



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE FULL COUNCIL MEETING
HELD IN PORT ISAAC SCHOOL
MONDAY, 9th JANUARY 2017 @ 7pm**

Present:	Cllr. Raynor (Chairman) Cllr. Collings Cllr. Penny (CC/PC) Mrs Thompson (Clerk)	Cllr. Cleave Cllr. Dawe Cllr. Phelps	Cllr. Coles (Vice Chairman) Cllr. McCormick Cllr. Williams
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>Ms Marion Larkin and Mr Ted Childs, Church Wardens from St Peters Church PCC addressed Members regarding their request for a grant towards the cost of building toilets and a simple kitchen in St Peters Church, Port Isaac. They circulated an explanatory document. The cost of the project would be £9,000 and the PC was being asked to fund half of this sum. The Doc Martin Fund would be approached to fund the other half.</p>		
01/2017	<u>Apologies for Absence</u> – Cllrs. Bell and Webster.		
02/2017	<u>Casual Vacancy</u> – Cllr. McCormick signed his Acceptance of Office form and provided the Clerk with his completed Register of Interests form.		Clerk
03/2017	<p><u>Members' Declarations</u> –</p> <ul style="list-style-type: none"> a. <i>Registerable Declarations of Interests</i> – none. 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. 		
04/2017	<p><u>Minutes of Meetings</u> –</p> <ul style="list-style-type: none"> a. <i>Full Council Meeting</i> – 12th December 2016, AGREED as a true record. b. <i>Amenities Committee Meeting</i> – 21st December 2016, AGREED as a true record. c. <i>Finance & Car Park Committee Meeting</i> – 21st December 2016, AGREED as a true record. 		
05/2017	<p><u>Outside Bodies / Reports</u> –</p> <ul style="list-style-type: none"> a. <i>Parish Council Chairman</i> – Cllr. Raynor said he had nothing to add that was not covered by the agenda. b. <i>Police</i> – in the absence of PCSO Drennan there was no police report. c. <i>Cornwall Council</i> – Cllr. Penny explained that a request from the PC that a planning application should go to CC's Planning Committee for decision must be given serious consideration under the Planning Protocol. 		

	<p>d. <i>Neighbourhood Plan</i> – Cllr. Williams said there was nil to report. She had received a telephone call, which she had felt was ‘fishing’ to find out if there was any available development land. She appealed for help in progressing with the NP.</p> <p><u>NDP Housing Needs Advice</u> – Minute 126d/2016 refers. Item deferred until Cllrs. Bell and Williams are present. It was now five months since Cllr. Bell asked for this item to be discussed. Cllr. Raynor will speak to Cllr. Bell.</p>	Cllr. Raynor
06/2017	<p><u>Planning Applications</u> – Members considered the following:</p> <p>a. <i>PA16/03481/Pre-app, Tartars Farm, Port Gaverne</i> – pre-application advise for the proposed change of use of existing agricultural field to allow seasonal public car park for use in the summer months. Members SUPPORT this proposal with the proviso the applicant provides a linking pathway to the SW Coastal path, ensuring pedestrians’ safety of by keeping them off the road.</p> <p>b. <i>PA16/11391, Calenick, Trelights</i> – proposed garden studio. There are no overlooking issues, but it was noted that work had already started. SUPPORT.</p> <p>c. <i>PA16/11404, Springside Barn, Trewetha</i> – construction of ancillary accommodation to the main dwelling to replace existing garden room. The application included kitchen and bathroom facilities, which makes it a separate dwelling. OBJECT. Members are of the opinion the proposal constitutes a stand-alone dwelling, as it incorporates both kitchen and bathroom, and a sitting room. As such the proposal is in an inappropriate location. Concern was also raised that the design would not comply with Cornwall Council’s normal design standards as outlined in guidance.</p> <p>d. <i>PA16/11580, Rest Haven, Road from Chapel Villa to Rose Cottage, Trelights</i> – loft conversion to create a bedroom and en suite bathroom and a front extension of 1.8M to create a larger sitting room. SUPPORT.</p> <p>e. <i>PA16/11786, 13 Middle Street, Port Isaac</i> – LBC for proposed works on the roof, replace the rotten timbers; felt battens and replace all lead work; reslate as existing; insulate the roof space. SUPPORT.</p>	<p>Cllr. Williams / Clerk</p> <p>Cllr. Williams / Clerk</p> <p>Cllr. Williams / Clerk</p> <p>Cllr. Williams / Clerk</p> <p>Cllr. Williams / Clerk</p>
07/2017	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Planning Applications Approved by CC</i> – information only.</p> <p>i. <u>PA16/08897, Homer Park Farmhouse, Port Isaac</u> – demolition of existing dwelling and construction of replacement dwelling with new boiler house, swim pool house and associated works.</p> <p>ii. <u>PA16/09770, 13 Hartland Road, Port Isaac</u> – extensions to provide additional living and bedroom accommodation.</p> <p>iii. <u>PA16/10158, Co-op, 31 New Road, Port Isaac</u> – application for Advertisement Consent for the siting of 1 internally illuminated logo fascia sign, 1 internally illuminated logo projector sign, 1 internally illuminated logo sign and 3 non illuminated wall mounted panel signs.</p> <p>iv. <u>PA16/10237, Higher Moon, Tintagel Terrace, Port Isaac</u> – alterations and extension of dwelling.</p> <p>v. <u>PA16/10731, 7 Tintagel Terrace, Port Isaac</u> – prior notification for proposed demolition of attic bungalow.</p> <p>b. <i>Enforcement Cases</i> – requested updates had not received, 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 reported a draft breach of condition notice is in progress.</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 reported a Planning Contravention Notice (questionnaire) is to be served.</p>	

