



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE FULL COUNCIL MEETING
HELD IN PORT ISAAC SCHOOL
MONDAY, 12th DECEMBER 2016 @ 7pm**

Present:	Cllr. Raynor (Chairman) Cllr. Collings Cllr. Webster	Cllr. Cleave Cllr. Dawe Cllr. Williams	Cllr. Coles (Vice Chairman) Cllr. Penny (CC/PC) 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>Miss Hopkins spoke regarding her property (Minute 220b/2016 refers). She said this had been her holiday home, but she had not moved down here permanently. She explained what she had planned for the property.</p> <p>Members met with Mr Craig Taylor, CC Civil Parking Enforcement Officer and Ms Zoe Hall. Mr Taylor said he had given a presentation at the Network Meeting. CC is able to set up Service Level Agreements for additional parking enforcement. Currently in the winter they visit Port Isaac twice a week, in the summer it is 3-4 times a week. One hundred fixed penalty notices had been issued in the village during the past year. Additional officer time can be purchased at a maximum of £35 p.h. + travel time.</p> <p>Ms Hall said it should be possible to specify the time the enforcement officers attend in the future. Cllr. Penny asked for an official letter that could be circulated to local businesses, warning that out-of-hours parking enforcement was being undertaken. He felt this would act as a deterrent.</p> <p>Cllr. Raynor said a road traffic order, currently underway, will increase the roads on which parking could be enforced.</p> <p>Mr Taylor said Members need to consider the time of year they wish to purchase a SLA. It is not possible to be flexible as to this, once it had been set up.</p>		
215/2016	<u>Apologies for Absence</u> – Cllrs. Bell and Phelps (both with personal commitments).		
216/2016	<u>Casual Vacancy</u> – it was RESOLVED to co-opt Mr Kevin McCormick to the PC. He needs to sign his Acceptance of Office form. The Clerk to provide him with a copy of the Register of Interests form, Standing Orders and Code of Conduct. The Clerk to advise CC.	Cllr. McCormick Clerk Clerk	
217/2016	<p><u>Members' Declarations</u> –</p> <p>a. <i>Registerable Declarations of Interests</i> – Cllr. Williams in 220d/2016, Cllr. Penny in 220b/2016 and Cllr. Collings in 226b/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>		

218/2016	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 14th November 2016, AGREED as a true record.</p> <p>b. <i>Extraordinary Meeting</i> – 23rd November 2016, AGREED as a true record.</p> <p>c. <i>Amenities Committee Meeting</i> – 23rd November 2016, AGREED as a true record.</p> <p>d. <i>Finance & Car Park Committee Meeting</i> – 23rd November 2016, AGREED as a true record.</p>	
219/2016	<p><u>Outside Bodies / Reports</u> –</p> <p>a. <i>Parish Council Chairman</i> – Cllr. Raynor said he had received a letter from the RNLI thanking Members for the use of the Playing Field. The event had raised over £20,500.</p> <p>b. <i>Police</i> – in the absence of the PCSO there was no police report.</p> <p>c. <i>Cornwall Council</i> – Cllr. Penny said there was nothing to report. The Christmas lights in the village were looking good this year.</p> <p>d. <i>Neighbourhood Plan</i> – Cllr. Williams said there was nil to report. <u>NDP Housing Needs Advice</u> – Minute 126d/2016 refers. Cllr. Williams explained that Members had no input into the NDP assessment. 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 said the CCT was defunct. To be removed from future agendas.</p> <p>f. <i>Network Panel Meeting</i> – Cllr. Penny had attended the meeting held on 1st December 2016. He reported there had been a talk about the Customer Access Strategy and the Sustainability and Transformation Plan (STP).</p>	
220/2016	<p><u>Planning Applications</u> – Members considered the following:</p> <p>a. <i>PA16/09733 and PA16/09734, 34 Fore Street, Port Isaac</i> – rebuilding of chimney removed in the 1980s. NO OBJECTION.</p> <p>b. <i>PA16/10237, Higher Moon, Tintagel Terrace, Port Isaac</i> – alterations and extension of dwelling. Cllr. Penny left the meeting whilst this item was discussed. SUPPORT with the condition that non-reflective powder coated frames are used around the glass balcony. The applicant agreed to this verbally at the PC meeting.</p> <p>c. <i>PA16/10731, 7 Tintagel Terrace, Port Isaac</i> – prior notification for proposed demolition of attic bungalow. Members OBJECTED unanimously to this proposal in the strongest terms. Without a plan in place we consider the demolition of a dwelling in close proximity to others is an un-neighbourly action. We urge the applicants to submit a plan without delay.</p> <p>d. <i>PA16/11066, 13 The Terrace, Port Isaac</i> – partial removal of garage to create rear parking area and new storage shed. Cllr. Williams left the meeting whilst this was discussed. Members are in full SUPPORT of this proposal.</p>	<p>Cllr. Williams / Clerk</p> <p>Cllr. Williams / Clerk</p> <p>Cllr. Williams / Clerk</p> <p>Clerk</p>
221/2016	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Planning Applications Approved by CC</i> – information only.</p> <p>i. <u>PA16/07635, 34a Fore Street, Port Isaac</u> – LBC to remove existing slates and timbers and replace with a new roof.</p> <p>ii. <u>PA16/08432, Linden, 5 Trewetha Lane, Port Isaac</u> – resubmission of withdrawn application PA16/05231 for the demolition of existing dwelling and erection of replacement dwelling.</p> <p>iii. <u>PA16/08637, 46 New Road, Port Isaac</u> – proposed replacement dwelling.</p> <p>iv. <u>PA16/08380, 21-23 Church Hill, Port Isaac</u> – proposed internal alterations and re-cladding of rear elevation.</p> <p>b. <i>Planning Applications Deferred to CC Planning Committee</i> –</p>	

