



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE ANNUAL COUNCIL MEETING
HELD IN PORT ISAAC SCHOOL
MONDAY, 14th MAY 2018 @ 7pm**

Present:	Cllr. Raynor (Chairman) Cllr. Kirkman Cllr. Webster Mrs Thompson (Clerk)	Cllr. Bell Cllr. Penny Cllr. Williams County Cllr. Mould	Cllr. Collings Cllr. Phelps
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Minute	AGENDA ITEMS	Action
123/2018	<u>Election of Chairman</u> – it was RESOLVED to elect Cllr. Raynor as Chairman 2018/19.	
	<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>Ms Jo Harley, Gilbert & Goode Ltd. was unwell and unable to meet with Members regarding a plot of land in Trelights, which they have an option on. Residents of Trelights were present and made the following comments:</p> <ol style="list-style-type: none"> a. Members of the public expressed their anger that Ms Harley had cancelled at such short notice. b. The development is utterly inappropriate for Trelights. c. There is a lack of infrastructure – roads are totally inadequate; there are no footpaths, the lighting is poor and there is a lack of public transport. d. A previous application had been refused because of the AONB. e. Over development for the village – the development would increase the size of the village by 25%. f. Concerns as to how the development would be drained. <p>Rumour has it that a bungalow has been bought to provide access to the site. The Clerk to send a copy of these remarks to Ms Harley and County Cllr. Mould.</p> <p>The owner of 91 Fore Street, Port Isaac objected to planning application PA18/03209 as she has planning permission and this new proposal would have a massive infringement to the light to her property. Minute 132e/2018 refers.</p>	Clerk
124/2018	<u>Election of Vice Chairman</u> – it was RESOLVED to elect Cllr. Coles as Vice Chairman in 2018/19.	
125/2018	<p><u>Acceptance of Office</u> –</p> <ol style="list-style-type: none"> a. <i>Chairman</i> – Cllr. Raynor duly signed his Acceptance of Office form. b. <i>Vice Chairman</i> – Vice Chairman to sign the Acceptance of Office form. Deferred to the June meeting. 	Cllr. Coles / Clerk
126/2018	<u>Apologies for Absence</u> – Cllrs. Cleave, Dawe and Coles.	
127/2018	<u>Council Committees/Appointments to Outside Bodies</u> – it was RESOLVED to make the following appointments:	

	<ul style="list-style-type: none"> a. NALC Representative (voting) – Cllr. Bell. b. Neighbourhood Plan Co-ordinator – Cllr. Williams. c. Planning Lead – Cllr. Williams. d. Village Hall Representative – Cllr. Raynor. e. Playing Field Co-ordinator – Cllr. Webster. f. Trelights Village Green – Cllr. Dawe and / or Kirkman. 	
128/2018	<u>Apologies for Absence</u> – Cllr. Coles.	
129/2018	<u>Members' Declarations</u> – <ul style="list-style-type: none"> a. Registerable Declarations of Interests – Cllr. Bell in Minute 132e/2018 and 132f/2018. b. Non-registerable interest – none. c. Declaration of Gifts – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds. d. Dispensations – none. 	
130/2018	<u>Minutes of Meetings</u> – <ul style="list-style-type: none"> a. Full Council Meeting – 9th April 2018, AGREED as a true record. b. Secondary Council Meeting – 24th April 2018, AGREED as a true record. 	
131/2018	<u>Outside Bodies / Reports</u> – <ul style="list-style-type: none"> a. Parish Council Chairman – Cllr. Raynor reported there had been severe congestion in the New Road car park, caused by coaches. This had subsequently been reported to CC, who will make parking enforcement visits. There was some discussion about the problems this creates. b. Cornwall Council — Cllr. Mould said the draft Community Infrastructure Levy proposals will be put to Cabinet shortly. Parishes with Neighbourhood Plans with a permanent residency clause will not qualify for the full CIL. She said that CC are still running some public WCs but have no budget for it. There had been problems with waste collection, which she is dealing with. She welcomes applications for a grant from her Community Fund. c. Wadebridge & Padstow Community Network Panel Meetings – Cllrs. Raynor and Penny had attended the meeting held on Thursday 19th April 2018. <u>Network Highway Scheme</u> – Members RESOLVED to request the following projects should go forward for consideration by the Network Panel. <ul style="list-style-type: none"> i. 20mph Speed Limit – to cover Trelights, Port Isaac, Trewetha, Port Gaverne. ii. B3314 Speed Limit – 40mph from Wadebridge to Delabole. 	Clerk
132/2018	<u>Planning Applications</u> – Members considered the following: <ul style="list-style-type: none"> a. PA18/02860, Gwel Mor, Trelights – proposed extension to provide additional bedroom and construction of a swimming pool. Cllr. Williams reported the Clerk had been granted an extension to 14th May 2018 by the original case officer, however the application had subsequently been decided by the new case officer, Ms Emma Venning. Cllr. Kirkman said there was a lack of information regarding the swimming pool. Members wanted to ensure there is no additional light pollution. Ms Venning had agreed to contact the agent to advise of Members' concerns, with reference to the AONB, tranquillity and dark skies. b. PA18/02910, Stargazy Inn, Port Isaac – proposed works to external front terrace area to include front balustrade and flagstone flooring. Cllr. Webster had concerns about possible noise pollution. SUPPORT provided the exterior lighting is limited to meet the AONB criteria to preserve dark skies, floor level and downlighting is preferred. 	Clerk Clerk

