



Port Isaac • Trelights • Port Gaverne

**NOTICE AND AGENDA OF THE ANNUAL COUNCIL MEETING  
TO BE HELD IN PORT ISAAC SCHOOL  
MONDAY, 8<sup>th</sup> MAY 2017 @ 7pm**

Members of the public and press are invited to attend this meeting of the Council.

Minute	AGENDA ITEMS	Action
69/2017	<u>Election of Chairman</u> – Cllr. Raynor currently in post.	
	<u>Chairman's Welcome and Public Forum</u> – members of the public may address the Council prior to the commencement of the Meeting. Mr Tim Schofield to address Members regarding a planning presentation i.r.o. Homer Park.	
70/2017	<u>Election of Vice Chairman</u> – Cllr. Coles currently in post.	
71/2017	<u>Acceptance of Office</u> – a. <i>Members</i> – Members to sign their Acceptance of Office form. b. <i>Chairman</i> – Chairman to sign the Acceptance of Office form. c. <i>Vice Chairman</i> – Vice Chairman to sign the Acceptance of Office form.	
72/2017	<u>Apologies for Absence</u> –	
73/2017	<u>Council Meetings</u> – Members to consider a proposal for two meetings of the Full Council are held each month, in place of the current Committee Structure.	Cllr. Phelps
74/2017	<u>Council Committees/Appointments to Outside Bodies</u> – the following appointments to be made: a. <i>Finance and Car Park Committee</i> – Cllrs. Coles, Collings, Dawe, McCormick, Penny, Raynor and Williams are currently serving. <i>See also 73/2017.</i> b. <i>Amenities Committee</i> – as for F&CP Committee. <i>See also 73/2017.</i> c. <i>NALC Representative (voting)</i> – Cllr. Bell currently in post. d. <i>Neighbourhood Plan Co-ordinator</i> – Cllr. Williams currently in post. e. <i>Planning Lead</i> – Cllr. Williams currently in post. f. <i>Village Hall Representative</i> – Cllr. Raynor currently in post. g. <i>Playing Field Co-ordinator</i> – post vacant. h. <i>Trelights Village Green</i> – Cllr. Dawe currently in post.	
75/2017	<u>Apologies for Absence</u> –	
76/2017	<u>Members' Declarations</u> – a. <i>Members Interests Forms</i> – Members to return their forms to the Clerk by 1 <sup>st</sup> June 2017.	

	<ul style="list-style-type: none"> <li>b. <i>Registerable Declarations of Interests</i> – Members must declare an interest, which has been declared on their Register of Financial Interests form, relevant to the agenda.</li> <li>c. <i>Non-registerable interest</i> – Members must declare non-registerable interests at the start of the meeting or whenever the interest becomes apparent.</li> <li>d. <i>Declaration of Gifts</i> – Members are reminded they must declare any gift or hospitality with a value in excess of fifty pounds.</li> <li>e. <i>Dispensations</i> – Members to consider any requests for dispensations.</li> </ul>	
77/2017	<p><u>Minutes of Meetings</u> –</p> <ul style="list-style-type: none"> <li>a. <i>Full Council Meeting</i> – 10<sup>th</sup> April 2017.</li> <li>b. <i>Extraordinary Council Meeting</i> – 19<sup>th</sup> April 2017.</li> <li>c. <i>Amenities Committee Meeting</i> – 19<sup>th</sup> April 2017.</li> <li>d. <i>Finance &amp; Car Park Committee Meeting</i> – 19<sup>th</sup> April 2017.</li> </ul>	
78/2017	<p><u>Outside Bodies / Reports</u> –</p> <ul style="list-style-type: none"> <li>a. <i>Parish Council Chairman</i> – Members to receive a report.</li> <li>b. <i>Police</i> – Members to receive a report.</li> <li>c. <i>Cornwall Council</i> – Members to receive a report.</li> <li>d. <i>Wadebridge &amp; Padstow Community Network Panel Meetings</i> – date of the next meeting TBC. An officer will attend the meeting, to discuss what can and cannot be done regarding commercial advertising notices (Minute 45g/2017 refers).</li> </ul>	<p>Cllr. Raynor PCSO Cllr. Penny Information</p>
79/2017	<p><u>Planning Applications</u> – Members to consider the following:</p> <ul style="list-style-type: none"> <li>a. <i>PA16/12129, Land SE of Treswarrow Park Farm</i> – change of use of 0.5ha of agricultural land to a caravan site on which to site a maximum of 4 shepherds hut for holiday letting with associated landscaping and parking area.</li> <li>b. <i>PA17/02399, 1 Middle Street, Port Isaac</i> – installation of new kitchen extractor fan system.</li> <li>c. <i>PA17/02400, 1 Middle Street, Port Isaac</i> – application for Listed Building Consent for the installation of new kitchen extractor fan system.</li> <li>d. <i>PA17/02693, 37 Fore Street, Port Isaac</i> – existing lean-to demolished and new proposed lean-to constructed in its place. Replacement windows, re-rendering / painting and new window and door openings in existing cottage dwelling. Deferred from the Extraordinary Meeting.</li> <li>e. <i>PA17/02694, 37 Fore Street, Port Isaac</i> – LBC. Existing lean-to demolished and new proposed lean-to constructed in its place. Replacement windows, re-rendering / painting and new window and door openings in existing cottage dwelling. Deferred from the Extraordinary Meeting.</li> <li>f. <i>PA17/03466, Land to the S of Silvershell View, Port Isaac</i> – proposed new single storey dwelling.</li> <li>g. <i>PA17/03682, Merrywood Road from Chapel Villa to Rose Cottage, Trelights</i> – outline planning permission for two dwellings on separate plots.</li> </ul>	<p>Plans sent to Cllr. Williams</p> <p>Plans sent to Cllr. Williams</p> <p>Plans sent to Cllr. Williams</p> <p>Plans sent to Cllr. Williams</p> <p>Plans sent to Cllr. Williams</p>
80/2017	<p><u>Other Planning Matters</u> –</p> <ul style="list-style-type: none"> <li>a. <i>Neighbourhood Plan</i> – Members to receive an update. NOTE – deferred until after the Election.</li> <li>b. <i>Enforcement Cases</i> – an update had been requested i.r.o.: <ul style="list-style-type: none"> <li>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 – further contact details for the owner had been provided to the Case officer: Mr Ben Bassett.</li> </ul> </li> </ul>	<p>Cllr. Williams</p>