	<p>i. PA16/06509, Land adj. Port Gaverne Hotel – demolition of existing café, construct new café hut from matching materials, proposed new landscape to help improve site finish. Cllr. Williams reported this application had subsequently been refused.</p> <p>c. <i>Enforcement Cases</i> – an update had been requested i.r.o.:</p> <p>i. EN16/00308, Harbour Heights, Rose Hill, Port Isaac – 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 reported a raft breach of condition notice is in progress.</p> <p>ii. EN16/00667, Land NE of Port Gaverne Hotel – 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 a Planning Contravention Notice (questionnaire) is to be served.</p> <p>iii. EN16/01510, 17 Trewetha Lane, Port Isaac – change of use of building from a lock up store to a trading shop. Case officer: Louise Whitby reported a Planning Contravention Notice had been returned and it had been determined there was no breach of planning. Case closed.</p> <p>d. <i>Pre-Application Planning Protocol</i> – Members RESOLVED to join the voluntary pre-application agreement scheme (details previously circulated via email). The Clerk advised she will need assistance in completing the application.</p> <p>e. <i>Cornwall Council Local Plan</i> – CC adopted its Plan on the 22nd November 2016: www.cornwall.gov.uk/localplancornwall.</p>	Cllr. Williams / Clerk
222/2016	<p><u>The Main Car Park</u> –</p> <p>a. <i>Parking Enforcement Matters</i> – it was RESOLVED to enter into a SLA with CC to purchase additional parking enforcement in Port Isaac and Port Gaverne up to £1,250. The Clerk to liaise with Mr Taylor. Public forum refers.</p> <p>b. <i>Car Park Pedestrian Barrier and Footpath</i> – Minute 193/2016 refers. An email had been received from Mr James Cummings regarding these issues. Members wished to hear the views of Cllr. Bell before making a decision. Deferred to the January meeting.</p> <p>c. <i>Online Ticketing Service</i> – Minute F&CP55c/2016 refers. It was RESOLVED to accept a recommendation from the F&CP Committee to change providers from Whoosh to Parkonomy.</p>	Clerk Cllr. Bell Clerk Clerk
223/2016	<p><u>Highways Matters</u> –</p> <p>a. <i>Coach Parking</i> – Minute 204b/2016 refers. Members had been unable to identify a suitable site for a coach park. No further action.</p> <p>b. <i>The Terrace, Port Isaac</i> – fencing / hedging on the left-hand side needs attention. Minute 204c/2016 refers. Cllr. Bell had provided a copy of the Land Registry entry to confirm ownership. The Clerk to pass details to County Cllr. Penny who will take the matter up with Highways.</p> <p>c. <i>Port Isaac One-way System</i> – Cllr. Williams said an ambulance had come down Church Hill, despite the sign and despite the pinch point and despite the fact that last time this happened an ambulance got stuck there for 4 hours taking it out of service. She will make a personal complaint about this.</p> <p>d. <i>Yellow Lines</i> – Ms Babs Sherriff, Cormac reported the resident at number 15 Hartland Road had removed the garden wall to construct an off-road parking space. Members AGREED the no waiting at any time restriction at this location was still required.</p>	Clerk Clerk / Cllr. Penny Cllr. Williams Clerk
224/2016	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Play Equipment</i> – Cllr. Cleave said that the zip wire had been removed from the tender. The value of the remainder of the equipment was £19,000. She will liaise with CRCC regarding grant applications.</p>	Cllr. Cleave

