



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE FULL COUNCIL MEETING
HELD IN PORT ISAAC SCHOOL
MONDAY, 9th JULY 2018 @ 7pm**

Present:	Cllr. Raynor (Chairman) Cllr. Penny Cllr. Williams	Cllr. Coles (Vice Chairman) Cllr. Phelps Mrs Thompson (Clerk)	Cllr. Kirkman Cllr. Webster
Minute	AGENDA ITEMS		Action
	<p>Chairman's Welcome and Public Forum – the Chairman welcomed those present and advised of exits, local hazards, location of WCs, etc.</p> <p>Mr Matt Hawcroft advised he is to represent the applicants at appeal i.r.o. the Live / Work development at Homer Park (PA17/05288). He sought the support of Members, in particular, to agree that Homer Park is a settlement. He said the application fulfils an affordable housing need, although he accepted it was not an affordable housing proposal. Cllr. Williams advised that Homer Park was purposely not defined as a settlement within Neighbourhood Development Plan, in order to protect the ANOB, and cautioned the Parish Council against designation which might have long term consequences in terms of development pressure. When the Planning Inspector considers an appeal, the PC will be consulted. Further discussion was deferred until the appeal is received. Members had supported the proposal with one abstention.</p>		Clerk
160/2018	<u>Apologies for Absence</u> – Cllrs. Bell, Cleave, Collings, Dawe, County Cllr. Mould.		
161/2018	<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.		
162/2018	<u>Minutes of Meetings</u> – a. <i>Full Council Meeting</i> – 11 th June 2018, AGREED as a true record. b. <i>Secondary Council Meeting</i> – June meeting cancelled,		
163/2018	<u>Outside Bodies / Reports</u> – a. <i>Parish Council Chairman</i> – Cllr. Raynor reported he, Cllrs. Coles and Williams had met with Mr Rich Shirley, National Trust. The Trust are looking to convert the Port Gaverne toilets into a retail facility or as a catering kiosk, which may be operated directly by The Trust and could perhaps include some interpretation highlighting the history of Port Gaverne to its visitors. Either option will include the retention of a toilet that could be used by the public. Cllr. Coles reported the Trust had proposed the PC take on a short-term licence at a cost of £100 (the Trust to pay the Business Rates) and run the WCs until 31 st October 2018. Cllr. Williams will produce some costings. Further discussion deferred to the July Secondary Meeting.		Cllr. Williams Clerk

	<p>There is a negative comment on TripAdvisor about Port Isaac and the Harbourmaster.</p> <p>b. <i>Cornwall Council</i> — Cllr. Mould reported through the Clerk that the Highways Schemes were discussed at the last Network meeting and four were chosen to go forward, as they were the only ones that did not include traffic calming connected with speeding traffic. CC have to revisit the policy around these submissions because the majority of all schemes submitted throughout the county were traffic calming-related.</p> <p>Cllr. Phelps raised the question of signage being left on the highway, e.g. the flood sign on the approach to Port Isaac. Cllr. Raynor will report this on the Highway website.</p> <p>Cllr. Webster said the sign indicating the PC's car park was in the wrong place. Cllr. Penny suggested adding '50 yards ahead' to overcome this issue. Deferred to the August Full Council meeting.</p> <p>c. <i>Wadebridge & Padstow Community Network Panel Meetings</i> – no-one was available to attend the meeting held on 28th June 2018.</p> <p>NOTE – the next meeting will be held on Thursday 27th September 2018.</p>	<p>Cllr. Raynor</p> <p>Clerk</p>
164/2018	<p><u>Planning Applications</u> – Members considered the following:</p> <p>a. <i>PA18/05015, Meadow Stile, Trewetha Lane, Port Isaac</i> – rear extension to replace existing lean to, new and replacement windows. Unanimously OBJECT. Members support the proposed rear extension, however object to the proposed glazing form. The proposal fails to Conserve or Enhance the Conservation Area by reason of the uncharacteristic glazing unbroken by the bars and panes seen in all the surrounding cluster of buildings. This would have the effect of making the building more prominent when viewed from within the Conservation Area, The benefit to occupiers does not in Members' opinion outweigh the harm. Members would be inclined to fully support the proposal with adjustment to the glazing divisions.</p> <p>b. <i>PA18/05426, 9 Silvershell View, Port Isaac</i> – single storey rear extension with sun terrace and proposed entrance porch. The work includes internal remodelling and re-roofing works. NO COMMENT. Cllr. Williams abstained.</p> <p>c. <i>PA18/05608, 4 Mayfield Road, Port Isaac</i> – proposed rear ground floor extension and decking. SUPPORT.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
165/2018	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Neighbourhood Plan</i> – Cllr. Williams reported she had started to design the publication consultation material. It is hoped to commence the consultation in September.</p> <p><u>Neighbourhood Plans, Affordable Housing, and Cornwall Local Plan Housing Apportionment</u> – letter from the N Cornwall Cluster Group, previously circulated via email.</p> <p>b. <i>Planning Applications Approved by CC</i> – information only:</p> <p>i. <u>PA18/00691, Pilchards, Port Gaverne</u> – retrospective consent for amendments to cafe, (approved under PA17/00391), namely altered access to DDA toilet with a new timber door, siting of external cold room and timber clad fencing.</p> <p>ii. <u>PA18/03670, Long Cross Hotel, Trelights</u> – existing hotel function room to become four guest suites. Existing dining room to be replaced by smaller one, and two additional guest suites.</p> <p>iii. <u>PA18/03945, Seaward, 14 The Terrace, Port Isaac</u> – proposed garage.</p> <p>c. <i>Planning Applications Refused by CC</i> – information only:</p> <p>i. <u>PA18/03209, Coastguard Lookout</u> – CC's Planning Committee voted to refuse the proposal by a majority of 8-5. They agreed the design is not compatible with its setting and it would cause harm to Conservation Area, the Heritage Assets described in the Heritage report of the Coastguard Cottages.</p>	

