



**MINUTES OF THE FULL COUNCIL MEETING  
HELD IN PORT ISAAC SCHOOL  
MONDAY, 13<sup>th</sup> NOVEMBER 2017 @ 7pm**

Present:	Cllr. Raynor (Chairman) Cllr. Collings Cllr. Penny Mrs Thompson (Clerk)	Cllr. Bell Cllr. Dawe Cllr. Webster County Cllr. Mould	Cllr. Coles (Vice Chairman) Cllr. Kirkman Cllr. Williams
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>Mr Robert Haynes spoke regarding his planning application Minute 225e/2017. He said it would be for his own use. Currently he is living in a caravan, which would be removed, if he gained planning permission.</p> <p>Mrs Barbara Bell was present in support of her niece's planning application (Minutes 225b/2017 and 225c refers). She also spoke regarding the bus stop outside the premise. She said the area is frequently occupied by coaches who park there for hours at a time and asked if 'Bus Stop' could be re-written onto the highway. This suggestion to be placed on the next agenda. It was suggested photographs are taken of the offending vehicles and then posted on the PC's Facebook page.</p> <p>Cllr. Raynor said he had reported a large vehicle that was parked, causing a blockage, but was told by the Police that if it was movable, then it was not an obstruction.</p> <p>The Planning Agent for the replacement chalet (Minute 225i/2017) said the neighbours were in support. He believed the plans to be more visually pleasing.</p> <p>Cllr. Bell spoke i.r.o. Minutes 225b/2017 and 225c. He said that one-third of the sales were being made to local residents. He believed it reinforced the retail usaae of the area at the top of the village.</p>	Clerk	
220/2017	<u>Apologies for Absence</u> – Cllrs. Cleave and Phelps.		
221/2017	<u>Casual Vacancy</u> – no election had been called and Members <b>RESOLVED</b> unanimously to co-opt Mrs Penny Kirkman to the PC. She duly signed her Acceptance of Office form and took the Financial Interest form for completion. The Clerk to inform CC and provide Cllr. Kirkman with Standing Orders, etc.	Clerk	
222/2017	<p><u>Members' Declarations</u> –</p> <p>a. <i>Registerable Declarations of Interests</i> – Cllr. Bell in Minutes 225b/2017 and 225c/2017.</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>		

223/2017	<u>Minutes of Meetings</u> – a. <i>Full Council Meeting</i> – 9 <sup>th</sup> October 2017, <b>AGREED</b> as a true record. b. <i>Secondary Council Meeting</i> – cancelled.	
224/2017	<u>Outside Bodies / Reports</u> – a. <i>Parish Council Chairman</i> – Cllr. Raynor reported cleaning of the public WCs had improved dramatically, following a site meeting. The Trelights Village Green Committee had asked the PC to consider budgeting a sum to maintain the Trelights’ defibrillator. Deferred to the Budget Setting meeting. The gate post at the playing field had rotted and been removed. Cllr. Raynor is storing the gate for possible future use. b. <i>Cornwall Council</i> – Cllr. Mould reported she had been unable to obtain an update on enforcement case EN17/00519 (Minute 226b[i]/2017 refers). She urged Members to attend the meeting on 28 <sup>th</sup> November to learn of the implications of the Electoral Review (Minute 230a/2017 refers). She said she would be happy to take the Homer Park planning application back to CC’s Planning Committee. c. <i>Wadebridge &amp; Padstow Community Network Panel Meetings</i> – next meeting to held on Thursday, 7 <sup>th</sup> December 2017. d. <i>Coastal Communities Team</i> – Cllr. Raynor reported the meeting with representatives from the DCLG had been positive. The Plan is well on the way to meeting its objectives with broad band and employment space already provided and the Neighbourhood Plan making good progress. The Clerk to check the CCT Plan against future agenda items.	Clerk           Clerk
225/2017	<u>Planning Applications</u> – Members considered the following: a. <i>PA17/02730/PREAPP, St Peters Church Rooms, Fore Street, Port Isaac</i> – pre-application advice for change of use from dilapidated church rooms into domestic dwelling and letting unit including reroofing, new windows and demolition of rear lean to. <b>SUPPORT</b> . Cllr. Bell declared an interest as a Member of the PCC. Cllr. Raynor said the PCC didn’t wish to sell the property with the war memorial still on the site and were looking to the PC to re-site the memorial. Members will consider this, when a formal request had been received. b. <i>PA17/07753, Maritime and Coastguard Agency, New Road, Port Isaac</i> – change of use from coastguard vehicle and cliff rescue equipment store and training accommodation to non-food retail shop and five car parking spaces. Cllr. Bell left the meeting whilst this item was discussed. Cllr. Williams was in favour of another retail outlet, but had reservations about the car parking spaces at this busy location. Cllr Collings said the parking spaces were rented out to holiday makers & were not for use of customers of the shop. <b>SUPPORT</b> , but one Members expressed reservations about the car parking spaces. c. <i>PA17/07754, Maritime and Coastguard Agency, New Road, Port Isaac</i> – advertisement consent for erection of 2 no. signs to replace existing. Cllr. Bell left the meeting whilst this item was discussed. <b>SUPPORT</b> . d. <i>PA17/09557, Slipway Hotel, 1 Church Hill, Port Isaac</i> – LBC for the replacement of two pairs of 8-pane sashes on the second floor of the front elevation. <b>SUPPORT</b> . e. <i>PA17/09631, Land NE of 4 Furze Park, Trelights</i> – outline planning permission with all matters reserved: erection of a dwelling. Cllr. Kirkman said the immediate neighbours had concerns that this could be a two-storey building. Mr Haynes said he proposed to build a bungalow. <b>SUPPORT</b> . f. <i>PA17/09691, Gwel Arvor, Tintagel Terrace, Port Isaac</i> – outline application for the demolition of existing dwelling and replace with two dwellings with all matters reserved.	Clerk           Clerk           Clerk           Clerk

