



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE FULL COUNCIL MEETING  
HELD IN PORT ISAAC SCHOOL  
MONDAY, 12<sup>th</sup> JUNE 2017 @ 7pm**

Present:	Cllr. Raynor (Chairman) Cllr. Collings Cllr. Webster County Cllr. Mould	Cllr. Cleave Cllr. Penny (CC/PC) Cllr. Williams	Cllr. Coles (Vice Chairman) Cllr. Phelps 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>Representatives from the Trelights Village Green Committee (Chairman, Mr Roy Birchwood, and Treasurer, Mr Kelven Hills) met with Members. (Minute 117f/2017 below refers.) Cllr. Raynor said it was not clear who owns The Green. The Clerk to ask Cllr. Bell to check.</p> <p>Mr Hills said there was a rotten bench on the site, he was advised this could be removed on safety grounds. He also queried the frequency of any cutting regime. The trees also need a heavy cut back to help to dry the land. Cllr. Williams advised speaking to Mr Terry Harris as he knows about the drainage.</p> <p>Messrs. Birchwood and Hills will bring a proposal and costings to the next meeting.</p> <p>The Clerk provided Mr Birchwood with a copy of an article on defibrillators from Came &amp; Co.'s newsletter.</p>		Clerk / Cllr. Bell
107/2017	<p><u>Acceptance of Office</u> –</p> <p>a. <i>Members</i> – Cllr. Cleave signed her Acceptance of Office forms.</p>		
108/2017	<p><u>Apologies for Absence</u> – Cllrs. Bell, Dawe and McCormick.</p>		
109/2017	<p><u>Members' Declarations</u> –</p> <p>a. <i>Registerable Declarations of Interests</i> – none.</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>		
110/2017	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Annual Council Meeting</i> – 8<sup>th</sup> May 2017. Cllr. Collings queried why his comments about Planning Application PA17/03466 were not included on the planning response sent to CC, Cllr. Williams clarified that when she represents the PC at CC Planning Committee meetings, her comments relate to the views of Members and not her own personal views. Further consideration to be given to planning responses made to CC deferred to the July Meeting. The Minutes were then <b>AGREED</b> as a true record.</p> <p>b. <i>Secondary Council Meeting</i> – 24<sup>th</sup> May 2017, <b>AGREED</b> as a true record.</p>		

111/2017	<p><u>Outside Bodies / Reports</u> –</p> <ul style="list-style-type: none"> <li>a. <i>Parish Council Chairman</i> – Cllr. Raynor said a number of issues had been brought to his attention including: [1] complaints about damage to the fencing in the playing field and neighbouring property; [2] people using the field as a toilet; [3] motor bikes in the car park and [4] the lack of a shuttle service. This latter point is outside the scope of the PC.</li> <li>b. <i>Police</i> – Claire Drennan reported she is no longer the PCSO for the area and PC Andy Stewart is now the Police Liaison officer for St Endellion. The Clerk had requested a police report from him, but none had been received.</li> <li>c. <i>Cornwall Council</i> – Cllr. Mould reported the rules of CC's Planning Committee meetings had changed and she will no longer be entitled to debate an application in her Ward. She explained CC are currently consulting on the Community Infrastructure Levy (CIL). She felt it could be detrimental to areas such as this, where property prices are high,</li> <li>d. <i>Wadebridge &amp; Padstow Community Network Panel Meetings</i> – Meeting scheduled for Thursday, 15<sup>th</sup> June @ 6.30pm. The Clerk to check the meeting is still going ahead. An officer will attend to discuss what can and cannot be done regarding commercial advertising notices (Minute 45g/2017 refers).</li> </ul>	Clerk          Clerk
112/2017	<p><u>Planning Applications</u> – Members considered the following:</p> <ul style="list-style-type: none"> <li>a. <i>PA17/03890, 39 New Road, Port Isaac</i> – replacement two-storey, 4-bedroom house. Cllr. Williams said the plans had changed since the pre-app. Members <b>OBJECTED</b> to the proposal for reasons of lack of amenity space and lack of parking provision in relation to the number of proposed bedrooms. Members considered the proposal overwhelming in terms of bulk and scale in relation to the size of the plot and the surrounding properties. One member voting in favour felt the setting should include the larger house to the rear of the property as a comparative ridgeline. Members voted 6 to 2 to refuse.</li> <li>b. <i>Existing Mast at Port Gaverne</i> – Pre-Planning Application Consultation i.r.o. the installation of additional antennas on the existing telecommunications mast. This will introduce a different mobile operator which will increase the choice and quality of mobile connectivity across this area, including 4G coverage. Members were in <b>SUPPORT</b>.</li> </ul>	Clerk          Clerk
113/2017	<p><u>Other Planning Matters</u> –</p> <ul style="list-style-type: none"> <li>a. <i>Neighbourhood Plan</i> – Cllr Williams proposed she contacted Highways to assess access to the housing development plots identified in the NDP Housing Land Assessment. She undertook to seek quotations from suitable consultants. Cllr. Mould referred to the model Neighbourhood Plan drawn up by CC, which greatly simplifies the process.</li> <li>b. <i>Enforcement Cases</i> – <ul style="list-style-type: none"> <li>i. <i>EN16/00308, Harbour Heights, Rose Hill, Port Isaac</i> – alleged breach of condition No.3 of PA10/08418, namely annexed accommodation being used as a self-contained dwelling. Case officer: Mr Ben Bassett has closed the case and declared the annex is still being used in connection to the main dwelling and not a separate dwelling.</li> <li>ii. <i>EN17/00519, Land NE of Port Gaverne Hotel</i> – 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.</li> </ul> </li> <li>c. <i>Planning Applications Approved by CC</i> – information only: <ul style="list-style-type: none"> <li>i. <i>PA17/02561, 9 Rose Hill, Port Isaac</i> – LBC for alteration to proposed design of replacement windows as approved PA16/03047.</li> <li>ii. <i>PA16/12129, Treswarrow Park Farm, Trelights</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 areas.</li> </ul> </li> </ul>	Cllr. Williams

