



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE FULL COUNCIL MEETING  
HELD IN PORT ISAAC SCHOOL  
MONDAY, 14<sup>th</sup> NOVEMBER 2016 @ 7pm**

Present:	Cllr. Raynor (Chairman) Cllr. Collings Cllr. Webster	Cllr. Cleave Cllr. Dawe Cllr. Williams	Cllr. Coles (Vice Chairman) Cllr. Penny (CC/PC)
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 Tim Schofield, Director of Raven Land Management Ltd. met with Members, regarding Minute 201a/2016. He explained that the latest planning application is identical to the previous plan of 2012 which had expired. Unfortunately there was a misunderstanding at the Cornwall Council offices and the neighbours living in Homer Park were not informed of the latest application and have expressed their concerns. He is going to meet the neighbours tomorrow at the same time he will be meeting the planning officer.</p>		
196/2016	<p><u>Apologies for Absence</u> – Cllr. Bell (personal commitment); Cllr. Phelps and the Clerk. In the absence of the Clerk, Cllr. Raynor took the Minutes.</p>		
197/2016	<p><u>Casual Vacancy</u> – no election was called i.r.o. Ms Brogan's resignation. Members may now advertise for candidates to fill the vacancy.</p>		
198/2016	<p><u>Members' Declarations</u> –</p> <ul style="list-style-type: none"> <li>a. <i>Registerable Declarations of Interests</i> – none.</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>		
199/2016	<p><u>Minutes of Meetings</u> –</p> <ul style="list-style-type: none"> <li>a. <i>Full Council Meeting</i> – 10<sup>th</sup> October 2016, <b>AGREED</b> as a true record.</li> <li>b. <i>Amenities Committee Meeting</i> – 26<sup>th</sup> October 2016, <b>AGREED</b> as a true record.</li> <li>c. <i>Finance &amp; Car Park Committee Meeting</i> – 26<sup>th</sup> October 2016, <b>AGREED</b> as a true record.</li> </ul>		
200/2016	<p><u>Outside Bodies / Reports</u> –</p> <ul style="list-style-type: none"> <li>a. <i>Parish Council Chairman</i> – Cllr. Raynor said he had nothing to report that was not on the agenda.</li> <li>b. <i>Police</i> – in the absence of the PCSO there was no police report.</li> <li>c. <i>Cornwall Council</i> – Cllr. Penny advised Members that the Cornwall Plan was due to be put before the Council, and that the decision to uphold St Ives appeal will affect most Neighbourhood Plans in Cornwall.</li> </ul>		

	<p>d. <i>Neighbourhood Plan</i> – nil to report. <u>NDP Housing Needs Advice</u> – Minute 126d/2016 refers. This item was deferred until both Cllrs Bell and Williams are present.</p> <p>e. <i>St Endellion Coastal Community Team (CCT) / Economic Plan</i> – Cllr. Williams is concerned that we still do not have a Secretary and she would like to move forward with her plan to improve the path ways in the parish.</p> <p>f. <i>Network Panel Meeting</i> – the next meeting is scheduled to be held on the 1<sup>st</sup> December 2016.</p>	
201/2016	<p><u>Planning Applications</u> – Members considered the following:</p> <p>a. <i>PA16/08897, Homer Park Farmhouse, Port Isaac</i> – demolition of existing dwelling and construction of replacement dwelling with new boiler house, swim pool house and associated works.</p> <p>It was <b>RESOLVED</b> to defer this application to an Extraordinary Meeting to be held on 23<sup>rd</sup> November 2016 because the resident party wall neighbour had not been consulted, nor has the site advertisement been placed.</p> <p>b. <i>PA16/09770, 13 Hartland Road, Port Isaac</i> – extensions to provide additional living and bedroom accommodation.</p> <p>Members <b>SUPPORTED</b> this application unanimously.</p> <p>c. <i>PA16/10094, Telecommunications Mast, Port Gaverne</i> – prior notification for addition of 3 no. new antennas on new support, atop existing 15m lattice tower and development ancillary thereto, to include small scale mast head amplifiers fitted beneath the antennas. Information only.</p>	<p>Clerk</p> <p>Clerk</p>
202/2016	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Planning Applications Approved by CC</i> – information only.</p> <p>i. <u>PA16/04851, Land North East of Port Gaverne Hotel</u> – new dwelling.</p> <p>ii. <u>PA16/08194, 9 The Terrace, Port Isaac</u> – introduction of off road car parking bay for two vehicles.</p> <p>iii. <u>PA16/08327, 12 The Terrace, Port Isaac</u> – build a garden room as ancillary to the main property.</p> <p>iv. <u>PA16/07952, Signal Field, New Road, Port Isaac</u> – new dwelling.</p> <p>b. <i>Planning Applications Refused by CC</i> – information only.</p> <p>i. <u>PA16/07413, Land S of 8 The Terrace, Port Isaac</u> – demolition of single storey garage and erection of new two-storey two-bedroom house.</p> <p>c. <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. 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. Noted an appeal can be lodged up until mid-October. Cllr. Williams thought the planning officer should be made aware of the plans to provide further parking at Port Gaverne.</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>d. <i>PA16/06509, Land Adj Port Gaverne Hotel</i> – application to go to CC's planning committee for decision on 5<sup>th</sup> December 2016.</p> <p>e. <i>PA16/02367/PREAPP, 39 New Road, Port Isaac</i> – pre-application advice for new 2-storey, 4-bedroom house to replace existing property.</p>	<p>Clerk</p>