	<p>Cllr. Williams said there was an issue about access to the parking at the rear of the building. Cllr. Coles pointed out this was not for consideration at this point – Members were being asked to support an outline application for two dwellings. <b>SUPPORT.</b></p> <p>g. <i>PA17/10206, Treetop Cottage, St Endellion, Port Isaac</i> – extensions and internal alterations. There are no overlooking issues. <b>SUPPORT.</b></p> <p>h. <i>PA17/10231, 30 New Road, Port Isaac</i> – hip to gable loft conversion with front and rear dormers, reconstruction of side lean-to and installation of ground floor terrace. <b>OBJECT</b> on the grounds of over development, and the visual impact on neighbouring properties. The design is overpowering, in a character area, Doctor’s Meadow, recognised as valued in a previous Planning Committee decision and typified by The Old Dairy. Members strongly objected to cat-slide box dormers.</p> <p>i. <i>PA17/09145, Chalet rear of Lamorna, 2 Tintagel Terrace, Port Isaac</i> – replacement chalet. <b>SUPPORT.</b></p> <p>j. <i>PA17/09309, 89 Fore Street, Port Isaac</i> – front and rear extensions, re-roof, new dormer, windows and internal alterations. <b>OBJECT</b> on the grounds of over development of the site in the conservatory area and that it would change the character of the terrace. Members referred to previous guidance comment from the Historic Service reference 81 Fore Street.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
226/2017	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Neighbourhood Plan</i> – Cllr. Williams reported the consultants are making progress. A report is expected shortly.</p> <p>b. <i>Enforcement Cases</i> – update requested 31<sup>st</sup> October 2017.</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. New case officer to replace Ms Louise Whitby. See Minute 224b/2017.</p> <p>ii. <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. Mr David Tapsell, case officer confirmed that items ii and iii remain open and are being investigated. Further consideration and discussion relating to the physical layout of the site and its appearance will take place.</p> <p>iii. <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. See comments from Mr David Tapsell in 226b[ii]/2017 above.</p> <p>c. <i>Planning Applications Approved by CC</i> – information only:</p> <p>i. <u>PA17/07533, Mariners, 24 Fore Street, Port Isaac</u> – retrospective LBC to replace windows.</p> <p>ii. <u>PA17/08713, 89 Fore Street, Port Isaac</u> – notification of proposed works to fell a Macrocarpa tree in a conservation area. CC decided not to make a TPO (TCA apps.).</p> <p>iii. <u>PA17/07836, Homer Park Farmhouse, Port Isaac</u> – conversion of existing barns to one residential dwelling and the demolition of further barns and outbuildings.</p> <p>d. <i>Tree Preservation Order</i> – it was <b>RESOLVED</b> to support the TPO for Cairnsmore, Port Gaverne, which will be in place for 6 months from 10<sup>th</sup> October 2017.</p>	<p>Clerk</p>
227/2017	<p><u>Highways Matters</u> –</p> <p>a. <i>SatNav Sign</i> – Minute 213a/2017 refers. Mr Nicolas Pearton, Sign Design Technician, Cormac advised the signs proposed for St Endellion are the legal versions. He suggested a more robust deterrent, e.g. granite lumps, might help resolve the situation, together with some police enforcement.</p>	

