



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE FULL COUNCIL MEETING  
HELD IN PORT ISAAC SCHOOL  
MONDAY, 11<sup>th</sup> SEPTEMBER 2017 @ 7pm**

Present:	Cllr. Raynor (Chairman) Cllr. Coles (Vice Chairman) Cllr. Phelps County Cllr. Mould	Cllr. Bell Cllr. Collings Cllr. Webster	Cllr. Cleave Cllr. Penny Mrs Thompson (Clerk)
Minute	AGENDA ITEMS	Action	
	<p><u>Chairman's Welcome and Public Forum</u> – the Chairman welcomed those present and advised of exits, local hazards, location of WCs, etc.</p> <p>Members met with Messrs Pete Summers and Derrick Jones, HM Coastguards. Mr Jones said he was the Area Commander covering the area.</p> <p>He referred to an incident in Port Gaverne on 18<sup>th</sup> August 2017 and an email from Cllr. Bell about the matter. He provided details of the timings relating to the various action points. He said having reviewed the documentation relating to the incident, he was pleased with the way it had been handled.</p> <p>Cllr. Bell said the information he had was that the RNLI was unable to use their boat to reach the individuals, and had to swim to reach them. He said there was only one individual present in a Coastguard uniform. He felt there were insufficient personnel to manage the incident safely and referred to members of the public attempting to enter the safety zone. Mr Jones acknowledged there is are problems with downdraft resulting from a helicopter rescue and pointed out the pilot had taken avoidance action.</p> <p>It was confirmed that at least five Coastguard personnel had been in attendance. Cllr. Collings was concerned that it had taken 23 minutes for the cliff rescue team to reach the incident. Cllr. Bell said the resort was so busy and he believed there should be a local cliff rescue team in the parish.</p> <p>Mr Jones said the Port Isaac Cliff Rescue Team had stood themselves down in July 2015. Following an investigation, the Coastguards sought to re-start the Team, but only two individuals were willing to serve. Cllr. Cleave suggested a meeting with those involved in the 2015 incident to clarify what had happened and to find a way forward. Mr Jones added the premise was no longer adequate for the modern needs of the service. A suitable building was being sought and the Coastguards were looking to increase their support to the area. Mr Jones was advised to contact Mr Tom Cleave regarding the new business units he has for rent.</p> <p>Cllr. Cleave asked how the Coastguard would feel about a standalone Cliff Rescue Unit, privately funded. Mr Summers said he only knew of two similar organisations. He added they would have to meet the required standard before the Coastguard would refer incidents to them.</p> <p>Mrs Liz Rowe complained about tradesmen working at the bottom of the village all through the school summer holidays. She said the resulting parking problems had been horrendous. Cllr. Raynor said there is an item on tonight's agenda, but he pointed out that the PC is limited in what they can do. Mr Alex Roads said the solution was in the hands of the property owners.</p> <p>Mr Roads will speak to Mr Dougall Sproull about a possible parking permit that could be shared, e.g. by various drivers in the same company.</p>		

