



**MINUTES OF THE FULL COUNCIL MEETING
HELD IN PORT ISAAC SCHOOL
MONDAY, 11th JUNE 2018 @ 6.30pm**

Present:	Cllr. Raynor (Chairman) Cllr. Collings Cllr. Phelps County Cllr. Mould	Cllr. Bell Cllr. Dawe Cllr. Williams	Cllr. Coles (Vice Chairman) Cllr. Kirkman 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 James Evans and Dave Slatter, Neighbourhood Plan Consultants who gave a briefing to explain the main points of the NP. Once the Plan is adopted it has, in law, the same weight as CC's Local Plan. Sixteen draft policies had been drawn up, based on consultations made to date.</p> <p>Cllr. Bell said the housing needs survey shows a significant requirement, 80-102 homes, particularly for social rented housing. Mr Slatter said St Endellion has a zero figure identified in the Cornwall Local Plan, hence no sites are identified in St Endellion draft NDP. Cllr Bell requested clarification in the draft NDP reference designation, i.e. AONB limiting the Plan's need to deliver the housing numbers in the AECOM Housing Needs Survey.</p> <p>Mr Slatter said once the outcome of the Strategic Environmental Assessment, currently with CC, is to hand, then the plan is ready to go for consultation, which must run for 6 weeks. Comments from the public will then be considered and may result in changes to the policies.</p> <p>Cllr. Phelps asked if CC's comments on the Plan had to be adhered to. Mr Evans explained the NP must conform to the Cornwall Local Plan.</p> <p>Cllr. Bell spoke of the re-introduction of the Settlement Boundary and highlighted a number of anomalies. Mr Evans said responses to the consultation would inform the detail.</p> <p>Mr Slatter said there is no national policy i.r.o. coastal erosion.</p> <p>He will supply the Clerk with a copy of 'Appendix J' which gives some guidance to the next step, i.e. the 6-week consultation exercise.</p> <p>Cllr. Bell asked about buildings of local interest. Mr Slatter said this came about because of the responses made to the original consultation.</p> <p>A copy of the draft NP is available on the website.</p> <p>The consultation will include a consultation event, leaflets advertising the Plan is ready both in hardcopy and online to view, etc. A formal meeting could also be held if this was deemed appropriate. It was emphasised that a 'layman's summary' is needed, which would be easily understood by the public.</p> <p>Mrs Frances Kent, Church Warden asked Members to make a decision regarding the re-siting of the war memorial. Two sites had been proposed, one by the side of St Peter's Church, Port Isaac and the other on the grass verge at the junction of Mayfield Road / Trewetha Lane. (Minute 153b/2018 was taken at this point.)</p>		

145/2018	<u>Apologies for Absence</u> – Cllr. Webster (medical appointment). Cllrs. Cleave and Penny were not present.	
146/2018	<u>Acceptance of Office</u> – Cllr. Coles dully signed his Acceptance of Office form as Vice Chairman for 2018/19	
147/2018	<u>Members' Declarations</u> – a. <i>Registerable Declarations of Interests</i> – none b. <i>Non-registerable interest</i> – none. c. <i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds. d. <i>Dispensations</i> – none.	
148/2018	<u>Minutes of Meetings</u> – a. <i>Full Council Meeting</i> – 14 th May 2018, AGREED as a true record. b. <i>Confidential Extraordinary Council Meeting</i> – 29 th May 2018, AGREED as a true record.	
149/2018	<u>Outside Bodies / Reports</u> – a. <i>Parish Council Chairman</i> – Cllr. Raynor reported he had heard from Mr Lewis Horne who said no-one was using the mobile Post Office. Members RESOLVED to allow them to park on the hardstanding area in the car park. Cllr. Raynor will liaise with Mr Horne. Cllr Williams pointed out the hard standing will not be available during the construction period of the public toilets. Cllr. Raynor will inspect the Trelight's notice board, having received a complaint the lock is broken. b. <i>Cornwall Council</i> — Cllr. Mould said complaints had been received i.r.o. Cormac's work schedule. Cllr Bell asked her to investigate if it is possible to re-site the war memorial to the grass area (Public Forum refers) via a certificate of lawful use. It was AGREED he would liaise with Cllr. Mould on this issue. Cllr. Kirkham asked if anything could be done (under the Network Panel Highway Scheme) about the speed of traffic around England's Peace, on the B3314. Cllr. Phelps said traffic speed was also an issue at the corner by Secrets to the bottom of the hill. Cllr. Mould suggested joining with St Minver Highlands and Lowlands to apply for one combined Road Traffic Order. She will raise this at the Network Panel Meeting. <i>Cornwall Division Boundaries</i> – consultation ends 17 th September 2018. Details previously circulated via email. c. <i>Wadebridge & Padstow Community Network Panel Meetings</i> – next meeting will be held on Thursday 28 th June 2018, 6.30pm, Egloshayle Pavilion. Agenda and supporting papers previously emailed.	Cllr. Raynor Cllr. Raynor Cllr. Mould / Cllr. Bell Cllr. Mould
150/2018	<u>Planning Applications</u> – Members considered the following: a. <i>PA18/01348/PREAPP, Northcliffe, Roscarrock Hill, Port Isaac</i> – pre-application advice for proposed remodelling with partial demolition, extension and structural repairs. Cllr. Williams said this was a confidential pre-app and should not have been included on the Weekly Planning List. b. <i>PA18/01424/PREAPP, Rashleigh Cellars, Port Gaverne</i> – pre-application advice for change of use from toilets to storage lock up. Members regret the loss of the only public convenience in Port Gaverne. Cllr. Williams had spoken to Mr Ian Kemp, National Trust about this. He would be happy to have a meeting to consider options for the building. c. <i>PA18/03582, Land S of Homer Park Farmhouse, Port Isaac</i> – creation of new access point to the highway, new access track and the installation of 2 no. passing places. OBJECT. Members would like to see a single entrance / exit with a visibility splay and were of the opinion that the destruction of hedges	Clerk Clerk

