <td>17,308.14</td> </tr> <tr> <td>Staff costs, incl. tax & NI</td> <td>1,119.36</td> <td></td> <td>1,119.36</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£30,125.31</td> </tr> </tbody> </table> <p>b. <i>Budget Monitor</i> – copy was circulated at the meeting. Cllr. Raynor spoke of Cllr. Coles’ concerns i.r.o. actual expenditure against the budget, in particular sums spent for which there was no agreed budget. Cllr. Raynor said we could have an ‘emergency fund’. For further discussion when Cllr. Coles was present. The 2017/18 budget procedure needs to start in October.</p> <p>c. <i>Change of Bank</i> – Minute 133b/2016. Cllr. Raynor will pursue Lloyds Bank, regarding changing accounts from HSBC.</p> <p>d. <i>Cash Bags</i> – it was RESOLVED to purchase five spare cash bags for the coin units at the New Road toilets at £47.60 each.</p>	INCOME	NET	VAT	Total	St Endellion cemetery	85.00		85.00	Car park takings	26,990.22	5,398.04	32,388.26	WC PAYE as you enter takings	341.67	68.33	410.00				£32,883.26	EXPENSES	NET	VAT	Total	Administration	50.06		50.06	Car park	7,570.18		7,570.18	Maintenance - various	59.43	11.89	71.32	New Road WCs - running costs	3,434.33	571.92	4,006.25	New Road WCs - building works	14,423.45	2884.69	17,308.14	Staff costs, incl. tax & NI	1,119.36		1,119.36				£30,125.31	Clerk
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152/2016	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda.</p> <p>a. <i>Who Decides</i> – online survey to decide how CC is run in the future. Details previously circulated via email.</p> <p>b. <i>Energy Advice</i> – free sessions offered by CRCC to all local groups. Details previously circulated via email.</p> <p>c. <i>Learning & Development Newsletter</i> – produced by CC, specifically for the Town and Parish Councils. Details previously circulated via email.</p>																																																					
153/2016	<p><u>Diary Dates</u> –</p> <p>a. <i>Full Council Meeting</i> – 12th September 2016.</p> <p>b. <i>Amenities Committee Meeting</i> – cancelled.</p>																																																					

	<p>c. <i>Finance and Car Parks Committee Meeting</i> – cancelled.</p> <p>d. <i>Clerk's Leave</i> – 30th August – 2nd September 2016.</p>	
154/2016	<p><u>Information Only / Future Agenda Items</u> –</p> <p>a. <i>Coaststeering on The Main, Port Gaverne</i> – for further consideration at the September meeting.</p> <p>b. <i>Ramblers Association</i> – update following meeting with Mrs Blacklaw.</p>	Clerk
155/2016	<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>	
156/2016	<p><u>Car Park Pedestrian Barrier</u> – covered by 147a/2016 above.</p>	
157/2016	<p><u>Royal Visit</u> – it was RESOLVED to accept a recommendation of the F&CP Committee to pay £308+VAT for the manning of the road closures during the Royal Visit. The Clerk explained she had yet to receive an invoice for this work.</p>	
158/2016	<p><u>General Assistant</u> – Minute AC34/2016 refers. Members considered a recommendation of the Amenities Committee that the PC employs a General Assistant to carry out a number of tasks, including:</p> <p>a. To carry out regular inspections of the village including footpaths, signs, play equipment, toilets, car park, etc.</p> <p>b. To put posters in the notice board etc.</p> <p>Cleaning the WCs could form a separate job.</p> <p>It was RESOLVED Cllr. Raynor will write a draft job specification. The wording of the advertisement to be considered at the September meeting.</p> <p>Noted the only other requirement was to find a person with knowledge of filling out funding application forms.</p>	Cllr. Raynor
159/2016	<p><u>Meeting Closed</u> – 20.52pm.</p>	

Signature: (Cllr. Raynor)
Chairman

Date: 12th September 2016