



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE FULL COUNCIL MEETING  
HELD IN PORT ISAAC SCHOOL  
MONDAY, 10<sup>th</sup> OCTOBER 2016 @ 7pm**

Present:	Cllr. Raynor (Chairman) Cllr. Collings Cllr. Webster	Cllr. Bell Cllr. Penny (CC/PC)	Cllr. Coles (Vice Chairman) Cllr. Phelps 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 Steve May was present to gauge Members views on his proposal for an additional parking. Minute 185c/2016 refers.</p> <p>Mr Peter Wonnacott, PW Planning, spoke regarding 182e/2016. He said the new application took account of the PC's previous comments. The floor level had been dropped to accommodate bedrooms in the roof. He spoke regarding the comments of the next door neighbour and said although the window overlooks his property, it is protected by frosted glass. He provided a plan.</p> <p>Mr and Mrs Quilter spoke regarding 46 New Road, which they had recently purchased. They said the existing dwelling was sub-standard. The new dwelling will use local stone, etc. and will be in keeping with neighbouring properties. They assured the meeting their builders will be as considerate as possible.</p> <p>Mr Chris Lanyon, Port Isaac Illuminations Committee, spoke regarding the Committee's request for a grant from the donation towards the cost of a torch light parade (insurance, etc.) Minute 188e/2016 refers. They hoped the PC would be sympathetic to any future requests to assist with the cost of storage.</p> <p>Mr Ken Drury spoke regarding 182e/2016. He felt the new application meets most of his previous concerns. He provided a written copy of his comments and pointed out that there are a number of errors in the application, e.g. there are trees on the site (the application says there are none). He was particularly concerned that there should be a construction plan in place and pointed out that the lane leading to the property is not owned by No.4 Trewetha Lane.</p> <p>Mr Wonnacott advised he is aware of these restrictions.</p>		
178/2016	<p><u>Apologies for Absence</u> – Cllrs. Cleave (ill health), Dawe (work commitment) and Williams (leave).</p> <p>Cllr. Brogan had resigned from the Parish Council, because of family commitments. The Clerk to advice CC.</p>	Clerk	
179/2016	<p><u>Members' Declarations</u> –</p> <ol style="list-style-type: none"> <li><i>Registerable Declarations of Interests</i> – Cllrs. Penny and Webster in Christmas Tree (Minute186f/2016 refers) and Christmas Lights (Minute188e/2016 refers).</li> <li><i>Non-registerable interest</i> – none.</li> <li><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><i>Dispensations</i> – none.</li> </ol>		

180/2016	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 12<sup>th</sup> September 2016, <b>AGREED</b> as a true record.</p> <p>b. <i>Extraordinary Meeting</i> – 21<sup>st</sup> September 2016, <b>AGREED</b> as a true record.</p> <p>c. <i>Amenities Committee Meeting</i> – 21<sup>st</sup> September 2016, <b>AGREED</b> as a true record.</p> <p>d. <i>Finance &amp; Car Park Committee Meeting</i> - 21<sup>st</sup> September 2016, <b>AGREED</b> as a true record.</p>	
181/2016	<p><u>Outside Bodies / Reports</u> –</p> <p>a. <i>Parish Council Chairman</i> – Cllr. Raynor said he had nothing to add, that was not included on the agenda.</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 the bollards had been ordered and would be installed in Church Hill.</p> <p>d. <i>Neighbourhood Plan</i> – in the absence of Cllr. Williams there was no report.</p> <p><u>NDP Housing Needs Advice</u>– Minute 126d/2016 refers. In the absence of Cllr. Williams, Cllr. Bell asked that this is deferred until she is present. The Clerk to ask the webmaster to repair the link to the Housing Needs Advice.</p> <p>e. <i>St Endellion Coastal Community Team (CCT) / Economic Plan</i> – in the absence of Cllr. Williams there was no report.</p> <p>f. <i>Network Panel Meeting</i> – Cllrs. Raynor and Penny had attended the meeting held on 15<sup>th</sup> September 2016 and reported the traffic enforcement officer had been present and had offered to attend a future meeting. The F&amp;CP to discuss this further. The Port Isaac waste collection had also been discussed.</p> <p>The next meeting will be held on the 1<sup>st</sup> December 2016.</p>	<p>Clerk</p> <p>Clerk</p>