	<p>The same response to apply to: PA18/01173, <i>Stargazy Inn, Port Isaac</i> – proposed works to the Stargazy Inn site along with new extensions and first floor terraced area. Additional plans circulated via email. The same response applies to this application.</p> <p>c. PA18/03020, <i>The Chalet, Rear of 31 Fore Street, Port Isaac</i> – construction of a replacement dwelling. There are a number of objections on CC's website, including a recommendation for refusal from the Historic Service, and advisory comment from the Coastal Protection Team. Cllr. Penny would like to see a redesign that would decrease the overall size and be more in keeping. Cllr. Webster said she would be in favour of something similar. Cllr. Kirkman said it is too large and should be more in character with the area. Cllrs. Phelps and Bell doubted the wisdom of building on the site, with reference to the advice of the CPT. OBJECT. Members support the principle of building but cannot support the current design.</p> <p>d. PA18/03029, <i>49 Fore Street, Port Isaac</i> – rear single storey extension, room in the roof with dormers, internal alterations. SUPPORT.</p> <p>e. PA18/03209, <i>Maritime and Coastguard Agency, New Road, Port Isaac</i> – proposed 2 new dwellings to replace existing decommissioned Coastguard building. Cllr. Bell left the meeting whilst this item was discussed.</p> <p>OBJECT because Members think the site can sustain a single dwelling only. Permitted development at 91 Fore Street, would be affected by loss of light due to the close proximity of the development to the boundary.</p> <p>f. PA18/03670, <i>Long Cross Hotel, Trelights</i> – existing hotel function room to become four guest suites. Existing dining room to be replaced by smaller one, and two additional guest suites. Cllrs. Bell and Penny left the meeting whilst this item was discussed. SUPPORT.</p> <p>g. PA18/03945, <i>Seaward, 14 The Terrace, Port Isaac</i> – proposed garage. SUPPORT.</p> <p>h. PA18/04253, <i>Former Football Field at Homer Park, Port Isaac</i> – non-material amendment for the increase in roof height by 1m and the inclusion of roof lights and 2 gable end windows. (Application no. PA16/03282 dated 15/04/2016 relates). Cllr. Bell declared an interest. OBJECT on the grounds the increased glazing would cause harm to the AONB in with reference to tranquillity and dark skies, the increase in roof height is considered to change the nature of the proposal to one that is unacceptable on this sensitive site in the open countryside.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
133/2018	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Neighbourhood Plan</i> – Cllr. Williams explained the draft NP had been circulated via email. Cllr. Mould said a Sustainable Environment Assessment should not be necessary as CC has one. It was RESOLVED to call an Extraordinary Meeting to discuss this item only, on 29th May 2018.</p> <p>b. RP18/000181, <i>Empty Property, Trelights</i> – Mr Craig Dunlevy, Development Officer (Empty Homes) advised this property is not something the team normally investigate, as it is not technically an empty property, i.e. it is an incomplete development, that has never been occupied. However, for convenience his manager has asked him to investigate and feedback to Members as appropriate. See also 100c[v]/2018 below.</p> <p>c. <i>Enforcement Cases</i> – Cllr. Williams said that in future Members will not be updated with progress on enforcement until the case is decided, because of the new Data Protection Act. The Clerk to establish if this means the PC can no longer list enforcement cases in its Minutes.</p> <p>i. <u>EN17/00519, Land NE of Port Gaverne Hotel</u> – untidy site, land being used as a waste storage area and car park – application PA17/00546 withdrawn. Ms Serena Wearne, case officer.</p> <p>ii. <u>EN18/00256, The Cornish Cove Café, 76A Fore Street, Port Isaac</u> – alleged breach of condition 1 of PA12/00231 - business open on Friday nights.</p> <p>iii. <u>EN18/00400, Merrywood, Trelights</u> – alleged installation of velux windows and dormer window. Case officer, Mr David Tapsell.</p>	<p>Clerk</p> <p>Clerk</p>

