



Port Isaac • Trelights • Port Gaverne

**NOTICE AND AGENDA OF THE FULL COUNCIL MEETING  
TO BE HELD IN PORT ISAAC SCHOOL  
MONDAY, 11<sup>th</sup> JUNE 2018 @ 6.30pm**

Members of the public and press are invited to attend this meeting of the Council.

Minute	AGENDA ITEMS	Action
	<p><u>Chairman's Welcome and Public Forum</u> – members of the public may address the Council prior to the commencement of the Meeting.</p> <p>Members to meet with the Neighbourhood Plan Consultants.</p>	
145/2018	<u>Apologies for Absence</u> –	
146/2018	<p><u>Acceptance of Office</u> –</p> <p>a. <i>Vice Chairman</i> – Vice Chairman to sign the Acceptance of Office form. Deferred from the May meeting.</p>	Cllr. Coles
147/2018	<p><u>Members' Declarations</u> –</p> <p>a. <i>Registerable Declarations of Interests</i> – Members must declare an interest, which has been declared on their Register of Financial Interests form, relevant to the agenda.</p> <p>b. <i>Non-registerable interest</i> – Members must declare non-registerable interests at the start of the meeting or whenever the interest becomes apparent.</p> <p>c. <i>Declaration of Gifts</i> – Members are reminded they must declare any gift or hospitality with a value in excess of fifty pounds.</p> <p>d. <i>Dispensations</i> – Members to consider any requests for dispensations.</p>	
148/2018	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 14<sup>th</sup> May 2018.</p> <p>b. <i>Extraordinary Council Meeting</i> – 29<sup>th</sup> May 2018.</p>	
149/2018	<p><u>Outside Bodies / Reports</u> –</p> <p>a. <i>Parish Council Chairman</i> – Members to receive a report.</p> <p>b. <i>Cornwall Council</i> – Members to receive a report.</p> <p>c. <i>Wadebridge &amp; Padstow Community Network Panel Meetings</i> – next meeting has been rescheduled to Thursday 28<sup>th</sup> June 2018, 6.30pm.</p>	Cllr. Raynor Cllr. Mould
150/2018	<p><u>Planning Applications</u> – Members to consider the following:</p> <p>a. <i>PA18/01348/PREAPP, Northcliffe, Roscarrock Hill, Port Isaac</i> – pre-application advice for proposed remodelling with partial demolition, extension and structural repairs</p> <p>b. <i>PA18/01424/PREAPP, Rashleigh Cellars, Port Gaverne</i> – pre-application advice for change of use from toilets to storage lock up.</p>	Link sent to Cllr. Williams  Link sent to Cllr. Williams

	<ul style="list-style-type: none"> <li>c. PA18/03582, Land S of Homer Park Farmhouse, Port Isaac – creation of new access point to the highway, new access track and the installation of 2 no. passing places.</li> <li>d. PA18/04064, St Endellion Parish Hall – extension of existing parish community hall.</li> <li>e. PA18/04065, St Endellion Parish Hall – Listed building consent for extension of existing parish community hall.</li> <li>f. PA18/04482, 3 Coastguard Cottages, 24 New Road, Port Isaac – construction of a dormer window on the rear roof slope of a dwelling house.</li> <li>g. PA18/04728, Higher Moon, Tintagel Terrace, Port Isaac – application for variation of condition on planning application number PA16/10237 - Alterations and extension to dwelling - revision to condition 2 - building in accordance with approved plans Condition Number(s): 2, Conditions(s) Removal: Revisions required to planning proposal scheme. Revised plans.</li> <li>h. PA18/04794, Carlenice, 15 Trewetha Lane, Port Isaac – renovation of existing utility room into kitchen extension with associated renovation works.</li> </ul>	<p>Link sent to Cllr. Williams</p> <p>Link sent to Cllr. Williams</p> <p>Link sent to Cllr. Williams</p> <p>Link sent to Cllr. Williams</p> <p>Link sent to Cllr. Williams</p> <p>Link sent to Cllr. Williams</p>
151/2018	<p><u>Other Planning Matters –</u></p> <ul style="list-style-type: none"> <li>a. <i>Neighbourhood Plan</i> – Members to receive an update.</li> <li>b. <i>Enforcement Cases</i> – CC had decreed that listing placing enforcement cases is an infringement of the Data Protection Act. In future updates will not be available. When a decision had been reached the complainant will be told, but not PCs.</li> <li>c. <i>Planning Applications Approved by CC – information only:</i> <ul style="list-style-type: none"> <li>i. <u>PA18/02860, Gwel Mor, Trelights</u> – proposed extension to provide additional bedroom and construction of a swimming pool.</li> <li>ii. <u>PA18/03029, 49 Fore Street, Port Isaac</u> – rear single storey extension, room in the roof with dormers, internal alterations.</li> <li>iii. <u>PA18/01173, Stargazy Inn, 1 The Terrace, Port Isaac</u> – proposed works to the Stargazy Inn site along with new extensions and first floor terraced area.</li> <li>iv. <u>PA18/00539, 4 Furze Park Trelights</u> – construction of a dwelling.</li> <li>v. <u>PA18/02910, Stargazy Inn, Port Isaac</u> – proposed works to external front terrace area to include front balustrade and flagstone flooring.</li> </ul> </li> <li>d. <i>Planning Applications Refused by CC – information only:</i> <ul style="list-style-type: none"> <li>i. <u>PA18/03020, The Chalet, Rear of 31 Fore Street, Port Isaac</u> – construction of a replacement dwelling. The Clerk apologised, this application had been refused by CC and should not have been included in 151c/2018.</li> </ul> </li> <li>e. <i>PA18/04253, 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).</li> </ul> <p style="color: red;">NOTE – CC deemed this unacceptable as an amendment.</p>	<p>Cllr. Williams</p> <p>Information</p>
152/2018	<p><u>Highways Matters –</u></p> <ul style="list-style-type: none"> <li>a. <i>B3267 Junction with B3314</i> – Minute 134a/2018. Members to receive any response from Mr Oliver Jones, Cormac regarding their request for a left-hand road sign to indicate the turning to Port Isaac.</li> <li>b. <i>Parking Enforcement</i> – the Service Level Agreement (including cover at Port Gaverne) had been signed and returned to Ms Zoe Hall, CC.</li> </ul>	<p>Information</p>
153/2018	<p><u>Environmental / Amenity Matters –</u></p> <ul style="list-style-type: none"> <li>a. <i>Trewetha Toilets / Kiosk / Shelter</i> – Minute 36a/2018 refers. Members to receive an update, to include report of discussion with AS Parking.</li> </ul>	<p>Cllr. Raynor</p>