	c. <i>Port Gaverne Café</i> – Members were pleased with the redesign for the proposed building. Cllr. Williams to respond to St Austell Brewery.	Cllr. Williams
08/2017	<p><u>The Main Car Park</u> –</p> <p>a. <i>Car Park Pedestrian Barrier and Footpath</i> – Minute 222b/2016 and an email from Mr James Cummings refers. This matter had been under consideration for some months. Cllr. Raynor will seek the views of Cllr. Bell and report back to the next meeting.</p> <p>b. <i>Online Ticketing Service</i> – Minute 222c/2016 refers. Cllr. Raynor reported he had met with a representative from Parkonomy on site and the new system was now up and running. He said that if Parkonomy pay the money into our bank account, there is a charge of 5%. Cllr. Raynor will investigate further, including opening a Merchants' Account, which should be cheaper.</p>	Cllr. Raynor Cllr. Raynor
09/2017	<p><u>Highways Matters</u> –</p> <p>a. <i>Parking Enforcement Matters</i> – Minute 222a/2016 refers. Ms Zoe Hall, CC had provided information regarding the SLA with CC to purchase additional parking enforcement in Port Isaac and Port Gaverne. Cllr. Penny reminded Members the original plan had been to have evening visits, particularly on Saturday. It was RESOLVED to run the scheme from Easter to the end of September, with one additional visit a week, in the evenings after 7pm. A different evening each week, to include Saturdays.</p> <p>b. <i>Yellow Lines</i> – Ms Babs Sherriff, Cormac had advised that work on the installation of double yellow lines will commence within the next two weeks, weather permitting. Members to check the work, prior to the cheque being released.</p>	Clerk Members / Clerk
10/2017	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Playing Field</i> –</p> <p>i. <u>Play Equipment</u> – Cllr. Raynor reported strong stakes are needed to secure the net. Cllr. Cleave had nothing to report.</p> <p>ii. <u>Moles</u> – Mr David Cornish had been asked to deal with the mole problem. The Clerk to remind him again.</p> <p>b. <i>Public WCs</i> –</p> <p>i. <u>New Road WCs / Retail Unit</u> – Members received a verbal report:</p> <ul style="list-style-type: none"> • <i>Advertising the Retail Unit</i> – a meeting with John Brays had been held and their terms of business accepted. The asking price for the rent is £8,000 per annum. Members approved the draft 'details', except the EPC details need updating. The Clerk to query why the EPC is so poor. Mr Julian Harris had advised that £1,000 could be saved by powder coating the existing railings. • <i>Post Office</i> – Cllr. Williams reported she had been in touch with the Post Office, who had since advertised the outreach facility. It would be possible for an existing business to take over the facility locally. • <i>Bin Store</i> – Members had been dismayed to learn the PC was not included in the decision making process i.r.o relocating the existing bin. A site meeting is to be held to discuss this on the 18th January at 9.30am. Cllrs. Penny and Raynor will attend. Cllr. Williams said that Biffa do not collect from the area around Front Hill. Cllr. Phelps was very much against resiting the bins to the PC's car park. • <i>Maintenance</i> – Mr Phil Burnard had been appointed to deal with routine maintenance problems with the WCs. Cormac had been asked to report problems directly to him. New door closures are to be fitted. • Ms Emily Hayden, WWA will arrange the final handover. She is waiting for Building Control (BC) to sign off the works. It was believed BC would be on site tomorrow. 	Cllr. Cleave Clerk Clerk Cllrs. Penny / Raynor