	<p>i. <u>Goal Nets</u> – goal nets had been purchased and would be put up shortly.</p> <p>ii. <u>Moles</u> – Mr David Cornish had been asked to deal with the mole problem. The Clerk to remind him.</p> <p>iii. <u>Barbed Wire</u> – Cllr. Dawe will remove the exposed barbed wire from the hedge on the playing field.</p> <p>b. <u>Public WCs</u> –</p> <p>i. <u>New Road WCs / Retail Unit</u> – Members received a verbal report:</p> <ul style="list-style-type: none"> • Advertising the retail unit – a meeting with John Brays had been held and they suggested the asking price for rent should be £8,000 per annum. Their terms of business are expected. Cllr. Williams reported she had been in touch with the Post Office. It would be possible for an existing business to take over the facility locally. Mr Ken Polmounter, CC had been asked for assistance in moving the existing bin store. • Results of the second camera survey to try to identify the reason for the repeated blockages indicated the repairs are all good. Cllr. Raynor said there had been another blockage today, which he had cleared. He believed the problem is the amount of toilet paper being used. The door closing mechanisms are ‘rubbish’ and need to be changed. Members felt that it is essential to have a maintenance contractor appointed immediately. It was RESOLVED to appoint Mr Phil Burnard. • Ms Emily Hayden, WWA will arrange the final handover. She is waiting for Building Control to sign off the works. <p>ii. <u>Roscarrock WCs</u> – Cllrs. Raynor and Coles had met with Mr Jon James, CC on 9th December 2016. They reported he will clarify the running cost to the Clerk. Mr James said CC would continue to run the toilets. Cormac are trialling a system, which gives a verbal request to close the door and not leave it open for the next user.</p> <p>c. <u>PC Terrier/Land Registration</u> –</p> <p>i. <u>The Main, Port Gaverne</u> – 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. <u>Playing Field Port Isaac</u> – 7386. Mr Sproull had advised he is preparing the application to be sent to the Land Registry. Members confirmed the school still uses part of the lower playing field as a playing field during school hours and the two Wayleave Agreements are still current.</p> <p>d. <u>Sale of Slate</u> – Minute 205c/2016 refers. Cllr. Dawe will collect the slate being stored by Mr Harris shortly. The value of the slate will then be ascertained prior to it being offered for sale.</p> <p>e. <u>Beach Dog Control</u> – CC advised they propose to keep all the existing conditions, times, dates and durations of dogs on beaches restrictions with new PSPOs; meaning we propose that dogs would be allowed on designated beaches at the same times as they are allowed now. Consultation ends 12th January 2017.</p> <p>f. <u>Post Offices Consultation</u> – the Department for Business, Energy and Industrial Strategy has published a consultation on the post office network. The link is: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/566186/beis-16-36-post-office-network-consultation.pdf. The consultation runs for 6 weeks, ending on 21st December 2016.</p>	<p>Cllr. Raynor</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr. Bell</p> <p>Clerk</p> <p>Cllr. Dawe</p>
225/2016	<p><u>Administrative Matters</u> –</p> <p>a. <u>Website</u> – standing agenda item.</p> <p>i. <u>Any Issues</u> – Members considered a proposal to have an attendance log on the website, but did not feel it necessary.</p>	