	<p>to create passing places was unnecessary an unwarranted if the splay was sufficiently well designed.</p> <p>Cllr. Phelps left the meeting at this point.</p> <p>d. <i>PA18/04064, St Endellion Parish Hall</i> – extension of existing parish community hall. SUPPORT.</p> <p>e. <i>PA18/04065, St Endellion Parish Hall</i> – Listed building consent for extension of existing parish community hall. SUPPORT.</p> <p>f. <i>PA18/04482, 3 Coastguard Cottages, 24 New Road, Port Isaac</i> – construction of a dormer window on the rear roof slope of a dwelling house. Cllr. Bell declared an interest.</p> <p>Cllr. Williams read an objection from Cllr. Bell. OBJECT on the grounds this would be would cause harm to the visual amenity of the three historic cottages and is inappropriate, with the terraces visible interrelation with the SW Coastal Path.</p> <p>g. <i>PA18/04728, Higher Moon, Tintagel Terrace, Port Isaac</i> – 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. SUPPORT.</p> <p>h. <i>PA18/04794, Carlenice, 15 Trewetha Lane, Port Isaac</i> – renovation of existing utility room into kitchen extension with associated renovation works. SUPPORT.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
151/2018	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Neighbourhood Plan</i> – covered by the meeting with the Neighbourhood Planning Consultant (Public Forum refers).</p> <p>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.</p> <p>c. <i>Planning Applications Approved by CC</i> – information only:</p> <p>i. <u><i>PA18/02860, Gwel Mor, Trelights</i></u> – proposed extension to provide additional bedroom and construction of a swimming pool.</p> <p>ii. <u><i>PA18/03029, 49 Fore Street, Port Isaac</i></u> – rear single storey extension, room in the roof with dormers, internal alterations.</p> <p>iii. <u><i>PA18/01173, Stargazy Inn, 1 The Terrace, Port Isaac</i></u> – proposed works to the Stargazy Inn site along with new extensions and first floor terraced area.</p> <p>iv. <u><i>PA18/00539, 4 Furze Park Trelights</i></u> – construction of a dwelling.</p> <p>v. <u><i>PA18/02910, Stargazy Inn, Port Isaac</i></u> – proposed works to external front terrace area to include front balustrade and flagstone flooring.</p> <p>d. <i>Planning Applications Refused by CC</i> – information only:</p> <p>i. <u><i>PA18/03020, The Chalet, Rear of 31 Fore Street, Port Isaac</i></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.</p> <p>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). NOTE – CC deemed this unacceptable as an amendment.</p>	
152/2018	<p><u>Highways Matters</u> –</p> <p>a. <i>B3267 Junction with B3314</i> – Minute 134a/2018. Members agreed the left-hand road sign to indicate the turning to Port Isaac was adequate. No further action.</p>	