	<p>NOTE – whilst wholly agreeing that the present building had come to the end of its current life, Members unanimously commented on the inappropriateness of the rear balcony as it would compromise the privacy of the neighbouring property, looking straight into the garden. Generally the balance of opinion disapproved of the scale of the proposal which was criticised as overwhelming given its position in the street. Two members had no misgivings.</p> <p>Mr Matthew Sleeman, case officer had now issued his advice, in which he commented on the materials that it is proposed to use, as this leads to an overbearing and oppressive appearance. It is advised that the use of timber cladding for the majority of the proposed dwelling would be at odds with the character of the area.</p> <p>Concerns are raised that the proposed balcony would harm neighbouring amenity through overlooking and loss of privacy particularly to the rear garden 37 New Road and the windows on the rear elevation of 28 Hartland Road. For this reason it is advised that the balcony be removed from the scheme.</p> <p>f. <i>Advertising Plaques</i> – five Members did not want plaques to be displayed on holiday properties in the conservation area advertising John Bray Cornish Holidays at all. Two Members did not object to the plaques but concerns were expressed regarding the size being 30cm X 30cm.</p>	
203/2016	<p><u>The Main Car Park</u> –</p> <p>a. <i>Enforcement Matters</i> – Members considered the legal advice from Hancox solicitors, previously circulated via email.</p> <p>Cllr. Coles reported he had met with Mr Kevin McManus from AS Parking to discuss if they were prepared to help pay for the removal of the PPO. They indicated they are not prepared to offer any assistance. It was therefore <b>AGREED</b> to continue as we are especially as the Clerk had pointed out that if the government decided to insist on a PPO we would have to go through the whole procedure again.</p> <p>NOTE – Mr Craig Taylor, CC Civil Parking Enforcement Officer and Ms Zoe Ball will attend the December meeting.</p> <p>b. <i>Car Park Pedestrian Barrier and Footpath</i> – Minute 193/2016 refers. In the absence of Cllr. Bell the views of the Quantity Surveyors who acted as Project Managers were not known. Deferred to the December meeting.</p>	Cllr. Bell
204/2016	<p><u>Highways Matters</u> –</p> <p>a. <i>Waymarkers</i> – Minute 204a/2016 refers. Members received updates:</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 to draw a plan indicating the various elements.</p> <p>ii. Single post at the top of Roscarrock Hill where it meets the Coast path. Cllr. Williams had provided the Clerk with details.</p> <p>iii. Cllr. Bell to produce a plan numbering the fingerposts for future ease of reference.</p> <p>b. <i>Coach Parking</i> – Minute 130c/2016 refers. Mr Jonny Alford, CC did not feel it would be suitable to place a coach park in front of a listed building. For further consideration.</p> <p>c. <i>The Terrace, Port Isaac</i> – fencing / hedging on the left-hand side needs attention. Minute 189a/2016 refers. Cllr. Penny had spoken to CC’s Highways Officer, who believed the land is owned by the National Trust. Cllr. Williams to speak to the NT representative. Cllr. Bell to check the Land Registry to see who is responsible.</p>	Cllr. Penny  Cllr. Bell  Cllrs. Williams / Bell
205/2016	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Play Equipment</i> – Cllr. Cleave had asked for a quotation for the play equipment as discussed and is awaiting a reply.</p>	Cllr. Cleave

