



Port Isaac • Trelights • Port Gaverne

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

Present:	Cllr. Raynor (Chairman) Cllr. Collings Cllr. Phelps County Cllr. Mould	Cllr. Bell Cllr. McCormick Cllr. Webster	Cllr. Coles (Vice Chairman) Cllr. Penny Cllr. Williams Mrs Thompson (Clerk)
<b>Minute</b>	<b>AGENDA ITEMS</b>		<b>Action</b>
69/2017	<u>Election of Chairman</u> – it was <b>RESOLVED</b> to elect Cllr. Raynor as Chairman for 2017/18.		
	<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 addressed Members regarding a pre-app i.r.o. Homer Park (PA17/00173/PREAPP). He said the planning consent had been granted for the main building. He referred to the later application for the barns on site, which the PC had objected to. To address concerns they proposed to improve the access. They only wished to convert the existing barns. With regards to domestication to the rural landscape, he did not consider this a bad thing. Cornish hedging would be used. Mr Schofield said he was happy to work with CC and the PC.</p> <p>Mr Schofield said he understood the owners intended to retain ownership of the barns. Cllr. Penny said he thought it would be preferable if the barns / stables formed the basis of a business, rather than yet more second homes.</p> <p>Cllr. Williams said the AONB and the PC had not been formally consulted on the pre-application.</p> <p>Mr Tony Jewell, agent, spoke regarding 79f/2017. He said this was for a local family.</p>		
70/2017	<u>Election of Vice Chairman</u> – it was <b>RESOLVED</b> to elect Cllr. Coles as Vice Chairman for 2017/18.		
71/2017	<p><u>Acceptance of Office</u> –</p> <p>a. <i>Members</i> – Members duly signed their Acceptance of Office form. Cllrs. Cleave and Dawe to sign their forms at the next meeting.</p> <p>b. <i>Chairman</i> – the Chairman duly signed his Acceptance of Office form.</p> <p>c. <i>Vice Chairman</i> – the Vice Chairman duly signed his Acceptance of Office form.</p>		Cllrs. Cleave / Dawe
72/2017	<u>Apologies for Absence</u> – Cllr. Cleave (personal commitment).		
73/2017	<u>Council Meetings</u> – it was <b>RESOLVED</b> that two meetings of the Full Council are held each month, in place of the current Committee Structure. The first meeting of the month is the ‘main’ meeting. The emphasis of the second meeting to be Amenities (including the Car Park) and urgent finance and planning matters.		Clerk

74/2017	<p><u>Council Committees / Appointments to Outside Bodies</u> – the following appointments were made:</p> <ul style="list-style-type: none"> <li>a. <i>NALC Representative (voting)</i> – it was <b>RESOLVED</b> to elect Cllr. Bell to the post.</li> <li>b. <i>Neighbourhood Plan Co-ordinator</i> – it was <b>RESOLVED</b> to elect Cllr. Williams to the post.</li> <li>c. <i>Planning Lead</i> – it was <b>RESOLVED</b> to elect Cllr. Williams to the post.</li> <li>d. <i>Village Hall Representative</i> – it was <b>RESOLVED</b> to elect Cllr. Raynor to the post.</li> <li>e. <i>Playing Field Co-ordinator</i> – it was <b>RESOLVED</b> to elect Cllr. Webster to the post.</li> <li>f. <i>Trelights Village Green</i> – it was <b>RESOLVED</b> to elect Cllr. Dawe to the post.</li> </ul>	
75/2017	<p><u>Members' Declarations</u> –</p> <ul style="list-style-type: none"> <li>a. <i>Members Interests Forms</i> – Members to return their forms to the Clerk by 1<sup>st</sup> June 2017.</li> <li>b. <i>Registerable Declarations of Interests</i> – Cllrs. Webster and McCormick in Minute 90/2017. Cllr. Williams in Minute 85c/2017.</li> <li>c. <i>Non-registerable interest</i> – none.</li> <li>d. <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>e. <i>Dispensations</i> – none.</li> </ul>	Clerk  Clerk
76/2017	<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. Minute PL55c/2017 was amended to show Cllr. Phelps had not objected. With this amendment the Minutes were <b>AGREED</b> as a true record. Cllr. Phelps asked for a 'head count' to be included in the Minutes of planning decisions.</li> <li>b. <i>Extraordinary Council Meeting</i> – 19<sup>th</sup> April 2017, <b>AGREED</b> as a true record.</li> <li>c. <i>Amenities Committee Meeting</i> – 19<sup>th</sup> April 2017, <b>AGREED</b> as a true record.</li> <li>d. <i>Finance &amp; Car Park Committee Meeting</i> – 19<sup>th</sup> April 2017, <b>AGREED</b> as a true record.</li> </ul>	Clerk
77/2017	<p><u>Outside Bodies / Reports</u> –</p> <ul style="list-style-type: none"> <li>a. <i>Parish Council Chairman</i> – covered by Cllr. Raynor's report to the Parish Meeting.</li> <li>b. <i>Police</i> – in the absence of PCSO Drennan there was no police report.</li> <li>c. <i>Cornwall Council</i> – Cllr. Raynor welcomed Cllr. Mould, who had won the St Minver and St Endellion seat on CC. She asked for Members' thoughts on the Community Network Panel and how to make this work. Cllr. Penny said at Panel meetings there should be CC representatives from Highways, Planning, Waste and Housing (in rotation). The Clerk to provide Cllr. Mould with a list of PC Members.</li> <li>d. <i>Wadebridge &amp; Padstow Community Network Panel Meetings</i> – Thursday, 15<sup>th</sup> June @ 6.30pm. An officer will attend the meeting, to discuss what can and cannot be done regarding commercial advertising notices (Minute 45g/2017 refers).</li> </ul>	Clerk  Clerk
78/2017	<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. The huts had been moved approximately 300m to the West. Members were unanimously in <b>SUPPORT</b> of the proposal and hope the re-siting of the shepherds' huts will allay neighbour concerns.</li> </ul>	Cllr. Williams / Clerk