	<p>ii. <u>EN17/00519, Land NE of Port Gaverne Hotel</u> – untidy site, unauthorised stationing of a shipping container, land being used as a waste storage area, car park and boat storage – application PA17/00546 withdrawn.</p> <p>c. <u>PA17/00575, 7 Tintagel Terrace, Port Isaac</u> – Ms Justine Rolfe, CC reported the agent had suggested the decking area is removed from this application. In view of this, Members' objection had been withdrawn.</p> <p>d. <u>PA16/00071, Plot on Trelights Farm</u> – three bed live / work dwelling (including florist studio). Ms Aimee Williams, case officer is minded to refuse permission. In view of this. It will be taken to CC's Planning Committee for decision.</p>	Information
81/2017	<p><u>The Main Car Park</u> –</p> <p>a. <u>Shuttle Service</u> – Minute 57b/2017 refers. <u>Shuttle Service</u> – the new service is no longer using the car park to pick up passengers. NOTE – Cllr. Penny to clarify with CC, the legality of this operation.</p> <p>b. <u>Winter Storage</u> – Minute 57a/2017 refers. The view of the Fishermen's Association is awaited, regarding use of the overspill Car Park during the winter months, to store fishing pots.</p>	Information
82/2017	<p><u>Highways Matters</u> –</p> <p>a. <u>Highway Lining</u> – Minute 58a/2017 refers. Mr Oliver Jones, Highways, advised:</p> <p>i. Repainting of the "No Entry" half way up Front Hill, on the bend opposite 78-86 Fore Street. He is unable to give an exact date, but reports this has been added to the forthcoming programme of works.</p> <p>ii. White line to be painted down the centre of the Main Car Park exit. Mr Jones will arrange for this to be done at the same time as [i] above.</p> <p>iii. The drop off zone where the coaches park (in place of the bus stop) to be painted on the road. <b>Requested after [i and ii] agreed.</b></p> <p>iv. The words "KEEP CLEAR" being painted on the road outside Port Isaac RNL boat house. Cllr. Penny took this request to Highways. <b>Requested after [i and ii] agreed.</b></p>	Information
83/2017	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <u>Playing Field</u> –</p> <p>i. <u>Play Equipment</u> – Members to receive an update. NOTE – the Clerk had contacted Schoolscape i.r.o. to obtain two additional quotations for the provision of a 'clipper boat' and a funding application is in hand. NOTE – the F&amp;CP Committee felt the shelter, preferred by the school, was unsuitable for the site.</p> <p>ii. <u>Port Isaac Carnival Committee</u> – requesting the use of Port Isaac playing fields for the Fun Day and Carnival on 2<sup>nd</sup> September 2017. <b>Details previously circulated via email.</b></p> <p>b. <u>Public WCs</u> –</p> <p>i. <u>New Road WCs</u> – Members to receive a verbal report, to include signing of the amended SLA for cleaning. • <i>Maintenance</i> – any issues.</p> <p>ii. <u>Roscarrock WCs</u> – Mr Jon James, CC had been asked to provide income figures, which were missing from the last quarterly report.</p> <p>c. <u>PC Terrier/Land Registration</u> –</p> <p>i. <u>The Main, Port Gaverne</u> – 7762. Members to receive an update, i.r.o. Cllr. Bell's visit to the County Record Office on 25<sup>th</sup> April to inspect and copy CC's tithe map for the Port Gaverne Main.</p> <p>d. <u>Sale of Slate</u> – Minute 205c/2016 refers. Members to receive an update, regarding the value and sale of the slate.</p>	<p>Cllr. Webster</p> <p>Cllr. Bell</p> <p>Cllr. Dawe</p>