	<p>ii. <u>Roscarrock WCs</u> – Mr Jon James, CC had been asked for the quarterly report on the running costs and takings for the WCs. There was concern that the WCs had not been open over Christmas and New Year, as the PC had requested.</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 submitted the paperwork to register the land with the Land Registry.</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>Benches</u> – Cllr. Williams reported a number of benches were 'lost' during the spring tide. An item to be placed in TRIO inviting applications to replace the benches. There was some discussion about moving the bench at the end of the season.</p> <p>An email had been received from Mrs Wintle, requesting permission to add a plaque to the bench, which she had made into the wall of The Old School Hotel in Port Isaac. Members pointed out that the bench had been there for a great many years, and there was no record of her involvement with the bench. The Clerk to advise her.</p>	<p>Clerk</p> <p>Cllr. Bell</p> <p>Cllr. Dawe</p> <p>Clerk</p> <p>Clerk</p>																																																								
11/2017	<p><u>Administrative Matters</u> –</p> <p>a. <u>Website</u> – standing agenda item.</p> <p>i. <u>Any Issues</u> – nil.</p>																																																									
12/2017	<p><u>Financial Matters</u> –</p> <p>a. <u>Accounts for Payment</u> – Schedule No.10 to a value of £12,337.14 were APPROVED 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>Car Park - income</td> <td>1,551.99</td> <td>310.39</td> <td>1,862.38</td> </tr> <tr> <td>Bank Interest</td> <td></td> <td></td> <td>32.87</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£1,895.25</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>113.17</td> <td>16.67</td> <td>129.84</td> </tr> <tr> <td>Car park</td> <td>1,850.00</td> <td>370.00</td> <td>2,220.00</td> </tr> <tr> <td>Maintenance - various</td> <td>1,267.94</td> <td>225.00</td> <td>1,492.94</td> </tr> <tr> <td>New Road WCs - running costs</td> <td>269.00</td> <td></td> <td>269.00</td> </tr> <tr> <td>New Road - build costs</td> <td>555.00</td> <td>111.00</td> <td>666.00</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>Grant - St Peter's PCC</td> <td>200.00</td> <td></td> <td>200.00</td> </tr> <tr> <td>Cormac - yellow lines</td> <td>5,200.00</td> <td>1,040.00</td> <td>6,240.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£12,337.14</td> </tr> </tbody> </table> <p>Noted the bank reconciliation was made available for inspection.</p> <p>b. <u>Budget Monitor</u> – a copy was circulated at the meeting</p> <p>c. <u>Grant Request</u> – Members considered making a grant to:</p> <p>i. <u>St Peters Church PCC and PISCES</u> – Members were fully supportive of the project to build toilets and a kitchen in St Peters Church, Port Isaac. However, the budget had been set and Members felt unable to contribute the requested £4,500. It was RESOLVED to offer £2,000, to be taken from the Playing Field new building budget heading.</p> <p>ii. <u>Trevathan Farm Defibrillator</u> – Minute 226b[ii]/2016 refers. Members had declined to grant a request to pay the annual cost of running the defibrillator, which is just over £300. Subsequently it had been learned the defibrillator is situated at the St Endellion Barn, not as previously thought at the farm shop. Members felt a better way to raise the money was by collection, e.g. buckets and a collection at the St Endellion Festival. Cllr. Raynor will speak to Mrs Symons.</p>	INCOME	NET	VAT	Total	Car Park - income	1,551.99	310.39	1,862.38	Bank Interest			32.87				£1,895.25	EXPENSES	NET	VAT	Total	Administration	113.17	16.67	129.84	Car park	1,850.00	370.00	2,220.00	Maintenance - various	1,267.94	225.00	1,492.94	New Road WCs - running costs	269.00		269.00	New Road - build costs	555.00	111.00	666.00	Staff costs, incl. tax & NI	1,119.36		1,119.36	Grant - St Peter's PCC	200.00		200.00	Cormac - yellow lines	5,200.00	1,040.00	6,240.00				£12,337.14	<p>Clerk</p> <p>Cllr. Raynor</p>
INCOME	NET	VAT	Total																																																							
Car Park - income	1,551.99	310.39	1,862.38																																																							
Bank Interest			32.87																																																							
			£1,895.25																																																							
EXPENSES	NET	VAT	Total																																																							
Administration	113.17	16.67	129.84																																																							
Car park	1,850.00	370.00	2,220.00																																																							
Maintenance - various	1,267.94	225.00	1,492.94																																																							
New Road WCs - running costs	269.00		269.00																																																							
New Road - build costs	555.00	111.00	666.00																																																							
Staff costs, incl. tax & NI	1,119.36		1,119.36																																																							
Grant - St Peter's PCC	200.00		200.00																																																							
Cormac - yellow lines	5,200.00	1,040.00	6,240.00																																																							
			£12,337.14																																																							