	<p>iv. <u>EN18/00452, Land S of 1 Silvershell View, Port Isaac</u> – alleged untidy site. Case officer, Mr David Tapsell advised the case remains ongoing. He had not had any success in locating a landowner which makes it difficult to pursue. Cllr. Raynor will liaise with Mr Tapsell.</p> <p>v. <u>EN18/00615, Empty Property, Trelights</u> – alleged erection of a dwelling. Case officer: David Tapsell reported the dwelling was the subject of a planning application in 2006 (E1/2006/01239), which was refused planning permission.</p> <p>A subsequent appeal was allowed on 23 April 2007. The design of the dwelling shown on plan appears to reflect the almost complete dwelling shown on Google Earth street view. No breach of planning control found. Case closed.</p> <p>d. <i>Planning Applications Approved by CC</i> – information only:</p> <p>i. <u>PA18/00851, 15 Dolphin Street, Port Isaac</u> – Listed Building Consent for proposed replacement of all external timber window frames with like-for-like hardwood frames and single-pane glass. Frames to be painted in similar colour to existing. Make good to masonry if required.</p> <p>ii. <u>PA18/01022, Trevelver, Road from The Barton to St Endellion Lane, Trelights</u> – removal of chimney replacing with flue for woodburner, re-roof rear extension roof (with similar slate). Additional skylight and windows to serve bathroom and shower room, internal alterations.</p> <p>iii. <u>PA17/11992, Merrywood, Trelights</u> – reserved matters application for the construction of two dwellings. (Details following application no PA17/03682 dated 14/06/17.</p> <p>iv. <u>PA18/01313, 32 New Road, Port Isaac</u> – refurbishment of existing extension incorporating rendered external wall insulation and roof repairs.</p> <p>v. <u>PA18/01782, 20 Tintagel Terrace, Port Isaac</u> – two-storey rear extension and internal alterations to dwelling house.</p> <p>vi. <u>PA18/00508/PREAPP, Upper Westcott, Trewetha Lane, Port Isaac</u> – pre-application advice for change of use from two flats to one residential unit.</p>	Cllr. Raynor
134/2018	<p><u>Highways Matters</u> –</p> <p>a. <i>B3267 Junction with B3314</i> – Mr Oliver Jones, Cormac advised they intend to add a SLOW road marking adjacent to the existing junction and bend warning signs as shown in the screenshot (previously circulated), this will be added to the Steward's lining work package for the area. Details, including the screenshot, had previously been circulated via email. Whilst pleased with this improvement, Members want to see a left-hand road sign to improve road safety. The Clerk to inform Mr Jones.</p> <p>Cllr. Phelps said the junction of Silvershell Road and Hartland Road is dangerous. Members felt if the application to the Highways Scheme for a 20mph would solve this issue.</p> <p>b. <i>Trewetha Flooding</i> – Minute 101c/2018 refers. Mr Oliver Jones, Cormac advised they had looked at the flooding issue and it appears that a grip / backditch requires cleansing which has previously drained onto the adjacent field area. The Highway Steward is going to liaise with the Rural Maintenance team for the area with regards to this reinstatement.</p> <p>c. <i>The Terrace, Port Isaac</i> – Members considered a request from a resident to make this 'Residents only parking'. This had been considered in the past and is felt to be unworkable.</p> <p>d. <i>Road Closure</i> – road from The Barton to junction W of Tregole, 25th to 27th June 2018 (24 hours). Details previously circulated via email.</p>	Clerk Clerk
135/2018	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Trewetha Toilets / Kiosk / Shelter</i> – Minute 36a/2018 refers. Cllr. Raynor said he was concerned about the lack of response from Mr Robert Portman, WWA. The deadline for quotations is 19th May 2018.</p>	