	<p>b. <i>Parking Enforcement</i> – the Service Level Agreement (including cover at Port Gaverne) had been signed and returned to Ms Zoe Hall, CC.</p> <p>c. <i>Road Closure</i> – road From The Barton to Junction West of Tregole, Trelights, 25th to 27th June 2018 (24 hours). Details previously emailed.</p>	
153/2018	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Trewetha Toilets / Kiosk / Shelter</i> – Minute 36a/2018 refers. Cllr. Raynor advised work had commenced.</p> <p>It was RESOLVED to grant delegated powers to Cllr. Raynor and the Clerk to deal with WWA on matters relating to the new build, subject to an expenditure limit of £1,000.</p> <p>It was further RESOLVED to accept the recommendation of WWA and appoint BBS Building Control who will cover the works under a full plan check. Their fee for this would be £950.00+VAT. They have stated they would be happy to undertake the work in stages, i.e. they could undertake inspections of the ground works whilst confirming other elements with the modular building design.</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 & Sons the contract for the groundworks at a cost of £51,638.56.</p> <p>b. <i>War Memorial</i> – it was confirmed the St Endellion PCC wished the memorial to be re-sited to the verge adjacent to Mayfield Road</p> <p>It was RESOLVED the Parish Council asks the County Council for permission to allow the memorial to be moved to the verge adjacent to Mayfield Road. Cllr. Bell and Cllr. Mould to action.</p> <p>NOTE – the costs to be met by the PCC.</p> <p>c. <i>Bin Storage Area</i> – Minute 83a/2018. CC had provided an amended licence to store their bins on PC-owned land at New Road. Details previously circulated to Members. It was RESOLVED to accept the licence. The Clerk to advise Mr Sproull. Noted that CC reserves the right to move the bins to their original location when the licence expires.</p> <p>d. <i>PROW Cutting</i> – the contractors will commence work on this tomorrow. Cllr. Mould left the meeting at this point. Cllr. Dawe will remove the metal spike left on Coastal Footpath.</p>	<p>Cllr. Raynor / Clerk</p> <p>Clerk</p> <p>Cllr. Mould / Cllr. Bell</p> <p>Clerk</p> <p>Cllr. Dawe</p>
154/2018	<p><u>General Data Protection Regulations</u> – as the Data Controller under GDPR, the Council has taken the following action:</p> <p>i. <u>Appoint a Committee</u> – it was RESOLVED to appoint Cllrs. Bell and the Clerk to oversee compliance with the GDPR. They were given delegated authority to make recommendations for action including changes of policy and to act in an emergency in accordance with the GDPR report requirements.</p> <ul style="list-style-type: none"> • Compilation of a Data Asset Register, and • Undertake an audit of the data currently held. <p>ii. <u>Data Protection Officer</u> – it was RESOLVED the Clerk would be the DPO.</p> <p>iii. <u>Approve the Privacy Notice</u> – it was RESOLVED to adopt the Privacy Policy previously circulated via email. To be placed on the website.</p>	<p>Cllr. Bell / Clerk</p> <p>Clerk</p>
155/2018	<p><u>Financial Matters</u> –</p> <p>a. <i>Insurance Renewal</i> – Members confirmed the insurance schedule was correct and it was RESOLVED to accept the renewal quotation of £2,003.59 inclusive of insurance premium tax.</p> <p>b. <i>Accounts for Payment</i> – Schedule No.03 to a value of £13,769.19 was APPROVED for payment. A full list of payments is available on the PC's website.</p>	<p>Clerk</p>

	<p>c. <i>Budget Monitor</i> – Members re-considered their Budget for 2018/19 in light of the additional expenditure on the new toilet block. Cllr. Coles said it was estimated £103,000 would be carried forward to the next financial year. Members considered this adequate. Cllr. Williams reminded Members a sum needs to be allowed for the NP consultation.</p> <p>d. <i>Bank Reconciliation</i> – the bank reconciliation was verified in accordance with Financial Regulation 2.2 by Cllr. Collings.</p> <p>e. <i>HSBC Bank Account</i> – Cllr. Raynor said he had been unable to speak to HSBC on the phone. The Bank had subsequently frozen the account. The Clerk to request a refund.</p> <p>f. 2017/18 Accounts –</p> <p>i. <u>Annual Governance Statement 2017/18</u> – Members considered and APPROVED the statement.</p> <p>ii. <u>Accounting Statement for 2017/18</u> – Members received and ACCEPTED the 2017/18 accounts. The Clerk to submit them to the External Auditor and place on the PC's website.</p> <p>iii. <u>Internal Auditor</u> – Members considered the following matters raised by their Internal Auditor:</p> <p>a. <i>Standing Orders</i> – Members RESOLVED to adopt the revised SO previously circulated via email. Copy to be placed on the website.</p> <p>b. <i>Grant Policy</i> – Members RESOLVED to adopt the Grant Policy. Copy to be placed on the website.</p> <p>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. The Clerk to action.</p> <p>d. <i>H&S Policy</i> – the Clerk to provide a draft for Members' consideration.</p> <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. Cllr. Kirkham suggested a footpath / cycle track parallel to the B3314. Cllr. Williams said an application could be made for a feasibility study for this.</p> <p>Cllrs. Kirkham and Williams were tasked to work up an application for improvements to the footpaths in Port Isaac valley. It was further decided to investigate the cost of a handrail where the ramp was installed on the "Cliff Path" section of the SW Coastal Path.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerks. Kirkham / Williams</p>
156/2018	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda.</p> <p>a. <i>Local Business Discount Card</i> – Members pointed out there is already an unofficial scheme with some local businesses offering a discount to residents.</p>	Clerk
157/2018	<p><u>Diary Dates</u> –</p> <p>a. <i>Main Council Meeting</i> – 9th July 2018.</p> <p>b. <i>Secondary Council Meeting</i> – 25th June 2018.</p>	
158/2018	<u>Information Only / Future Agenda Items</u> – none.	
159/2018	<u>Meeting Closed</u> – 20.28pm.	

Signature: (Cllr. Raynor)
Chairman

Date: 9th July 2018