	<p>d. <i>Bank Accounts</i> – Cllr. Raynor reported the Lloyds Bank current account was now operational. It was understood that cheques issued from HSBC would be honoured by Lloyds. There had been teething problems and Cllr. Raynor will confirm with Lloyds that we require them to process a ‘switch’ from HSBC.</p>	Cllr. Raynor
13/2017	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda.</p> <p>a. <i>Local Agency Agreements</i> – this practitioners group will support CC to undertake a review of the administration and payment system used in the various agency agreements in place for Town and Parish Councils who undertake work on behalf of the Council. The initial work will focus on a review of the Local Maintenance Partnership, a new area of activity in respect of closed churchyards and the lengthsman scheme before looking at potential new areas including street cleansing.</p> <p>Please see the Agency Agreement Task and Finish Group terms of reference and the member role profile for more information. Applications should be sent by email to Sarah Mason (CALC) who will liaise by Friday 13th January.</p> <p>b. <i>Non-Emergency Patient Transport</i> – consultation runs from 12 December 2016 until 6 March 2017. Details on: https://www.kernowccg.nhs.uk/get-involved/consultation/non-emergency-patient-transport/.</p> <p>c. <i>Concern Wadebridge</i> – Mr Andy Lyle of Concern Wadebridge had emailed i.r.o. a mobility service called ‘Access Wadebridge’ that provides mobility scooters and wheelchairs for local residents and people visiting Wadebridge to help them get out and about. He asked if the PC would be interested in such an initiative, providing a scooter or wheelchair to help visitors get out and about in Port Isaac? Mr Lyle is willing to assist in taking this idea forward.</p> <p>d. <i>Tour of Britain</i> – Helston Town Council had written to gauge interest in Cornwall hosting a stage of the cycling race.</p> <p>e. <i>Clerks & Councils Direct</i> – January 2017.</p>	
14/2017	<p><u>Diary Dates</u> –</p> <p>a. <i>Full Council Meeting</i> – 13th February 2017.</p> <p>b. <i>Amenities Committee Meeting</i> – 25th January 2017.</p> <p>c. <i>Finance and Car Parks Committee Meeting</i> – 25th January 2017.</p> <p>d. <i>CCTV Briefing Evening</i> – 31st January 2017, from 7-9pm at the Liskeard One Stop Shop. Deadline to apply is 16th January. The Clerk advised that if the use of CCTV is to be considered, it would be advisable to attend. She will request a copy of any handouts.</p> <p>e. <i>Cornwall for Change</i> – 24th January 2017, 7pm, St Cleer. Details previously circulated via email.</p>	Clerk
15/2017	<p><u>Information Only / Future Agenda Items</u> –</p> <p>a. None.</p>	
16/2017	<u>Meeting Closed</u> – 20.30pm.	

Signature: (Cllr. Raynor)
Chairman

Date: 6th February 2017