	<p>b. <i>War Memorial</i> – Cllr. Bell said this is in the hands of the church. Mrs Pearson had written an article about the future of the memorial for TRIO. A copy of her report was read to the meeting by Cllr. Raynor.</p> <p>The preference of Cllrs. Penny, Phelps, Collings and Raynor is to put the memorial on the grass verge at the Mayfield Road junction. Cllr. Webster and Kirkman do not have a preference. Cllr. Williams did not wish to give her preference now and Cllr. Bell wanted to wait until the relatives had been consulted in accordance with the War Graves Commission guidance.</p> <p>Cllrs. Williams, Phelps and Mould left the meeting at this point.</p> <p>c. <i>Roscarrock WCs</i> – there had been a problem with the hand washers. Mr Mike Beckett, CC advised he had asked Cormac to repair/replace them.</p> <p>d. <i>Trelights Village Green</i> – Mr Sproull had provided a copy of the plan, which the Clerk will mark up. Cllr. Phelps had agreed to sign an affidavit setting out Members' ownership claim.</p>	Clerk / Cllr. Phelps
136/2018	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – Schedule No.02 to a value of £28,628.52, was APPROVED for payment. A full list of payments is available on the PC's website.</p> <p>b. <i>Bank Reconciliation</i> – the Clerk reported she had not received Statement No.30 and had, therefore, been unable to complete the bank reconciliation. Cllr. Raynor to request this from the Bank.</p> <p>c. <i>HSBC Bank Account</i> – verbal report, following discussion with HSBC as to whether the account remains open. Cllr. Raynor said he had been unable to speak to HSBC on the phone but will try again.</p> <p>d. <i>SW Coast Path</i> – request for a grant. Details previously circulated via email. Cllr. Bell said there should be a handrail on part of the path. He will provide the Clerk with the ordnance grid reference.</p> <p>e. <i>2017/18 Accounts</i> – the accounts had been completed and had been collected by the Internal Auditor.</p> <p><i>2016/17 Accounts</i> – taken by Cllr. Penny to put into storage.</p>	Clerk Cllr. Raynor Cllr. Raynor Cllr. Bell / Clerk
137/2018	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda.</p> <p>a. <i>Minerals Safeguarding Development Plan</i> – consultation runs from 20th April 2018 to 1st June 2018. Details previously emailed.</p> <p>b. <i>Calor Grant Scheme</i> – up to £5,000 available for schemes that 'will improve local life'. Details previously circulated via email.</p> <p>c. <i>Cornwall Boundary Review</i> – the Boundary Commission will carry out a public consultation on their proposals from 5th June to 17th September 2018. Details previously circulated via email.</p> <p>d. <i>Clerks & Councils Direct</i> – May 2018.</p> <p>e. <i>Countryside Access Forum</i> – deadline for applications to join the forum is 29th June 2018. Details previously circulated via email</p>	
138/2018	<p><u>Diary Dates</u> –</p> <p>a. <i>Full Council Meeting</i> – 11th June 2018.</p> <p>b. <i>Extraordinary Meeting</i> – 29th May 2018. The Clerk to inform the consultants, who may wish to be present.</p>	Clerk
139/2018	<u>Information Only / Future Agenda Items</u> – none.	
140/2018	<u>Meeting Closed</u> – 21.12pm.	

Signature: (Cllr. Raynor)
Chairman

Date: 11th June 2018