182/2016	<p><u>Planning Applications</u> – Members considered the following:</p> <p>a. <i>PA16/06509, Land adj. Port Gaverne Hotel, Port Isaac</i> – demolition of existing café, construct new café hut from matching materials, proposed new landscape to help improve site finish.</p> <p>The National Trust had objected to the proposal because they believe the new café would be <i>'alien to the locality and not reinforce local distinctiveness, as advocated in paragraph 60 of the NPPF'</i>.</p> <p>Cllr. Coles said he was supportive of a new café, in principle, but he did not think the proposal as it stood was acceptable. It should reflect the existing building. Cllrs. Bell, Collings and Webster were in agreement with this view.</p> <p>Cllr. Webster said she favoured something resembling the Bedruthan Steps Café, which was very pleasing.</p> <p>Cllr. Penny said a ridge roof would make the building look taller. He favoured using timber wherever possible. Cllr. Bell agreed with this. He would rather the building was lower.</p> <p><b>OBJECT.</b> Members are supportive, in principle, but wish to see a more traditional building with a low profile ridge roof, using natural materials.</p> <p>b. <i>PA16/07635, 34a Fore Street, Port Isaac</i> – remove the existing slates and timbers and replace with a new roof. <b>NO OBJECTION.</b></p> <p>c. <i>PA16/08327, 12 The Terrace, Port Isaac</i> – build a garden room as ancillary to the main property. <b>NO OBJECTION.</b></p> <p>d. <i>PA16/08380, 21-23 Church Hill, Port Isaac</i> – proposed internal alterations and re-cladding of rear elevation. <b>NO OBJECTION.</b></p> <p>e. <i>PA16/08432, Linden, 5 Trewetha Lane, Port Isaac</i> – resubmission of withdrawn application PA16/05231 for the demolition of existing dwelling and erection of replacement dwelling. The latest plan was shown to Members. <b>SUPPORT</b>, provided there is a construction plan to protect neighbouring properties and no building during the peak tourist time and any trees on site are protected.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>f. PA16/08591, Land N of Trigg Court (formerly Bodannon), Port Isaac – certificate of lawfulness relating to works for the construction of dwelling and associated works relating to E1/89/3498. The PC is not consulted on this type of application. NFA.</p> <p>g. PA16/08637, 46 New Road, Port Isaac – proposed replacement dwelling. Case officer, Julie Mitchell, had scaled off the drawings, and the height of the existing front elevation is 5.8m and the height of the proposed front elevation is 7.2m. The block plan shows that the first floor level is the same, so the difference in ridge height would be 1.4m by her calculations.</p> <p>Cllr. Williams' views were made known to the meeting through the Chairman. Members liked the design of the building and <b>SUPPORTED</b> the application.</p>	Clerk
183/2016	<p><u>Other Planning Matters –</u></p> <p>a. <i>Planning Applications Approved by CC – information only.</i></p> <p>i. <u>PA16/06555, Land S. of 8 Rose Hill, Port Isaac</u> – proposed 1-bedroom dwelling.</p> <p>ii. <u>PA16/07128, 17 Silvershell Road, Port Isaac</u> – extensions to the rear and side of the existing dwelling including Balcony addition, alterations to internal layout, replacement roof structure and finish, new windows and doors through out and new rear terrace and extended/modified front car parking.</p> <p>iii. <u>PA 16/07447, Tregudda Road from Tremore to Port Gaverne</u> – non-material amendment (various as per schedule) to planning application PA15/07216 for owners' accommodation to include a laundry/store room, a boiler room and living accommodation. The proposal was for an additional chimney.