	<p>b. PA17/02399, 1 Middle Street, Port Isaac – installation of new kitchen extractor fan system. Cllr. Williams said the application had not been advertised and could, therefore, not be discussed. Deferred to the Extraordinary Meeting.</p> <p>c. PA17/02400, 1 Middle Street, Port Isaac – application for Listed Building Consent for the installation of new kitchen extractor fan system. As Minute 78b/2017 above.</p> <p>d. PA17/02693, 37 Fore Street, Port Isaac – 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. Detailed local knowledge led Members to comment positively in terms of the new fenestration. Members were in <b>SUPPORT</b> of the proposal 9-1 in favour, but had reservations about the safety of the door opening outwards.</p> <p>e. PA17/02694, 37 Fore Street, Port Isaac – 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. As Minute 78d/2017 above.</p> <p>f. PA17/03466, Land to the S of Silvershell View, Port Isaac – proposed new single storey dwelling. Cllr. Williams said a site visit had been made. It is adjacent to the Conservation Area and is just outside the old development boundary. An objection had been received from Mr &amp; Mrs Taylor.</p> <p>Discussion focussed on the historic development boundary and whether it should be observed. Concern was expressed a precedent would be set if the proposal is permitted to develop the valley sides incrementally, causing harm to both the AONB and the Conservation Area which the proposal abuts. Objections focussed on visibility from within the CA, the “lung” of the field below Silvershell View, intended to visually frame the CA. Objectors felt the integrity of the CA would be harmed and precedent set for open market development outside of the historic boundary.</p> <p>Support focussed on the provision of housing for a local family and the desirability of building housing for local people. Objectors observed the proposal is not an affordable one, and for that reason cannot be considered an exception site. Members voted 4 against and 5 in favour. <b>SUPPORT</b>.</p> <p>g. PA17/03682, Merrywood Road from Chapel Villa to Rose Cottage, Trelights – outline planning permission for two dwellings on separate plots. Cllr. Williams said the application had not been advertised properly and could not be discussed. She had requested an extension. Deferred to the meeting to be held on 24<sup>th</sup> May 2017.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr. Williams / Clerk</p> <p>Cllr. Williams / Clerk</p> <p>Cllr. Williams / Clerk</p> <p>Clerk</p>
79/2017	<p><u>Other Planning Matters –</u></p> <p>a. <i>Neighbourhood Plan</i> – Cllr. Williams said there was nothing to report. She said more Members were needed to drive this forward. Cllr. Bell said the PC should consider using a paid organisation (e.g. CRCC). This proposal was deferred to the June Full Council meeting. Cllr. Bell will seek quotations and examples of PCs using such an organisation to draw up the NP.</p> <p>b. <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. Contact details for the owner had been provided to the Case officer: Mr Ben Bassett.</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. PA17/00575, 7 Tintagel Terrace, Port Isaac – 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. PA16/00071, Plot on Trelights Farm – 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. Cllr. Williams said there is to be a site meeting.</p>	<p>Clerk</p> <p>Cllr. Bell</p>