	<p>d. <i>Planning Policies</i> – CC will be consulting on the following planning policy and planning guidance documents from Monday, 12<sup>th</sup> June 2017. Details previously circulated via email. Noted website links now available.</p> <ul style="list-style-type: none"> <li>i. Allocations Development Plan Document (eight-week consultation): <a href="http://www.cornwall.gov.uk/allocationsplan">www.cornwall.gov.uk/allocationsplan</a>.</li> <li>ii. Minerals Safeguarding Development Plan Document (eight-week consultation): <a href="http://www.cornwall.gov.uk/mineralsdpd">www.cornwall.gov.uk/mineralsdpd</a>.</li> <li>iii. Community Infrastructure Draft Charging Schedule (eight-week consultation): <a href="http://www.cornwall.gov.uk/cil">www.cornwall.gov.uk/cil</a>.</li> <li>iv. European Terrestrial Sites Mitigation Supplementary Planning Document (six-week consultation): <a href="http://www.cornwall.gov.uk/europeansitespd">www.cornwall.gov.uk/europeansitespd</a>.</li> <li>v. Biodiversity Supplementary Planning Document (six-week consultation): <a href="http://www.cornwall.gov.uk/biodiversityspd">www.cornwall.gov.uk/biodiversityspd</a>.</li> </ul> <p>e. PA14/07092, <i>Brooklands Farm, Portgaverne</i> – removal/variation of Section 106 Obligation attached to E1/2007/01482. CC ‘failed to determine’.</p> <p>f. PA16/00071, <i>Plot on Trelights Farm</i> – three bed live / work dwelling (including florist studio). This application had been referred to CC’s Planning Committee meeting on 19<sup>th</sup> June 2017 for decision. Cllr. Williams to represent the PC.</p>	
114/2017	<p><u>Highways Matters</u> –</p> <ul style="list-style-type: none"> <li>a. <i>Highway Lining</i> – Minute 81a/2017 refers. Mr Oliver Jones, Highways, confirmed that points i, iii and iv remain on their program. He pointed out that lining is weather dependant however they will endeavour to deliver this work before the main holiday season. <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>iii. The drop off zone where the coaches park (in place of the bus stop) to be painted on the road. Members felt a sign advising motorists not to park was desirable. Cllr. Raynor will bring possible wording for a sign to the next meeting.</li> <li>iv. The words "KEEP CLEAR" being painted on the road outside Port Isaac RNLI boat house. Cllr. Penny took this request to Highways.</li> </ul> </li> <li>b. <i>Parking Enforcement</i> – it was <b>RESOLVED</b> to request that enforcement visits are extended to include Port Gaverne and this would be within the existing SLA time slot for this season. This will be reviewed in 2018, and it was noted additional enforcement would come with an increase in charges.</li> </ul>	<p>Cllr. Raynor</p> <p>Clerk</p>
115/2017	<p><u>Environmental / Amenity Matters</u> –</p> <ul style="list-style-type: none"> <li>a. <i>Playing Field</i> – Members received an update: <ul style="list-style-type: none"> <li>i. <u>Playing Field Toilets / Kiosk / Shelter</u> – Minute 98a/2017 refers. Cllr. Raynor reported he will discuss the draft plan with Mr Tony Jeal, architect. Ward Williams Associates had previously provided detailed costings based on the plan. It was confirmed there would be three WCs. Cllr. Raynor will report to the Secondary Meeting.</li> <li>ii. <u>Play Equipment</u> – it was thought a funding application had been made. Schoolscape had been asked to provide an aerial ‘mock up’ photograph of the pirate ship in its proposed location, but had not been received.</li> <li>iii. <u>Fundraising Challenge for Barnado’s</u> – it was <b>RESOLVED</b> to grant Ms Julia Dingle’s request to create a ‘penny mile’ where people could put down their loose change to see how far it would go around laps of the playing field. She could provide bales to sit on, maybe cream teas and perhaps face painting too. She proposed Friday 18<sup>th</sup> August.</li> </ul> </li> </ul>	<p>Cllr. Raynor</p> <p>Clerk</p>