</p> <p>b. <i>Enforcement Cases – an update had been requested i.r.o.:</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. NOTE – contact addresses for the owner had been provided to the 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 can be lodged up until mid-October.</p> <p>iii. <u>EN16/01510, 17 Trewetha Lane, Port Isaac</u> – change of use of building from a lock up store to a trading shop. Case officer: Louise Whitby reported she had visited the site and will be sending out a Planning Contravention Notice (formal questionnaire).</p> <p>c. <i>Planning Conferences – CC are running a number of conferences across the county. Cllrs. Cleave and Williams (and possibly Webster) will be attending the session at Bodmin.</i></p>	Cllrs. Cleave, Williams, Webster
184/2016	<p><u>The Main Car Park –</u></p> <p>a. <i>Enforcement Matters – at the Extraordinary Meeting held on 21<sup>st</sup> September, Members had agreed to seek legal advice from Hancox solicitors. Cllr. Bell said running a car park comes under 'Parish Purposes'. The advice had since been received and will be considered by the F&amp;CP Committee. The Clerk to circulate prior to the meeting.</i></p>	Clerk
185/2016	<p><u>Highways Matters –</u></p> <p>a. <i>Waymarkers – Minute 130a/2016 refers.</i></p> <p>i. Fingerpost on inland route to Port Quin at the top of Roscarrock Hill is broken. Mr Garry Snowden of Altimar Signwriting required more information in order to give a quotation for a hardwood replacement. Cllr. Penny will draw a plan indicating the various elements.</p>	Clerk/ Cllr. Penny

	<p>ii. Single post at the top of Roscarrock Hill where it meets the Coast path. Cllr. Williams to clarify what is needed.</p> <p>Cllr. Bell will produce a plan numbering the fingerposts for future ease of reference.</p> <p>b. <i>Coach Parking</i> – Minute 130c/2016 refers. Cllr. Penny reported he is still trying to find a CC officer who could help regarding a piece of waste land owned by them, for use as a coach park.</p> <p>c. <i>Seasonal Car Park</i> – September Public Forum refers. Members were in full support of a temporary, seasonal car parking at Tarters' Farm, Port Gaverne.</p> <p>d. <i>Port Gaverne Hill to Port Isaac</i> – Minute 167d/2016 refers. The hedge on this site had been cut.</p> <p>e. <i>Parking Enforcement</i> – Mr Craig Taylor, Parking Manager, CC had attended the Network meeting and reported they have taken on additional parking enforcement officers and it is now possible to enter into a Service Level Agreement with CC for additional visits. It was <b>RESOLVED</b> to invite Mr Taylor to meet with Members half-an-hour before a Full Council meeting.</p> <p>f. <i>Hackney Carriage and Private Hire Driver Policy Review</i> – consultation with all hackney carriage and private hire drivers in Cornwall concerning an update to the current driver policies.</p>	<p>Cllr. Williams</p> <p>Cllr. Bell</p> <p>Clerk</p>
186/2016	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Play Equipment</i> – in the absence of Cllr. Cleave there was update.</p> <p>b. <i>Public WCs</i> – Members received the following update:</p> <p>i. <u>New Road WCs</u> – Cllrs. Coles and Raynor are of the opinion that the new doors are not robust enough. The Post Office will install a 'phone line and Millers Estate Agents will give a report as to the rent for the shop. The disabled ramp has yet to be built.</p> <p>ii. <u>Roscarrock WCs</u> – the quarterly figures had been received, plus an invoice to cover the difference between income and expenditure.</p> <p>Cllr. Coles said Pay As You Go doors should have been installed on each door and not on the external door only as CC had done. Cllr. Penny will speak to Mr Jon James about this. Cllr. Raynor said smaller cisterns would help save water.</p> <p>Members wish to see these toilets to remain open until the end of October and at weekends throughout the winter and Christmas / New Year.