	<p>Cllr. Raynor mentioned that he had talked to some of the children who regularly use the playing field and they had all said they would like nets for the goal posts. It was <b>AGREED</b> that Cllrs. Raynor and Penny would measure the post and get some prices for the nets. Cllr. Raynor added the moles were taking over and that we must bring in the mole expert.</p> <p>b. <i>Public WCs</i> –</p> <p>i. <u>New Road WCs / Retail Unit</u> – Cllr. Raynor reported that he had met with Miller Commercial to discuss letting the shop area. Mr Will Attlee had suggested that we should get a rent in the region of £10,000 per annum and the best way to market would be to ask for tenders.</p> <p>Unfortunately despite a reminder we had not heard back from Millers, and so it was decided to contact another agent. Cllr. Raynor to contact Mr Ross Collings of Staggs. It was felt that we should contact Mr Daniel Sproull to discuss the form of lease that we should offer.</p> <p>One point of interest came out of the meeting and that was to extend the pathway in front of the shop to provide an area for tables and chairs. Cllr. Raynor discussed this with our engineer who put forward a plan with a rough estimate. The estimate was in excess of £10,000 plus planning it was therefore decided not to proceed and go forward as planned. It was also discussed that whatever business took over the shop, it would have to be in the village's best interests. It was suggested that we could advertise the shop in TRIO this to be referred to the Amenities Committee.</p> <p>Cllr. Raynor reported we had another drain blockage and are waiting the results of a further examination of the drain. New doors had been fitted but door No.3 still is not shutting. A further meeting with WWA is due to take place next week. He had put up notices to advise the public that we have to charge to cover running costs.</p> <p>ii. <u>Roscarrock WCs</u> – Cllr. Penny had spoken to Mr Jon James, CC who had agreed to put up signs to say that there are other toilets inside.</p> <p>c. <i>PC Terrier/Land Registration</i> – in Cllr. Bell's absence this item was differed. Comment was made regarding a quantity of slate stored by a previous Chairman, Cllr. Robert Harris. It was felt this should be transferred to Cllr. Dawe's store where he is holding the slate from the new Road Toilets. The slate is believed to have come from the graveyard. It was <b>RESOLVED</b> the Clerk should write to Mr Harris and ask if we could collect the slate as we are hoping to sell this in conjunction with the other slate we hold.</p> <p>d. <i>St Endellion Cemetery</i> – Public Forum refers. Members had received a proposal from St Endellion Festival Trust to make a pathway from the road opposite the festival car park through our part of the grave yard to join the existing path to the Church. The Council was in full <b>SUPPORT</b> with the following conditions.</p> <p>i. St Endellion Festival Trust Trust must erect and maintain a suitable gate and pathway to join the existing path as per their plan.</p> <p>ii. They must also check to see if planning permission is required as the gate will open up on to the main road and if so they must bear the costs.</p> <p>e. <i>Playing Field</i> – Minute 191a/2016 refers. Cllr. Raynor explained the Budget showed we could not afford to go ahead this year we should refer this back to the Amenities Committee in order to prepare plans for the build for when we can afford it. Copy of the report and Cllr. Collings' plan had been forwarded to all Members.</p> <p>f. <i>Footpath to Trewetha</i> – Members discussed whether having a footpath adjacent to the road would improve safety for walkers in the dark, and at the same time improve visibility for vehicles leaving the site. However the majority felt that the hedge row and wall gave more protection to the walkers from vehicles and should be left. No further action.</p>	<p>Cllrs. Raynor / Penny</p> <p>Cllr. Raynor</p> <p>Clerk</p> <p>Cllr. Bell</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
206/2016	<p><u>Administrative Matters</u> –</p> <p>a. <i>Website</i> – standing agenda item. No issues.</p>	