	Mr Roads had purchased the old Coastguard building and spoke regarding his plans for the property. Part of the property had been let, but The Lookout needed an alternative use. There are four parking spaces, which might be used to service the building, if it becomes holiday units, or as parking spaces, if it becomes permanent residency. Members felt the design was too modern and would set a precedent. The majority would prefer a more conventional design.	
178/2017	<p><u>Apologies for Absence</u> – Cllrs. Dawe (work commitment) and Williams (personal commitment).</p> <p><u>Resignation</u> – Members <b>RESOLVED</b> to accept the resignation of Cllr. McCormick and the resulting vacancy was declared. The Clerk to notify CC.</p> <p>Following Mr McCormick’s resignation, Mrs Dee Littlechild and Cllr. Webster had volunteered to update the notice boards and this offer was gratefully accepted.</p>	<p>Clerk</p> <p>Clerk</p>
179/2017	<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>	
180/2017	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 14<sup>th</sup> August 2017, <b>AGREED</b> as a true record.</p> <p>b. <i>Secondary Council Meeting</i> – 29<sup>th</sup> August 2017, cancelled.</p>	
181/2017	<p><u>Outside Bodies / Reports</u> –</p> <p>a. <i>Parish Council Chairman</i> – Cllr. Raynor reported he had received a call from a motorist who had burnt his clutch out, when trying to turn at the far end of the overspill area. Cllr. Bell said there is a soakaway at this site. The area will need to be fenced off to prevent further occurrences. Cllr. Raynor to speak to Mr Phil Burnard.</p> <p>b. <i>Police</i> – in the absence of PC Stewart there was no police report.</p> <p>c. <i>Cornwall Council</i> – Cllr. Mould said earlier in the summer she had received a complaint that part of 12 The Terrace is being advertised on Air B&amp;B. She said this was against the planning permission and will take it to Enforcement.</p> <p>d. <i>Wadebridge &amp; Padstow Community Network Panel Meetings</i> – meeting scheduled for Thursday, 21<sup>st</sup> September 2017 at 6.30pm.</p>	<p>Cllr. Raynor</p> <p>Cllr. Mould</p>
182/2017	<p><u>Planning Applications</u> – Members considered the following:</p> <p>a. <i>PA17/07533, Mariners, 24 Fore Street, Port Isaac</i> – retrospective LBC to replace windows. <b>SUPPORT.</b></p>	
183/2017	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Neighbourhood Plan</i> – Mr Slatter had reported that CC proposed charging to access their mapping system. The Clerk to clarify that if the PC has to pay for access, then the right to the maps is ours, but Mr Slatter may use it.</p> <p>b. <i>Enforcement Cases</i> –</p> <p>i. <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. Case Officer: Louise Whitby reported she will chase the brewery to submit their application.</p> <p>ii. <u>EN17/01549, Old Coastguard Garage, adj. to the Bus Stop, New Rd, Port Isaac</u> – a complaint had been reported to Planning Enforcement that the building is being used as a shop without change of use and the doorway has been replaced with UVPC double glazing. Case closed as a planning application had subsequently been submitted.</p>	<p>Clerk</p>