</p> <p>c. <i>PC Terrier/Land Registration</i> – Members received an update:</p> <p>i. <i>The Main, Port Gaverne</i> – 7762. Cllr. Bell will inspect and copy CC's tithe map for the Port Gaverne Main, and provide Mr Sproull with a copy</p> <p>ii. <i>Playing Field Port Isaac</i> – 7386. Copies of Land Registration title certificate and plan CL 193815 showing the ownership of the track and its width in relation to the boundaries of the adjoining 'Garrick' houses had been forwarded to Mr Sproull.</p> <p>d. <i>Port Isaac Pilot Waste Project</i> – Minute 168d/2016 refers. Covered by 181f/2016 above. Mr James Ortiz and Ms Stephanie Crocker had declined to meet with Members at this stage.</p> <p>e. <i>St Endellion Cemetery</i> – Mr Ian Sandbrook, St Endelienta project seeks permission to open up a gate immediately opposite the Tolragott Farm driveway (the entrance to the festival parking field) so that people can cross straight into the burial ground and so avoid walking along the road. Members had concerns about possible damage to the cemetery. Deferred to the November meeting. Mr Sandbrook to be asked to provide a plan of the proposal.</p> <p>f. <i>Christmas Tree</i> – it was <b>RESOLVED</b> to grant permission to the Christmas Lights Committee to erect a tree on the grass area on the right of the Main car park as you enter.</p>	<p>Cllr. Cleave</p> <p>Cllr. Penny</p> <p>Clerk</p> <p>Cllr. Bell</p> <p>Clerk</p> <p>Clerk</p>

	<p>g. <i>Telephone Boxes</i> – Minute 171d/2016 refers. Cllr. Dawe had reported: “Many parts of Trelights do not have signal coverage, however, if you stand at the location of the telephone kiosk there is signal on all mobile networks. So it is correct what BT stated.” Consultation closing date is 23<sup>rd</sup> November 2016.</p> <p>Noted Mr Paul Jordan, BT apologised but the kiosk on Church Hill would not be repainted until 2017.</p>																																																																							
187/2016	<p><u>Administrative Matters</u> –</p> <p>a. <i>Website</i> – standing agenda item.</p> <p>i. <u>Any Issues</u> – the Housing Needs link needs to reinstated.</p>																																																																							
188/2016	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – Schedule No.07 to a value of £46,843.89 was <b>APPROVED</b> for payment.</p> <table border="1"> <thead> <tr> <th>INCOME</th> <th>NET</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>New Road WC - takings</td> <td>608.33</td> <td>121.67</td> <td>730.00</td> </tr> <tr> <td>Car Park - income</td> <td>21,140.34</td> <td>4,228.07</td> <td>25,368.41</td> </tr> <tr> <td>Cemetery - income</td> <td>85.00</td> <td></td> <td>85.00</td> </tr> <tr> <td>Bank interest</td> <td>49.38</td> <td></td> <td>49.38</td> </tr> <tr> <td>British Gas - refund (WC meter)</td> <td>150.00</td> <td>30.00</td> <td>180.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td><b>£26,412.79</b></td> </tr> <tr> <th>EXPENSES</th> <th>NET</th> <th>VAT</th> <th>Total</th> </tr> <tr> <td>Administration</td> <td>78.94</td> <td></td> <td>78.94</td> </tr> <tr> <td>Car park</td> <td>3,540.00</td> <td>370.00</td> <td>3,910.00</td> </tr> <tr> <td>Maintenance - various</td> <td>972.68</td> <td>46.54</td> <td>1,019.22</td> </tr> <tr> <td>New Road WCs - running costs</td> <td>2,661.33</td> <td>211.43</td> <td>2,872.76</td> </tr> <tr> <td>New Road WCs - building works</td> <td>30,936.34</td> <td>6,187.27</td> <td>37,123.61</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>WWA - cost plan for play field</td> <td>600.00</td> <td>120.00</td> <td>720.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td><b>£46,843.89</b></td> </tr> </tbody> </table> <p>Noted the bank reconciliation was available for inspection.</p> <p>It was <b>RESOLVED</b> to write off the following cheques:</p> <table border="1"> <tbody> <tr> <td>200096</td> <td>Cllr. Williams - postage</td> <td>6.40</td> </tr> <tr> <td>200237</td> <td>Port Isaac Village Hall - NDP mtg</td> <td>20.00</td> </tr> </tbody> </table> <p>b. <i>Budget Monitor</i> – copy was circulated at the meeting.