80/2017	<p><u>The Main Car Park</u> –</p> <p>a. <i>Shuttle Service</i> – Minute 57b/2017 refers. The new service is not operating at present, but it is anticipated that large golf buggies would be used, should it resume in the future. Cllr. Penny said CC is monitoring the situation.</p> <p>b. <i>Winter Storage</i> – 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>	
81/2017	<p><u>Highways Matters</u> –</p> <p>a. <i>Highway Lining</i> – 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> Members felt a sign advising motorists not to park was desirable. Cllr. Raynor will bring possible wording for a sign to the next meeting.</p> <p>iv. The words "KEEP CLEAR" being painted on the road outside Port Isaac RNLi boat house. Cllr. Penny took this request to Highways. <b>Requested after [i and ii] agreed.</b></p> <p>b. <i>Road Closure</i> – Middle Street, Port Isaac, 15<sup>th</sup> – 23<sup>rd</sup> May 2017 (07.30-18.00).</p>	Cllr. Raynor
82/2017	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Playing Field</i> –</p> <p>i. <u>Play Equipment</u> – The Clerk had contacted Schoolscape to obtain two additional quotations for the provision of a ‘clipper boat’. A funding application is in hand. Noted the F&amp;CP Committee felt the shelter, preferred by the school, was unsuitable for the site. No further action at this stage. Cllr. Raynor said the gate was open, but the lock was bent back.</p> <p>ii. <u>Port Isaac Carnival Committee</u> – it was <b>RESOLVED</b> to grant the use of Port Isaac playing fields for the Fun Day and Carnival on 2<sup>nd</sup> September 2017. The Clerk to inform Ms Alice Stratton.</p> <p>b. <i>Public WCs</i> –</p> <p>i. <u>New Road WCs</u> – the Clerk reported she had signed the amended SLA for cleaning.  <ul style="list-style-type: none"> <li>• <i>Maintenance</i> – there had been a problem with the coin boxes.</li> </ul> </p> <p>ii. <u>Roscarrock WCs</u> – Ms Alison Dymond reported she had only received the income figures up to the end of December. The Clerk to pursue the income figures for the period January -March.</p> <p>c. <i>PC Terrier/Land Registration</i> –</p> <p>i. <u>The Main, Port Gaverne</u> – 7762. 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 had been cancelled because of ill health. A new appointment had been made for 30<sup>th</sup> May 2017.</p> <p>d. <i>Sale of Slate</i> – Minute 205c/2016 refers. In the absence of Cllr. Dawe there was no update regarding the value of the slates.</p> <p>e. <i>Telephone Boxes</i> – Minute 186g/2016 refers. Mr Paul Jordan, BT advised their painting programme had been changed. Cllr. Williams had provided photographs of the kiosks on Church Hill and the New Road Junction with Fore Street, as required by BT.</p>	Clerk          Clerk    Cllr. Bell   Cllr. Dawe