	<p>b. <i>Public WCs</i> –</p> <p>i. <u>New Road WCs</u> –</p> <ul style="list-style-type: none"> <li>• <i>Maintenance</i> – cubicle No.1 had been blocked again and a new cistern had been fitted.</li> </ul> <p>ii. <u>Roscarrock WCs</u> – the income figures, which were missing from the last quarterly report, had subsequently been received. The amount from December up to the end of March is £593.50. Cllr. Webster said the gents’ door doesn’t lock and the toilets are not being kept as clean as they were. The Clerk to report to CC. Cllr. Collings said the future of the WCs needs to be reviewed.</p> <p>c. <i>PC Terrier/Land Registration</i> –</p> <p>i. <u>The Main, Port Gaverne</u> – 7762. In the absence of Cllr. Bell there was no report.</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. Ms Lindsey Jones, BT reported the kiosks on Church Hill and the New Road junction with Fore Street are on the list to be repainted, but she can’t give a date of when this will happen. Painting is carried out between April and October.</p> <p>f. <i>Trelights Village Green (TVG)</i> –</p> <p>i. <u>Ground Conditions</u> – covered by the Public Forum.</p> <p>ii. <u>Phone Kiosk</u> – the PC had purchased the kiosk to house a defibrillator. Local residents are currently raising funds to purchase one.</p> <p style="padding-left: 40px;">Noted BT had provided information regarding their preferred defibrillator supplier, which had been passed to Mr Keith Wilmott by Cllr. Raynor. The local residents will also be responsible for insurance / maintenance.</p> <p>g. <i>Coastguard Station</i> – Minute 82g/2017 refers. Mr Sproull had contacted the solicitors acting for the seller of the two lots due to be sold at auction on Thursday and the following wording will be added to the contract: <i>"There is a public bus stop maintained and operated by St Endellion Parish Council the approximate location of which is shown on the attached plan. The Property is sold subject to any rights in favour of St Endellion Parish Council and of any members of the public which may have arisen in connection with the continued use and operation of the public bus stop."</i></p> <p>A response had been received from the Coastguard Service, which explained their decision to close the station in Port Isaac.</p>	<p>Clerk</p> <p>Cllr. Bell</p> <p>Cllr. Dawe</p>																								
116/2017	<p><u>Administrative Matters</u> –</p> <p>a. <i>Website</i> – standing agenda item.</p> <p>b. <i>Bench Policy</i> – Minute 100b/2017 refers. It was <b>RESOLVED</b> to add "... unless permission has been granted by the owner" to item No.3 of the Policy. It was then <b>RESOLVED</b> to adopt the revised Bench Policy. Cllr. Coles abstained.</p> <p>Concern was expressed that benches would be lost if they were not maintained. Cllr. Coles said that permission of the landowner should be sought and the bench adopted by the PC before maintenance is carried out. The Clerk to seek permission from CC for seats on their land.</p>	<p>Clerk</p>																								