	<p>Members pointed out access is needed, and granite lumps would be inappropriate. It was <b>AGREED</b> to accept Cormac's recommendation to provide a sign warning of width and height restrictions. The PC will finance the project.</p> <p>b. <i>Positive Parking Review</i> – Members are invited to select a day within the Christmas period when CC will provide free car parking in their pay and display car parks, to support any event planned within the area. It was <b>RESOLVED</b> this should be on Saturday, 2<sup>nd</sup> December for the switching on of the Christmas Lights.</p> <p>Cars parked in the passing place are blocking the road. The solution is parking enforcement. If photographs are provided they can go on the PC's Facebook page.</p>	<p>Clerk</p> <p>Clerk</p> <p>Members</p>
228/2017	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Beach Waste</i> – Minute 214b/2017 refers. Cllr. Mould said it had not been possible to establish the cost of collecting waste from local beaches:</p> <ol style="list-style-type: none"> <li>i. <u>Port Isaac Harbour Commission</u> – i.r.o. Port Isaac beach.</li> <li>ii. <u>National Trust</u> – i.r.o. Port Gaverne beach.</li> </ol> <p>The Clerk to request Ms Anna Druce to put waste collection on the next Network agenda.</p> <p>b. <i>Waste Storage, New Road</i> – Minute 214d/2017 refers. As there had been no response from CC i.r.o. the length of the lease to store waste bins on PC-owned land, Deferred to the January meeting.</p> <p>c. <i>Toilets / Kiosk / Shelter</i> – Minute 155a/2017 refers. Cllr. Coles circulated a progress report / action list.</p> <ol style="list-style-type: none"> <li>i. <u>Planning Application</u> – an outline planning application had been submitted (PA17/09923) for the erection of a building containing public toilets and kiosk with all matters reserved.</li> <li>ii. <u>Connection to mains drains, etc.</u> – SW Drains were instructed by Knevitt Consulting to conduct a CCTV Drain Survey. A road closure order would be needed when the drains are connected to the main drainage system. Knevitts have produced a drain plan which confirms there is sufficient head for gravity drainage without resource to a pumping station.</li> <li>iii. <u>Pre-fabricated Building</u> – because of the limited number of suppliers, it had only been possible to obtain two quotations (Healthmatic and Danfo). Cllr. Collings said he was very much against unisex toilets at this location. Based on the estimated usage, Some members felt three unisex and one disabled cubicles were needed. Cllr Williams explained the number of units was calculated by both companies predicated on the CP usage numbers.</li> </ol> <p>A cost breakdown to assist in the project budget calculation was provided by Terry Harris &amp; Sons for the ground works, foundations, trench work and service connections.</p> <p>It was <b>RESOLVED</b> to give delegated powers to Cllrs. Coles and Raynor to progress with the installation of the services, i.e. drainage, water, power, etc. Cllr. Williams wished it be noted there is a budget implication in splitting this element from the slab costings.</p> <p>County Cllr. Mould left the meeting at this point.</p> <p>d. <i>Roscarrock WCs</i> – Minute 156b/2017 refers. The quarterly report had been requested and Ms Lisa Pender, CC had apologised and added they are treating this as a priority and the report should be ready shortly.</p> <p>It was <b>RESOLVED</b> to investigate acquiring a 99-year lease on the WCs at a peppercorn rent. The Clerk to contact Mr Jon James, CC.</p> <p>Cllr. Bell left the meeting at this point.</p> <p>It was <b>RESOLVED</b> to pay CC to keep the Roscarrock toilets open until further notice. For further consideration in January 2018. The Clerk to advise Ms Celia Jenner, CC.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllrs. Coles and Raynor</p> <p>Clerk</p> <p>Clerk</p>