</p> <p>Noted the 2017/18 budget procedure to commence in October. Members to notify the Clerk of any additional expenditure to be considered in that financial year.</p> <p>c. <i>Change of Bank</i> – Minute 133b/2016. Nil to report.</p> <p>d. <i>Insurance Cover</i> – Came &amp; Co advised there is no prospect of getting cover for loss of income, should both car park ticket machines be stolen. Insurers only provide loss of income cover where there has been damage to a building. It will not cover ticket machines away from any insured building.</p> <p>e. <i>Grant Request</i> – it was <b>RESOLVED</b> to support the Angels and Lantern Parade with a donation of £500, funded from unallocated reserves. Cllrs. Penny and Webster left the meeting whilst this item was discussed.</p> <p>Mr Lanyon had explained the PI Illuminations Committee hire a garage for storage at a cost of £440 p.a. It was <b>RESOLVED</b> to pay £220 p.a. from 2017/18 towards the storage cost, provided the PC could store some items there.</p>	INCOME	NET	VAT	Total	New Road WC - takings	608.33	121.67	730.00	Car Park - income	21,140.34	4,228.07	25,368.41	Cemetery - income	85.00		85.00	Bank interest	49.38		49.38	British Gas - refund (WC meter)	150.00	30.00	180.00				<b>£26,412.79</b>	EXPENSES	NET	VAT	Total	Administration	78.94		78.94	Car park	3,540.00	370.00	3,910.00	Maintenance - various	972.68	46.54	1,019.22	New Road WCs - running costs	2,661.33	211.43	2,872.76	New Road WCs - building works	30,936.34	6,187.27	37,123.61	Staff costs, incl. tax & NI	1,119.36		1,119.36	WWA - cost plan for play field	600.00	120.00	720.00				<b>£46,843.89</b>	200096	Cllr. Williams - postage	6.40	200237	Port Isaac Village Hall - NDP mtg	20.00	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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189/2016	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda.</p> <p>a. <i>The Terrace, Port Isaac</i> – fencing / hedging on the left-hand side needs attention. Cllr. Penny will speak to CC’s Highways Officer to clarify the position. Cllr. Bell will check the Land Registry to see who is responsible.</p>	Cllrs. Penny / Bell																																																																						
190/2016	<p><u>Diary Dates</u> –</p> <p>a. <i>Full Council Meeting</i> – 14<sup>th</sup> November 2016.</p>																																																																							

	<p>b. <i>Amenities Committee Meeting</i> – 26<sup>th</sup> October 2016.</p> <p>c. <i>Finance and Car Parks Committee Meeting</i> – 26<sup>th</sup> October 2016.</p> <p>d. <i>CC's Localism Summit and Budget and Priorities Event</i> – Monday, 31<sup>st</sup> October 2016 at Royal Cornwall Pavilion Centre, Wadebridge:</p> <p>i. <u>Localism Summit</u> – 12pm to 5pm.</p> <p>ii. <u>Budget, Priorities and Resources Event</u> – 5-8pm.</p> <p>Further information, including booking details, available from the Clerk.</p>	
191/2016	<p><u>Information Only / Future Agenda Items</u> –</p> <p>a. <i>Playing Field</i> – Ward Williams Associates had provided a new build estimate, which was deferred to the November meeting. Copy of the report and Cllr. Collings' plan to be forwarded to all Members.</p>	Cllr. Raynor / Clerk
192/2016	<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>	
193/2016	<p><u>Car Park Pedestrian Barrier</u> – Cllr. Bell said he had inspected the original contract and he believed PDP Green and / or Cormac are responsible for installing a barrier that complies with safety regulations. He did not see that the PC was in any way responsible. He will speak to the Quantity Surveyors who acted as Project Managers and ask them to write to PDP Green and Cormac.</p>	Cllr. Bell
194/2016	<p><u>General Maintenance Assistant</u> – Minute AC46/2016 refers. The Amenities Committee had agreed the post is not needed. No further action.</p>	
195/2016	<p><u>Meeting Closed</u> – 20.58pm.</p>	

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

Date: 14<sup>th</sup> November 2016