	<p>NOTE – Healthmatic had been awarded the contract to supply and erect the building, etc. at a cost of £124,000. and Terry Harris &amp; Sons the contract for the groundworks at a cost of £51,638.56.</p> <p>b. <i>War Memorial</i> – Members to consider a proposal that the Council asks the County Council for permission to allow the memorial to be moved to The Green at the corner of Mayfield, to include the possible purchase of The Green (if required by CC) and/or apply for planning. NOTE – the costs to be met by the PCC.</p> <p>c. <i>Bin Storage Area</i> – Minute 83a/2018. Members to receive an update, i.r.o. a licence to CC to store their bins on site.</p>	Cllr. Raynor
154/2018	<p><u>General Data Protection Regulations</u> – as the Data Controller under GDPR, the Council to:</p> <p>i. <u>Appoint a Committee</u> – to include the Clerk, to oversee compliance with the GDPR, to include:</p> <ul style="list-style-type: none"> <li>• Compilation of a Data Asset Register, and</li> <li>• Undertake an audit of the data currently held.</li> </ul> <p>ii. <u>Appoint a Data Protection Officer</u> – proposal this should be the Clerk.</p> <p>iii. <u>Approve the Privacy Notice</u> – for the website, previously emailed</p>	
155/2018	<p><u>Financial Matters</u> –</p> <p>a. <i>Insurance Renewal</i> – Members to confirm their acceptance of the renewal quotation of £1,953.59 inclusive of insurance premium tax, to include a check of the insurance schedule. Details previously emailed.</p> <p>b. <i>Accounts for Payment</i> – Schedule No.03. NOTE – a full list of payments is available on the PC's website.</p> <p>c. <i>Budget Monitor</i> – Members to reconsider their Budget for 2018/19, in light of the additional expenditure on the new toilet block, to include consideration of a possible application for a loan to the PWLB.</p> <p>d. <i>Bank Reconciliation</i> – the bank reconciliation to be verified in accordance with Financial Regulation 2.2.</p> <p>e. <i>HSBC Bank Account</i> – verbal report, following discussion with HSBC as to whether the account remains open.</p> <p>f. 2017/18 Accounts –</p> <p>i. <u>Annual Governance Statement 2017/18</u> – Members to consider and approve the statement. Copy to be circulated at the meeting.</p> <p>ii. <u>Accounting Statement for 2017/18</u> – Members to receive and accept the 2017/18 accounts. Copy to be circulated at the meeting.</p> <p>iii. <u>Internal Auditor</u> – Members to consider the following matters raised by their Internal Auditor:</p> <ul style="list-style-type: none"> <li>a. <i>Standing Orders</i> – draft previously circulated via email.</li> <li>b. <i>Grant Policy</i> – draft previously circulated via email.</li> <li>c. <i>Asset Register</i> - the asset register should be expanded to include some of the key information suggested in paragraph 5.57 of the 'Proper Practice' guidance.</li> </ul> <p>g. <i>Police and Crime Commissioners Small Grant Scheme, 2018</i> – the scheme intends to support communities to help resolve local issues themselves. £80,000 has been allocated to be granted in 2018 and an additional £80,000 in 2019 to local communities with identifiable anti-social behaviour (ASB) issues. Details previously emailed</p> <p>h. <i>Coastal Revival Fund</i> – targeted at bringing at-risk coastal heritage sites back into economic use. Details previously circulated via email.</p>	Cllr. Collings  Cllr. Raynor
156/2018	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda.</p> <p>a.</p>	

157/2018	<u>Diary Dates</u> – a. <i>Main Council Meeting</i> – 9 <sup>th</sup> July 2018. b. <i>Secondary Council Meeting</i> – 25 <sup>th</sup> June 2018.	
158/2018	<u>Information Only / Future Agenda Items</u> – a.	
159/2018	<u>Closed Session</u> – in view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and they are instructed to withdraw.	
160/2018	<u>Enforcement Cases</u> – Minute 151b/2018 refers.	
161/2018	<u>Meeting Closed</u> –	

Signature: ..... (Mrs Gillian Thompson)  
Parish Clerk

Date: 4<sup>th</sup> June 2018

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