117/2017	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – Schedule No.03 to a value of £7,452.77 was <b>APPROVED</b> for payment. The Clerk reported a full list of payments will be made available on the PC’s website from now on.</p> <table border="1" 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 – including insurance</td> <td style="text-align: right;">3,336.42</td> <td></td> <td style="text-align: right;">3,336.42</td> </tr> <tr> <td>Car park</td> <td style="text-align: right;">3,047.29</td> <td style="text-align: right;">23.06</td> <td style="text-align: right;">3,069.35</td> </tr> <tr> <td>Parking enforcement</td> <td style="text-align: right;">35.00</td> <td></td> <td style="text-align: right;">35.00</td> </tr> <tr> <td>Maintenance - various</td> <td style="text-align: right;">790.00</td> <td style="text-align: right;">222.00</td> <td style="text-align: right;">1,012.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right; border-top: 1px solid black;"><b>£7,452.77</b></td> </tr> </tbody> </table>	EXPENSES	NET	VAT	Total	Administration – including insurance	3,336.42		3,336.42	Car park	3,047.29	23.06	3,069.35	Parking enforcement	35.00		35.00	Maintenance - various	790.00	222.00	1,012.00				<b>£7,452.77</b>	
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	<p>The bank reconciliation was made available for inspection. The May bank statement had not been received and Cllr. Raynor will take this up with Lloyds Bank.</p> <p>b. <i>Savings Account</i> – Minute 102a/217 refers. A cheque was signed for £100K to transfer money into the Savings Account.</p> <p>The Clerk reported she had received a letter from Lloyds Bank advising that the PC's free business banking is ending, w.e.f. 10<sup>th</sup> August 2017. Cllr. Raynor to query this with the Bank.</p>	<p>Cllr. Raynor</p> <p>Cllr. Raynor</p>
118/2017	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda.</p> <p>a. <i>RAF Aircraft Crash, Kellan Head, 21<sup>st</sup> June 1942</i> – email from Mr Raymond Batkin. The Clerk to advise Mr Batkin to approach the landowners.</p> <p>b. <i>Clerks &amp; Councils Direct</i> – May 2017.</p> <p>c. <i>Cliff Path</i> – Cllr. Webster said the path needs strimming. Referred to the Secondary Council meeting. The Clerk to clarify when the PROWs will be cut and ensure the path by the Co-op is also badly overgrown.</p>	<p>Clerk</p> <p>Clerk</p>
119/2017	<p><u>Diary Dates</u> –</p> <p>a. <i>Secondary Council Meeting</i> – 26<sup>th</sup> June 2017.</p> <p>b. <i>Main Council Meeting</i> – 10<sup>th</sup> July 2017.</p> <p>c. <i>CC's Legal Event</i> – Tuesday, 11<sup>th</sup> July 2017, 2-5pm, St Hydroc Suite, Lanhydrock Golf Club, Bodmin. Details previously circulated via email.</p>	
120/2017	<p><u>Information Only / Future Agenda Items</u> –</p> <p>a. None.</p>	
121/2017	<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>	
122/2017	<p><u>Retail Unit</u> – Minute 97b[ii]/2017 refers. Mr Phil Tidey was the only applicant still interested in acquiring the shop lease, on the understanding that the PC would expect space to be provided for a PO facility as per the original tender (i.e. an Outreach facility). It was hoped this would be within the 3-year lease, if it proves possible to implement it within that timeframe.</p> <p>Mr Tidey had also queried if VAT would be charged on the lease. Research had shown this was not straightforward and it was <b>RESOLVED</b> to seek advice from a suitably qualified person. DCK Beavers Ltd. are used by some councils and it was <b>AGREED</b> the Clerk would approach this firm. In the interim VAT would be charged.</p> <p>It was further <b>RESOLVED</b> to grant a lease to Mr Tidey. The Clerk to advise him and to ask Mr Daniel Sproull to finalise the lease and to include the proviso about the PO. The rent to be £8,500 p.a.</p>	<p>Clerk</p> <p>Clerk</p>
123/2017	<p><u>Meeting Closed</u> – 20.53pm.</p>	

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

Chairman

Date: 10<sup>th</sup> July 2017