	<p>d. <i>Community Led Housing Initiative</i> – Members AGREED to invite to Mr Andrew Prendergast, Rural Housing Enabler, CC to attend the September meeting at 6.30pm to explain the options.</p> <p>e. <i>Planning Aid England</i> – is a service funded by the Royal Town Planning Institute which offers free planning advice in a variety of forms by chartered planners. A briefing note had been circulated.</p>	Clerk
166/2018	<p><u>Highways Matters</u> –</p> <p>a. <i>Road Closure</i> – Tintagel Terrace, Port Isaac closed from 18th to 20th July (24 hours).</p>	
167/2018	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Trewetha Toilets / Kiosk / Shelter</i> – work has commenced.</p> <p><i>New Play Equipment</i> – Members RESOLVED to have the new piece of play equipment installed early in October before the half-term holiday. The Clerk to advise Ms Carly Frost, Schoolscales.</p> <p><i>Catering Concession</i> – Members considered a request from The Sisters for a reduction in rent because the Main Car Park WCs were not ready by the end of June. It was RESOLVED to reduce the rent by the cost of the portaloos.</p> <p>b. <i>War Memorial</i> – Cllr. Bell had reported CC had agreed the memorial could be moved to the Green at the junction to Mayfield. They had confirmed planning permission is not needed. The Revd. Wild had provided written confirmation that English Heritage had deferred listing of the war memorial until after its relocation.</p> <p>It was RESOLVED to accept Cllr. Bell's proposal that the war memorial be positioned in the centre of the 'Green' midway between the BT comms cabinets and the wooden bench. The exact position of the front of the memorial would be on a line drawn between Nos.3 and 4 Mayfield Drive and a highways storm water gully in Trewetha Lane.</p> <p>In order to comply with disability regulations for wheelchair users there should be a paved area 4 metres deep and 3 metres wide in front of the memorial (on the wooden bench side) extending into a paved path 2.5 metres wide to the Tarmac pavement. This will create a paved standing area for up to 12 wreath bearers plus two wheelchair users. It was noted the PCC had agreed to cover the cost of the re-siting of the memorial.</p> <p>Cllr. Bell had offered to draw up a plan and Cllr. Raynor will complete the application to place a monument within the Highway.</p> <p>c. <i>Waste Bin Licence</i> – CC now want a 12-years lease, but Members pointed out the original proposal was to site the waste bins on PC-owned land for a trial period of 6-months. They felt it unwise to agree to such a lengthy lease. It was RESOLVED to offer a licence for three years to 2021. The Clerk to advise Mr Daniel Sproull.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllrs. Bell / Raynor</p> <p>Clerk</p>
168/2018	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – Schedule No.04 to a value of £9,630.02 was APPROVED for payment. A full list of payments is available on the PC's website. The Clerk pointed out that an invoice from British Gas had been authorised outside the meeting because payment was overdue.</p> <p>It was RESOLVED that every time an invoice was received for electricity on the New Road WCs, a meter reading would be taken and an invoice presented to Mr Phil Tidey.</p> <p>b. <i>Bank Reconciliation</i> – in the absence of Cllr. Collings verification of the bank reconciliation was deferred to the August meeting.</p> <p>c. 2017/18 Internal Audit – Minute 155f/2018 refers. It was RESOLVED to adopt:</p> <p>i. <i>Revised Asset Register</i> – the asset register had been expanded to. Copy to be placed on the website.</p> <p>ii. <i>H&S Policy</i> – copy to be placed on the website.</p>	<p>Clerk</p> <p>Cllr. Raynor / Clerk</p> <p>Clerk</p> <p>Clerk</p>

	d. <i>Coastal Revival Fund</i> – Minute 155h/2018 refers. Closing date for applications to the fund was 5 th July 2018.	
169/2018	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda.</p> <p>a. <i>Battles Over Events</i> – organisers of these events are encouraged to complete an Event Notification Form (ENF) and send it to Event Planning, CC: eventplanning@cornwall.gov.uk.</p> <p>Cllr. Penny said the Firework Display will be held on 3rd November 2018. He emphasised there will be no bonfire this year. A donation towards the cost of fireworks in 2017 will be made shortly.</p> <p>b. <i>Clerks & Councils Direct</i> – July 2018.</p>	
170/2018	<p><u>Diary Dates</u> –</p> <p>a. <i>Main Council Meeting</i> – 13th August 2018.</p> <p>b. <i>Secondary Council Meeting</i> – 23rd July 2018.</p> <p>c. <i>Clerk's Leave</i> – 18th August to 2nd September 2018 inclusive.</p> <p>d. <i>Cruse Bereavement Annual General Meeting</i> – Friday 13th July 2018 at 7.30pm, The Trelawney Room, New County Hall.</p>	
171/2018	<p><u>Information Only / Future Agenda Items</u> –</p> <p>a. <i>Little Hill</i> – Cllr. Phelps said the vegetation needs cutting back harder. Cllr. Raynor will meet with A1 (contractors) to see if this is possible.</p>	Cllr. Raynor
172/2018	<u>Meeting Closed</u> – 20.07pm.	

Signature: (Cllr. Raynor)
Chairman

Date: 13th August 2018