	<p>f. <i>Trelights Village Green (TVG)</i> – Minute 59g/2017 refers.</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 did not see what measures they could take to alleviate the wet ground, which was originally a pond. Cllr. Dawe had attended their meeting and the TVG is taking some measures to help dry out part of the area. Cllr. Bell will register the land in the PC’s name. The Clerk to invite the TVG to attend a meeting.</p> <p>ii. <i>Phone Kiosk</i> – the Trelights Committee proposes utilising the kiosk to house their defibrillator. Noted the ‘phone number is 01208-880346. It was <b>RESOLVED</b> the PC would purchase the kiosk. The Clerk to complete the application and request that the electricity is not disconnected. It was envisaged the local residents would be responsible for the purchase and maintenance of the defibrillator. Cllr. Raynor will update Mr Keith Willmott.</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. No response had been received. The Clerk to notify the Coastguard and point out that Plot No.1 includes the bus shelter, which belongs to the PC. It was <b>RESOLVED</b> to ask Mr Sproull to apply for Possessory Title of the bus shelter.</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>i. <i>The Main Benches</i> – Mr Phil Burnard advised he went to stain the seat on The Main at Port Gaverne and found that they were all equally in need of doing, so he stained four of them. Members were happy to pay for this work.</p>	<p>Cllr. Bell Clerk</p> <p>Clerk Cllr. Raynor</p> <p>Clerk</p> <p>Clerk</p>																												
83/2017	<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> <p>c. <i>Notice Boards</i> – Cllr. McCormick will bring some ideas to revamp the notice boards to the June Full Council meeting. Cllr. Raynor reported the New Road car park notice board lock needs repairing.</p>	<p>Cllr. McCormick</p>																												
84/2017	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – Schedule No.01 to a value of £45,770.45 was <b>APPROVED</b> for payment.</p> <p>The Clerk to advise CC the New Road WC and shop are still in the hands of the contractor and business rates are, therefore, not payable. The cheque to be held accordingly.</p> <table border="1" data-bbox="325 1429 1289 1637"> <thead> <tr> <th>EXPENSES</th> <th>NET</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Administration</td> <td>983.70</td> <td>31.52</td> <td>1,015.22</td> </tr> <tr> <td>Car park</td> <td>39,408.89</td> <td>3,207.01</td> <td>42,615.90</td> </tr> <tr> <td>Maintenance - various</td> <td>1,187.00</td> <td>237.40</td> <td>1,424.40</td> </tr> <tr> <td>New Road WCs / shop - running costs</td> <td>544.31</td> <td>2.62</td> <td>546.93</td> </tr> <tr> <td>Staff costs, incl. tax &amp; NI</td> <td>168.00</td> <td></td> <td>168.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td><b>£45,770.45</b></td> </tr> </tbody> </table> <p>The bank reconciliation was 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 considered and <b>APPROVED</b> the statement.</p> <p>ii. <u>Accounting Statement for 2016/17</u> – Members received and <b>ACCEPTED</b> the 2016/17 accounts, prior to submission to the External Auditor. A copy of the Income and Expenditure Account was circulated to Members.</p> <p>The Chairman approved the end of year bank reconciliation.</p> <p>The Internal Auditor had approved the accounts, but his report contained a number of recommendations that would be considered by the Full Council.</p>	EXPENSES	NET	VAT	Total	Administration	983.70	31.52	1,015.22	Car park	39,408.89	3,207.01	42,615.90	Maintenance - various	1,187.00	237.40	1,424.40	New Road WCs / shop - running costs	544.31	2.62	546.93	Staff costs, incl. tax & NI	168.00		168.00				<b>£45,770.45</b>	<p>Clerk</p> <p>Clerk</p>
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	<p>Noted the 2016/17 Financial Statement should be available on the website.</p> <p>c. <i>Planning MSc</i> – Members did not wish to set a precedent and declined to make a contribution towards Cllr. Williams' course fees.</p>	
85/2017	<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> <p>b. <i>Leaf</i> – Woodland Trust newsletter, Spring 2017 and Charter.</p> <p>c. <i>'Report It' Poster</i> – list of web addresses of things that can be reported to Cornwall Council. Previously circulated via email.</p> <p>d. <i>Tour of Britain</i> – progress report i.r.o. Cornwall possibly hosting a stage of the Tour of Britain in 2020. Previously circulated via email.</p>	
86/2017	<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 had organised the following free training courses:</p> <p>i. 19<sup>th</sup> May 2017, 2-4pm, Trelawny Room, New County Hall, Truro.</p> <p>ii. 25<sup>th</sup> May 2017, 2-4pm, Public Rooms, 3-5 West Street, Liskeard.</p> <p>iii. 11<sup>th</sup> September 2017, 2-4pm, Council Chamber, St Austell One Stop Shop, 39 Penwinnick Road, St Austell.</p> <p>iv. 25<sup>th</sup> September 2017, 2-4pm, Room 2/3, Parkhouse Centre, Ergue-Gaberic Way, Bude.</p> <p>v. 19<sup>th</sup> October 2017, 6-8pm, Trelawny Room, New County Hall, Truro.</p> <p>e. <i>Critical Control Centre at Tolvaddon, Camborne</i> – a visit had been arranged for 10am on Friday 19<sup>th</sup> May 2017. The Service currently provides CCTV services to eight Cornish towns.</p> <p>f. <i>Planning Induction Training</i> – sessions run by CC:</p> <p>i. Tuesday, 6<sup>th</sup> June 2017, 5-7.30pm, CC Offices, Dolcoath Avenue, Camborne.</p> <p>ii. Wednesday, 13<sup>th</sup> June 2017, 5.30-8pm, CC Offices, Chy Trevail, Technology Park, Bodmin. The Clerk to book a place for Cllr. Williams.</p> <p>Details, including booking form, previously circulated via email.</p>	Clerk
87/2017	<p><u>Information Only / Future Agenda Items</u> –</p> <p>a. None.</p>	
88/2017	<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>	
89/2017	<p><u>Retail Unit</u> – Cllr. McCormick referred to the article in the TRIO about the shop. He felt the article was distorted and inaccurate. He pointed out the letting details referred to providing an Outreach Post Office from the premises. He had not withdrawn his interest, but he reiterated that he did not feel it was financially viable to run a full PO service.</p> <p>Cllr. Bell said he was not convinced a Post Office was needed in the village and the PC should go ahead and let the property as soon as possible. It was <b>AGREED</b> to obtain a valuation of the unit without the requirement for some sort of PO provision.</p> <p>Cllr. Raynor reminded the meeting that originally only an outreach PO was under consideration.</p>	Clerk