	<ul style="list-style-type: none"> <li>iii. <u>EN/01764, Land E of Port Gaverne Beach, Port Gaverne</u> – alleged works not being carried out in accordance with approved plans PA17/00391 – namely location of toilet, extraction, refrigeration unit, trade waste, landscaping and street signage.</li> <li>iv. <u>EN/01765, Land E of Port Gaverne Beach, Port Gaverne</u> – alleged breach of condition 3 (foul drainage) of planning approval PA17/00391 – sewage being dispersed into the leat from the public toilet on site.</li> <li>v. <u>EN17/01729, 8 Tintagel Terrace, Port Isaac</u> – installation of solar panels above the ridge height not included as part of planning approval PA15/09634. New case.</li> </ul> <p>c. <i>Planning Applications Approved by CC</i> – information only:</p> <ul style="list-style-type: none"> <li>i. <u>PA17/03530, 20 Dolphin Street, Port Isaac</u> – conversion of a small garage into a car port.</li> <li>ii. <u>PA17/05320, Former Football Field at Homer Park, Port Isaac</u> – variation of condition 2 (plans condition) of application PA16/03282 dated 8<sup>th</sup> June 2016 to enable minor changes to dwelling. (Material amendment.)</li> <li>iii. <u>PA17/05844, Sea Winds, Trelights</u> – replacement roof structure as to accommodate rooms in roof with rear balcony. Alterations to access and parking.</li> <li>iv. <u>PA17/05973, Telecommunications Mast Cor 77, Port Gaverne</u> – installation of antennas and headframe on existing communications mast, ground based apparatus and ancillary development.</li> <li>v. <u>PA17/03466, Land to the south of Silvershell View, Port Isaac</u> – Cllr. Mould attended CC’s Planning Meeting on Monday, 11<sup>th</sup> September 2017 and reported the application had been refused.</li> </ul>	
184/2017	<p><u>Highways Matters</u> –</p> <ul style="list-style-type: none"> <li>a. <i>Parking Issues</i> – Minute 168a/2017 refers. Members do not have the power to do anything about problem parking, caused by builders’ vehicles, in the village. It might be possible to make a policy in the Neighbourhood Plan. To be referred to the Network Panel meeting.</li> <li>b. <i>Traffic Speed</i> – August Public forum refers. Members considered the possible purchase of a speed monitoring light. The Clerk reported that another of her PCs had purchased one in January 2017 for £3,992. To be discussed with Mr Jones (see 184d/2017 below).  Cllr. Phelps referred to a traffic issue on Trewetha Lane opposite Silvershell Road. To be discussed with Mr Jones (see 184d/2017 below).</li> <li>c. <i>SatNav Sign</i> – meeting with Mr Oliver Jones, Cormac to agree the location for this sign to be rescheduled to 13<sup>th</sup> September 2017.</li> </ul>	<p>Clerk</p> <p>Cllr. Raynor</p> <p>Cllr. Raynor</p>
185/2017	<p><u>Environmental / Amenity Matters</u> –</p> <ul style="list-style-type: none"> <li>a. <i>PC Terrier/Land Registration</i> – Minute 172a/2017 refers. Mr Malcolm Lee had provided details of the previously compiled list of PC-owned land, which included The Main, Port Gaverne and Trelights Village Green. Cllr. Bell asked where the originals of these documents were. It was thought they are in the filing cabinets stored by Cllr. Phelps. The filing cabinet is to be moved and a search will be made at the same time.</li> <li>b. <i>Beach Waste</i> – Minute 172c/2017 refers. Cllrs. Raynor and Coles will attend the meeting on 13<sup>th</sup> September 2017 with Mr Ian Kemp (National Trust), Port Isaac Harbour Commission and County Cllr. Mould to seek a solution to disposal of the waste collected from local beaches. <ul style="list-style-type: none"> <li>i. <u>Port Isaac Harbour Commission</u> – i.r.o. Port Gaverne beach.</li> <li>ii. <u>National Trust</u> – i.r.o. Port Isaac beach.</li> </ul> </li> <li>c. <i>Indian Summer Fair Fundraiser</i> – the Clerk reported she had received the risk assessment and insurance documents for the summer fair and dog show on 17<sup>th</sup> September from the Friends of Port Isaac School.</li> </ul>	<p>Cllr. Raynor</p> <p>Cllrs. Raynor / Coles</p>

	<p>d. <i>Port Isaac Fireworks</i> – organisers had provided their risk assessment and insurance documentation for the display on 11<sup>th</sup> November 2017.</p> <p>e. <i>Telephone Boxes</i> – Minute 186g/2016 refers. Cllr. Williams had reported the kiosks on Church Hill and the New Road junction with Fore Street had been repainted.</p> <p>f. <i>New Road WCs</i> – there had been problems with the reporting from the Moxi machines. It was <b>RESOLVED</b> to accept an offer from Healthmatic to buy back the Moxi units for £1,000 pro rata, as they are unable to improve the telecommunications signal.</p> <p>g. <i>HM Coastguard Port Isaac Auxiliary Cliff Rescue Team</i> – covered by the Public Forum. It was <b>RESOLVED</b> to thank the representatives from the Coastguard for their report on the incident on 18<sup>th</sup> August 2017. Members welcome their intention to make enquiries about acquiring suitable premises in Port Isaac and understand they will be getting in touch with Mr Cleave i.r.o. a possible unit on the Brooklands View Business Park.</p> <p>h. <i>Rookery, Trelights</i> – Members considered a request to replace the trees felled recently, but as the trees were on private land, the PC has no jurisdiction to take this forward. When the reserved matters come before Members they could ask then for the trees to be replaced.</p> <p>i. <i>Shop</i> – Members considered the following:</p> <ul style="list-style-type: none"> <li>i. Signage – <ul style="list-style-type: none"> <li>a. Users are putting in 20p and trying to open the wrong door. It was <b>RESOLVED</b> to provide signage to avoid this.</li> <li>b. People are not pressing the red button to secure the door when inside and are being disturbed by others trying to enter. It was <b>RESOLVED</b> to provide signage to help prevent this.</li> </ul> </li> <li>ii. Coaches are parking at the lower entrance to the car park causing traffic jams. Cllr. Bell said anyone with a right of way can ask the driver to move. Members felt it was better to have the coaches there, than on the roads.</li> <li>iii. BT/Telecom had stated they cannot connect the shop to a phone line. This may become important if the PC ever want a PO.</li> <li>iv. The PO had said they cannot register the shop address as the shop has not got a letterbox. Mr Tidey had been given permission to attach one to the wall of the premises.</li> </ul> <p>It was <b>RESOLVED</b> to shortcut the damage reporting process and give our tenant (Mr Tidey) a direct line to Mr Phil Burnard and the Clerk.</p> <p>j. <i>Main Car Park</i> – it was <b>RESOLVED</b> the Clerk to obtain a quote from Cale Briparc for an additional car park machine.</p> <p>k. <i>Coastal Communities Team</i> – representatives from the DCLG wish to meet with Members to consider the next steps on 10<sup>th</sup> October 2017 at 3pm. Venue Cllr. Bell's.</p> <p>l. <i>Free WiFi in Public Places</i> – Minute 172f/2017 refers. It was <b>RESOLVED</b> Cllrs. Bell and Raynor would meet with Ms Anna Druce, CC and Ms Anne Minnis, Wadebridge Town Clerk on Thursday, 14<sup>th</sup> September 2017 at 2pm to consider progressing this project.</p> <p>m. <i>Roscarrock / New Road WCs</i> – a meeting had been held about the poor cleaning regime.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr. Raynor</p> <p>Cllr. Raynor</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
186/2017	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – Schedule No.06 to a value of £7,331.24 was <b>APPROVED</b> for payment. A full list of payments is available on the Parish Council's website.</p> <p>b. <i>Bank Reconciliation</i> – the bank reconciliation was verified in accordance with the Financial Regulation 2.2 by Cllr. Collings.</p>	<p>Clerk</p>