	<p>e. <i>Telephone Boxes</i> – Minute 186g/2016 refers. Mr Paul Jordan, BT advised their painting programme had been changed. They now require current photos of the kiosks as they have to be sent to the CFO for the area to consider a full repaint.</p> <p>NOTE – Cllr. Williams had provided photographs of the kiosks on Church Hill and the New Road Junction with Fore Street, which had been passed to BT.</p> <p>f. <i>Trelights Village Green (TVG)</i> – Minute 59g/2017 refers. The TVG was due to meet on Wednesday 3<sup>rd</sup> May 2017. Members to consider:</p> <p>i. Ms Sue Andrews advised they put their nativity crib on The Green and also use it for a Table top sale (this year on Saturday, 27<sup>th</sup> May). Members to consider any measure to alleviate the wet ground condition.</p> <p>ii. <i>Phone Kiosk</i> – the Trelights Committee proposes utilising the kiosk to house their defibrillator. NOTE – the ‘phone number is 01208-880346 and the kiosk needs to be purchased.</p> <p>g. <i>Coastguard Station</i> – April Public Forum refers. A letter had been sent to the Coastguard Service, urging they reconsider closing the station in Port Isaac.</p> <p>h. <i>Street Trading</i> – Members enquiry regarding the table used to sell jams had been passed to Mr Christopher Matta, CC to investigate.</p>	<p>Information</p> <p>Information</p> <p>Information</p>
84/2017	<p><u>Administrative Matters</u> –</p> <p>a. <i>Website</i> – standing agenda item.</p> <p>b. <i>Data Protection Act</i> – the Clerk had registered the Parish Council under the DPA. Application number is A8178761.</p>	Information
85/2017	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – Schedule No.01.</p> <p>NOTE – the bank reconciliation to be made available for inspection.</p> <p>b. <i>End of Year Accounts 2016/17</i> –</p> <p>i. <u>Annual Governance Statement 2016/17</u> – Members to consider and approve the statement. <b>Copy to be circulated at the meeting.</b></p> <p>ii. <u>Accounting Statement for 2016/17</u> – Members to receive and accept the 2016/17 accounts, prior to submission to the External Auditor and to consider any matters raised by their Internal Auditor. <b>Copy to be circulated at the meeting, together with a copy of the Income and Expenditure Account.</b></p> <p>NOTE – the 2017/18 Budget and the 2016/17 Financial Statement should be available on the website, together with a pie-chart of previous year’s expenditure.</p> <p>c. <i>Planning MSc</i> – Members were fully supportive making a contribution towards Cllr. Williams’ course fees, but felt that it would prudent to wait until after the election. Deferred to the budget monitor.</p>	
86/2017	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda.</p> <p>a. <i>Cornwall 4 Change</i> – newsletter. <b>Previously circulated via email.</b></p>	
87/2017	<p><u>Diary Dates</u> –</p> <p>a. <i>Full Council Meeting</i> – 12<sup>th</sup> June 2017.</p> <p>b. <i>Amenities Committee Meeting</i> – 24<sup>th</sup> May 2017.</p> <p>c. <i>Finance and Car Parks Committee Meeting</i> – 24<sup>th</sup> May 2017.</p> <p>d. <i>Code of Conduct Training</i> – CC has organised the following free training courses:</p> <ul style="list-style-type: none"> <li>• 19<sup>th</sup> May 2017, 2-4pm, Trelawny Room, New County Hall, Truro.</li> <li>• 25<sup>th</sup> May 2017, 2-4pm, Public Rooms, 3-5 West Street, Liskeard.</li> </ul>	

	<ul style="list-style-type: none"> <li>• 11<sup>th</sup> September 2017, 2-4pm, Council Chamber, St Austell One Stop Shop, 39 Penwinnick Road, St Austell.</li> <li>• 25<sup>th</sup> September 2017, 2-4pm, Room 2/3, Parkhouse Centre, Ergue-Gaberic Way, Bude.</li> <li>• 19<sup>th</sup> October 2017, 6-8pm, Trelawny Room, New County Hall, Truro.</li> </ul>	
88/2017	<u>Information Only / Future Agenda Items</u> – a.	
89/2017	<u>Closed Session</u> – in view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and they are instructed to withdraw.	
90/2017	<u>Retail Unit</u> – Members to receive an update, to include the possible provision of a Post Office from the premises.	
91/2017	<u>Meeting Closed</u> –	

Signature: ..... (Mrs Gillian Thompson)  
Parish Clerk

Date: 29<sup>th</sup> April 2017

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