207/2016	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – Schedule No.07, to a value of £38,916.19 was <b>APPROVED</b> for payment.</p> <table border="0"> <thead> <tr> <th><b>INCOME</b></th> <th><b>NET</b></th> <th><b>VAT</b></th> <th><b>Total</b></th> </tr> </thead> <tbody> <tr> <td>New Road WC - takings</td> <td>441.66</td> <td>88.34</td> <td>530.00</td> </tr> <tr> <td>Car Park - income</td> <td>11,213.38</td> <td>2,242.67</td> <td>13,456.05</td> </tr> <tr> <td>Cheques not cashed 2015/16</td> <td>26.40</td> <td></td> <td>26.40</td> </tr> <tr> <td>Insurance claim</td> <td>1600</td> <td></td> <td>1,600.00</td> </tr> <tr> <td>CC - grass verge grant</td> <td>1855.56</td> <td></td> <td>1,855.56</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="border-top: 1px solid black;"><b>£17,468.01</b></td> </tr> <tr> <th><b>EXPENSES</b></th> <th><b>NET</b></th> <th><b>VAT</b></th> <th><b>Total</b></th> </tr> <tr> <td>Administration</td> <td>167.33</td> <td>17.20</td> <td>184.53</td> </tr> <tr> <td>Car park</td> <td>23,785.69</td> <td>266.58</td> <td>24,052.27</td> </tr> <tr> <td>Maintenance - various</td> <td>3,971.76</td> <td>783.56</td> <td>4,755.32</td> </tr> <tr> <td>New Road WCs - running costs</td> <td>662.65</td> <td>70.45</td> <td>733.10</td> </tr> <tr> <td>New Road WCs - building works</td> <td>1,435.50</td> <td>287.10</td> <td>1,722.60</td> </tr> <tr> <td>Staff costs, incl. tax &amp; NI</td> <td>1,422.53</td> <td></td> <td>1,422.53</td> </tr> <tr> <td>Roscarrock WCs - donation</td> <td>5,545.84</td> <td></td> <td>5,545.84</td> </tr> <tr> <td>Miscellaneous</td> <td>500.00</td> <td></td> <td>500.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="border-top: 1px solid black;"><b>£38,916.19</b></td> </tr> </tbody> </table> <p>Noted the bank reconciliation was made available for inspection.</p> <p>It was <b>RESOLVED</b> to authorise Cllrs. Raynor and Coles to transfer money from the deposit to the current account.</p> <p>It was <b>RESOLVED</b> to write off the following cheques:</p> <table border="0"> <tr> <td style="padding-left: 40px;">200363</td> <td style="padding-left: 40px;">St Endellion PCC – grant</td> <td style="padding-left: 40px;">500.00</td> </tr> </table> <p>b. <i>2017/18 Budget</i> – deferred to the December meeting.</p> <p>c. <i>2015/16 Annual Return</i> – Members considered and <b>APPROVED</b> the report from Grant Thornton, previously circulated via email, which had identified a number of non-material matters:</p> <ol style="list-style-type: none"> <li>i. Fixed Assets – wrongly recorded.</li> <li>ii. Borrowings – wrongly recorded.</li> <li>iii. High Levels of Reserve.</li> </ol> <p>d. <i>HSBC Accounts</i> – it was <b>RESOLVED</b> to appoint Cllrs. Cole, Dawe, Penny, Raynor and Webster as the bank signatories.</p>	<b>INCOME</b>	<b>NET</b>	<b>VAT</b>	<b>Total</b>	New Road WC - takings	441.66	88.34	530.00	Car Park - income	11,213.38	2,242.67	13,456.05	Cheques not cashed 2015/16	26.40		26.40	Insurance claim	1600		1,600.00	CC - grass verge grant	1855.56		1,855.56				<b>£17,468.01</b>	<b>EXPENSES</b>	<b>NET</b>	<b>VAT</b>	<b>Total</b>	Administration	167.33	17.20	184.53	Car park	23,785.69	266.58	24,052.27	Maintenance - various	3,971.76	783.56	4,755.32	New Road WCs - running costs	662.65	70.45	733.10	New Road WCs - building works	1,435.50	287.10	1,722.60	Staff costs, incl. tax & NI	1,422.53		1,422.53	Roscarrock WCs - donation	5,545.84		5,545.84	Miscellaneous	500.00		500.00				<b>£38,916.19</b>	200363	St Endellion PCC – grant	500.00	Clerk Clerk
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208/2016	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda.</p> <p>a. <i>Clerks &amp; Councils Direct</i> – November 2016.</p> <p>b. <i>Discounted Home for Sale</i> – details of a property for sale in St Teath previously circulated via email.</p> <p>c. <i>Freedom of Information</i> – a request, under the FoI Act had been received from Mr Angus Gill for “site of any communication between the Parish and Cornwall County Council Legal Services concerning the Parking Places Order on the parish's car park”.</p> <p>d. <i>Cornwall Minerals Safeguarding Development Plan Document (DPD) Pre-Submission Consultation</i> – CC is publishing the above document for a six week consultation period. Your representations are invited between Monday 7<sup>th</sup> November and 5pm Monday 19<sup>th</sup> December 2016.</p>																																																																								
209/2016	<p><u>Diary Dates</u> –</p> <p>a. <i>Full Council Meeting</i> – 12<sup>th</sup> December 2016.</p> <p>b. <i>Extraordinary Meeting</i> – 23<sup>rd</sup> November 2016.</p> <p>c. <i>Amenities Committee Meeting</i> – 23<sup>rd</sup> November 2016.</p> <p>d. <i>Finance and Car Parks Committee Meeting</i> – 23<sup>rd</sup> November 2016.</p> <p>e. <i>Citizen’s Advice Bureau AGM</i> – 16<sup>th</sup> November 2016, 7pm. Kingsley Suite, Kingsley Village, Fraddon.</p>																																																																								

210/2016	<u>Information Only / Future Agenda Items</u> – a. None.	
211/2016	<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.	
212/2016	<u>Play Equipment Inspections</u> – Minute AC57/2016 refers. It was <b>RESOLVED</b> to accept a quotation from SchoolSafe (Trow) for monthly inspections at a cost of £695 p.a., equivalent to £57.92 per monthly inspection.	Clerk
213/2016	<u>Disabled Ramp, New Road WCs</u> – provision of a disabled ramp. Deferred to the Amenities Committee.	
214/2016	<u>Meeting Closed</u> – 9pm.	

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

Date: 12<sup>th</sup> December 2016