226/2016	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – Schedule No.08 to a value of £6,188.95 was APPROVED for payment. The Cheque to Mr Burnard will appear on the January 2017 schedule.</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">INCOME</th> <th style="text-align: right;">NET</th> <th style="text-align: right;">VAT</th> <th style="text-align: right;">Total</th> </tr> </thead> <tbody> <tr> <td>New Road WC - takings</td> <td style="text-align: right;">41.67</td> <td style="text-align: right;">8.33</td> <td style="text-align: right;">50.00</td> </tr> <tr> <td>Car Park - income</td> <td style="text-align: right;">22,319.35</td> <td style="text-align: right;">4,463.86</td> <td style="text-align: right;">26,783.21</td> </tr> <tr> <td>Port Gaverne Community Fund - donation</td> <td style="text-align: right;">1,140.00</td> <td></td> <td style="text-align: right;">1,140.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right; border-top: 1px solid black;">£27,973.21</td> </tr> </tbody> </table> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">EXPENSES</th> <th style="text-align: right;">NET</th> <th style="text-align: right;">VAT</th> <th style="text-align: right;">Total</th> </tr> </thead> <tbody> <tr> <td>Administration</td> <td style="text-align: right;">90.23</td> <td style="text-align: right;">1.67</td> <td style="text-align: right;">91.90</td> </tr> <tr> <td>Car park</td> <td style="text-align: right;">1690</td> <td></td> <td style="text-align: right;">1,690.00</td> </tr> <tr> <td>Maintenance - various</td> <td style="text-align: right;">59.43</td> <td style="text-align: right;">11.89</td> <td style="text-align: right;">71.32</td> </tr> <tr> <td>New Road WCs - running costs</td> <td style="text-align: right;">2,897.42</td> <td style="text-align: right;">318.95</td> <td style="text-align: right;">3,216.37</td> </tr> <tr> <td>Staff costs, incl. tax & NI</td> <td style="text-align: right;">1,119.36</td> <td></td> <td style="text-align: right;">1,119.36</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right; border-top: 1px solid black;">£6,188.95</td> </tr> </tbody> </table> <p>Noted the bank reconciliation was made available for inspection.</p> <p>b. <i>Grant Request</i> – Members considered making a grant to:</p> <p>i. <u>War Memorial / Church Rooms</u> – it was RESOLVED to make a grant of £200 to St Peter’s PCC towards the cost of grass cutting around the War Memorial at the Church Rooms. Cllr. Collings left the meeting whilst this was discussed.</p> <p>ii. <u>Defibrillator</u> – Mrs Shirley Symons, Trevathan Farm Shop asks the PC to pay the annual cost of running the defibrillator, which is just over £300.00 per annum. Cllr. Raynor said there are three defibrillators in the parish. Members declined to contribute as it is not available to the public 24 hours per day.</p> <p>c. <i>2017/18 Budget</i> – Members considered their budgetary requirements for the next financial year, and with some minor amendments, it was RESOLVED to adopt the draft budget, which had previously been circulated. It was further RESOLVED to set the precept at £27,500. The Clerk to notify CC.</p> <p>d. <i>Bank Accounts</i> – Cllr. Raynor reported the bank signature mandates had been submitted i.r.o. the Lloyds bank accounts. The new account should be opened shortly.</p>	INCOME	NET	VAT	Total	New Road WC - takings	41.67	8.33	50.00	Car Park - income	22,319.35	4,463.86	26,783.21	Port Gaverne Community Fund - donation	1,140.00		1,140.00				£27,973.21	EXPENSES	NET	VAT	Total	Administration	90.23	1.67	91.90	Car park	1690		1,690.00	Maintenance - various	59.43	11.89	71.32	New Road WCs - running costs	2,897.42	318.95	3,216.37	Staff costs, incl. tax & NI	1,119.36		1,119.36				£6,188.95	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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227/2016	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda.</p> <p>a. Mr Ian Sandbrook had written to thank Members for granting permission for a gate immediately opposite the Tolragott Farm driveway.</p> <p>b. <i>Winter Wellbeing Guides</i> – CC leaflet.</p> <p>c. <i>Sustainability and Transformation Plan (STP)</i> – shaping the future of health and care services. To read more about the local health and social care plans and all the related documents, including survey and community engagement events visit the shape the future web page or use the following link, https://www.cornwall.gov.uk/shapethefuture.</p> <p>d. TRIO – Mr Tony Wainwright is writing a column on websites for the TRIO. He sought assistance on footpaths from the PC. Cllr. Raynor will liaise with him.</p>	<p>Cllr. Raynor</p>																																																
228/2016	<p><u>Diary Dates</u> –</p> <p>a. <i>Full Council Meeting</i> – 9th January 2017.</p> <p>b. <i>Amenities Committee Meeting</i> – 21st December 2016.</p> <p>c. <i>Finance and Car Parks Committee Meeting</i> – 21st December 2016.</p> <p>d. <i>Clerk’s Leave</i> – 24th December 2016 to 2nd January 2017 inclusive.</p> <p>e. <i>Cornwall County Playing Fields Association AGM</i> – 13th December 2016, 2pm. The Pit Building, Indian Queens.</p>																																																	

229/2016	<u>Information Only / Future Agenda Items</u> – a. None.	
230/2016	<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.	
231/2016	<u>Disabled Ramp, New Road</u> – quotations are being collated by Ms Emily Hayden, Ward Williams Associates. Decision delegated to the Amenities Committee Meeting.	Clerk
232/2016	<u>Fingerpost at Roscarrock</u> – members to consider a quotation for a new sign from Mr Garry Snowden of Altimar Signwriting. Cllr. Williams reported this was not needed as CC is going to replace the sign free of charge.	
233/2016	<u>Fixing The Tables to the Ground In The Play Area</u> – Members considered a proposal to install a concrete pad underneath each table. Total cost would be approx. £500. Members RESOLVED to take no further action until the new contractor undertakes the H&S inspections in April 2017.	
234/2016	<u>Meeting Closed</u> – 21.15pm.	

Signature: (Cllr. Raynor)
Chairman

Date: 9th January 2017