	<p>e. <i>Memorial Bench</i> – Members considered a request to replace one of the old style concrete bench with a new one. The applicant will pay all costs. Cllr. Raynor will clarify which bench is referred to.</p>	Cllr. Raynor
229/2017	<p><u>Financial Matters</u> –</p> <p>a. <i>Poppy Wreath</i> – it was <b>RESOLVED</b> to make a donation of £30 to the Royal British Legion Poppy Appeal.</p> <p>b. <i>Accounts for Payment</i> – Schedule No.08 to a value of £47,600.69 was <b>APPROVED</b> for payment. Noted a full list of payments is available on the PC's website.</p> <p>The Clerk explained her salary cheque was higher than usual because of a large tax refund due to her and the routine annual increase.</p> <p>The Clerk reported that Gull Guard had not cashed the cheque re-issued in February 2017. It was <b>RESOLVED</b> to cancel the cheque and amend the accounts accordingly.</p> <p>c. <i>Bank Reconciliation</i> – Cllr. Collings verified the bank reconciliation for October and November in accordance with Financial Regulation 2.2.</p> <p>d. <i>2018/19 Budget</i> – Members to consider any projects, etc. they wish to put forward for consideration to the Budget Setting meeting. The clerk reported CC had advised the precept request should be submitted to them by 31<sup>st</sup> December 2017. She will present a draft budget to Members at their Secondary meeting on 27<sup>th</sup> November.</p> <p>e. <i>2017/18 Interim Audit Report</i> – the Clerk had written a response to the Interim Audit Report, which would be considered at the Secondary Council Meeting.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
230/2017	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda.</p> <p>a. <i>Cornwall Electoral Review</i> – Minute 216b/2017 refers. Members to give further consideration to the electoral review, which will propose: The total number of councillors elected to the council will be 87.</p> <ul style="list-style-type: none"> <li>• The number of divisions</li> <li>• The number of councillors representing each division</li> <li>• Division boundaries</li> <li>• Names of divisions</li> </ul> <p>Closing date for comments is 19<sup>th</sup> February 2018. CC are holding consultations events, the nearest to St Endellion is 28<sup>th</sup> November 2017, 1800-2000, Shire House Suite, Bodmin Town Council.</p> <p>b. <i>Parish Council Online Mapping</i> – the Clerk will sign up to this service, when needed.</p> <p>c. <i>Clerks &amp; Councils Direct</i> – November 2017.</p> <p>d. <i>NALC Smaller Councils' Committee 2018 and 2019</i> – closing date 28<sup>th</sup> November 2017.</p>	<p>Clerk</p> <p>Clerk</p>
231/2017	<p><u>Diary Dates</u> –</p> <p>a. <i>Secondary Council Meeting</i> – 27<sup>th</sup> November 2017.</p> <p>b. <i>Main Council Meeting</i> – 11<sup>th</sup> December 2017.</p> <p>c. <i>CC Localism Summits</i> – the summits will give you a chance to hear about, and question, a number of Council initiatives including strengthening the community network panels, devolution, the new Council budget and business plan and the work we are doing to improve waste and recycling, including work to issue a new waste contract for Cornwall by 2020:</p> <ol style="list-style-type: none"> <li>i. 29<sup>th</sup> November 2017, 1200-1630, Liskeard Town Council Offices.</li> <li>ii. 30<sup>th</sup> November 2017, 1200-1630, Council Chamber, St Austell.</li> <li>iii. 19<sup>th</sup> December 2017, 1100-1530, Parkhouse Centre, Bude.</li> </ol>	

	d. <i>CC Planning Conferences</i> – cost per delegate £12, on 28 <sup>th</sup> November 2017, 1630, Chy Trevail Office, Bodmin e. <i>Physical Activity Summit</i> – 17 <sup>th</sup> November 2017, Cornwall College, St Austell.	
232/2017	<u>Information Only / Future Agenda Items</u> – a. <i>Fishing Pot Storage</i> – request to store pots over winter on the car park. Deferred to the Secondary Meeting on 27 <sup>th</sup> November.	Clerk
233/2017	<u>Meeting Closed</u> – 20.57pm.	

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

Date: 11<sup>th</sup> December 2017