	<p>c. <i>Internal Auditor</i> – it was <b>RESOLVED</b> to use Hudson Accountants Ltd. as the PC’s Internal Auditor for 2017/18. The Clerk to request a copy of the Personal Indemnity certificate.</p>	Clerk
187/2017	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda.</p> <p>a. <i>Fire Engine for Kosovo</i> – it was <b>RESOLVED</b> to grant permission for the engine to be loaded from the hard standing on 30<sup>th</sup> September.</p> <p>b. <i>Neighbourhoods Overview and Scrutiny Committee Waste Collection and Cleansing Contract Inquiry</i> – CALC will attend this CC meeting, to be held on Friday, 29<sup>th</sup> September 2017. The Inquiry session involves the five Panel Members asking the witnesses/experts a number of questions in order to gain knowledge and enable them to recommend a preferred service delivery and shortlisted service design for future waste collections after 2020. Cllr. Bell will attend as a member of the public.</p> <p>c. <i>Clerks &amp; Councils Direct</i> – September 2017.</p>	Clerk  Cllr. Bell
188/2017	<p><u>Diary Dates</u> –</p> <p>a. <i>Secondary Council Meeting</i> – 25<sup>th</sup> September 2017.</p> <p>b. <i>Main Council Meeting</i> – 9<sup>th</sup> October 2017.</p> <p>c. <i>Electoral Reviews of CC and the PCs of Cornwall</i> – Saturday, 14<sup>th</sup> October 2017 at New County Hall, Truro (10am-4pm). The event is open to member and non-member councils and is your opportunity to find out how this will affect your council and your community. Lunch and Refreshments will be provided. The cost for the day is just £10/person.</p> <p>d. <i>Roscarrock WCs</i> – it was <b>RESOLVED</b> to hold a meeting on either Monday, 25<sup>th</sup> September or 23<sup>rd</sup> October 2017, 5.30pm on site, with appropriate CC officers and Cormac to inspect both the Roscarrock and New Road toilets. The party to then attend the Secondary Council Meeting to discuss the long-term arrangements for the Roscarrock toilets.</p>	Clerk
189/2017	<p><u>Information Only / Future Agenda Items</u> –</p> <p>a. None.</p>	
190/2017	<u>Meeting Closed</u> – 21.08pm.	

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

Date: 9<sup>th</sup> October 2017