



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE FULL COUNCIL MEETING
HELD IN PORT ISAAC SCHOOL
MONDAY, 14th JANUARY 2019 @ 7pm**

Present:	Cllr. Raynor (Chairman) Cllr. Kirkman Cllr. Williams	Cllr. Coles (Vice Chairman) Cllr. Penny Mrs Thompson (Clerk)	Cllr. Collings Cllr. Webster County Cllr. Mould
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 Tom Cleave explained the reason for his planning application, which seeks to reposition the building (Minute 5d/2019 refers).</p> <p>Mrs Helen Brown spoke regarding her neighbour's planning application (Minute 5a/2019 refers). She felt the proposed dwelling was over development of the site and would result in loss of light to two main rooms to her property. The planned roof terraces would lead to night noise.</p>		
01/2019	<u>Apologies for Absence</u> – Cllrs. Bell, Cleave, Dawe and Phelps.		
02/2019	<p><u>Members' Declarations</u> –</p> <p>a. <i>Registerable Declarations of Interests</i> – none.</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>		
03/2019	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 10th December 2018, AGREED as a true record.</p> <p>b. <i>Secondary Council Meeting</i> – December meeting cancelled.</p>		
04/2019	<p><u>Outside Bodies / Reports</u> –</p> <p>a. <i>Parish Council Chairman</i> – the BBC will be repeating the programme 'Pubs, Ponds and Power' on BBC4, Tuesday, 29th January at 19.30pm.</p> <p><i>Road Closure</i> – Western Power are looking to close Fore Street for two weeks to remove low clearance overhead lines and to install a new service as per a customer request. They are keen to discuss the effects to residents in Fore Street and the effects on businesses in the lower part of the village. To this end they are sending out a letter inviting those concerned to the Village Hall (hopefully on 7th February 9-12noon) to explain what work they have to do and how they hope to limit as much disruption as possible.</p> <p><i>Trewetha Footpath to Port Isaac</i> – following his previous efforts regarding the proposed footpath to Trewetha, Cllrs. Coles and Raynor had spoken to Mr Oliver Jones, Highways who had agreed the verge from the Car Park up to the sharp bend where the verge becomes too narrow could be utilised.</p> <p>Cllr. Raynor reported that he regretted to say the landowner's family had</p>	Cllr. Raynor	

	<p>declined to allow the PC to make a pathway on any part of their land. Their decision makes it impossible for Members to proceed to make a footpath as proposed, contrary to his understanding of the situation prior to the Council supporting their application to build the garage in an AONB.</p> <p>Cllr. Raynor said he believed the number of visitors now staying and 'glamping' etc. in Trewetha all of whom visit Port Isaac, that a path to the village is vital if we are to avoid the possibility of a serious accident during the summer holidays.</p> <p>The National Trust representative, Mr Richard Shirley, had told him they are not going forward with their plans to make a kiosk in the Cellar at Port Gaverne and asked if Members would be prepared to rent the toilets as they had done in 2018 and, perhaps, for a longer period.</p> <p>Cllr. Raynor reported he had heard from our solicitor, Mr Chris Key, who is dealing with the lease for the bus shelter. He has now received the amended lease as discussed and will forward it to the Clerk.</p> <p>Finally, he said he would like to thank Mr Chris Lanyon and his team for putting on the best Christmas Lights Show in the village ever seen.</p> <p>b. <i>Cornwall Council</i> — Cllr. Mould reported she will be meeting with Ms Jacquie Rapiere the new <i>Community Link Officer</i> (Minute 11d/2019 refers). She said CC / Cornwall Housing will be charging for grass cutting around social housing. She will forward the email on the proposals to the Clerk.</p> <p>c. <i>Wadebridge & Padstow Community Network Panel Meetings</i> – the next meeting had been rescheduled from 10th January 2019 to Thursday 7th February 2019 at 7pm.</p> <p>Noted the Cornwall Leadership Team representatives for the Wadebridge and Padstow Community Network Panel is Peter Marsh (Service Director-Environment) and Mike Beckett (Interim Head of Natural Environment Service) is the deputy).</p>	Cllr. Mould
05/2019	<p><u>Planning Applications</u> – Members considered the following:</p> <p>a. <i>PA18/09791, Gwel Arvor, Tintagel Terrace, Port Isaac</i> – reserved matters application (access, appearance, landscaping, layout and scale) following outline approval PA17/09691 for demolition of existing dwelling and replace with two dwellings. A letter of objection had been received from Mr & Mrs Brown (neighbours) and had been circulated via email.</p> <p>OBJECT: Members are in agreement with the opinion of the AONB officer, that the proposal would do harm to the character of the area.</p> <p>We urge you to refuse this proposal with ref to NPPF para 12 Achieving well designed places.</p> <p>While our NDP, is currently in the final days of SEA, we are aware the office can give little weight to our emerging Neighbourhood Plan. However, for information Policy 5H for Character Area/ Tintagel Terrace cautions developments should:</p> <ul style="list-style-type: none"> ▪ <i>Recognising the value of the roofscape in this Character Area to the general settlement form in views from the surrounding landscape.</i> ▪ <i>Ensuring any new development or redevelopment within the area accords with the existing building lines, ridge heights and roofscape.</i> ▪ <i>The appropriate use of materials suitable for an exposed marine environment and the sensitive and sympathetic use of colour in building finishes.</i> <p>The policies seek to retain the character of this residential area, in terms of use of materials, bulk, mass and glazing. The twin houses feature extensive glazing, copper cladding and flat roofs, all alien in this residential street. The D&A refers to similar developments, to be clear these are all annexes to the rear of The Terrace, converted garages, unseen from the street or in wider views and are certainly not reflective of a local build vernacular.</p> <p>b. <i>PA18/09983, Meadow Stile, Trewetha Lane, Port Isaac</i> – repair/replace 30-metre stone boundary wall on South East side of Meadow Stile Lane.</p> <p>SUPPORT.</p>	Clerk

	<p>c. PA18/11604, Flat 5, 19 The Terrace, Port Isaac – replacement side extension and internal alterations. SUPPORT.</p> <p>d. PA18/11687, 1 Brooklands View, Port Isaac – erection of garage workshops including MoT testing station and erection of artisan workshops/stores (Use Classes B1/B2/B8), formation of access and installation of package sewage treatment plant with variation of condition 2 in respect of decision PA13/09246 dated 04.12.13 to amend approved plans. Mr Cleave assured Members that the landscaping will be done but said there is little point in doing so before this work is undertaken. NO OBJECTION.</p> <p>e. PA18/12030, The Beach House, Port Gaverne Hill, Port Isaac – Listed Building Consent for the re-slating of the roof and slate-hung elevations, window repairs, demolition of two later extension areas and re-construction of the same, and re-construction of chimneys. SUPPORT.</p> <p>f. PA18/12085, Sunnycroft, Trelights – ground and first floor extensions with demolition of the existing sun lounge and outbuilding. SUPPORT but Members request that the roof is of slate.</p> <p>g. PA18/10842, Windrush, New Road, Port Isaac – proposed extension and modernisation of existing dwelling. Revised plans had been received and as the balcony has been removed, Members SUPPORT the application.</p> <p>h. PA18/10360, 1 Cliffside, Port Isaac – Members wish this application to be taken to CC Planning Committee.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr. Williams</p>
06/2019	<p><u>Other Planning Matters –</u></p> <p>a. <i>Neighbourhood Plan</i> – Cllr. Williams said that Natural England had queried three possible building plots on the Plan. Once this is cleared then a decision on whether an SEA screening is needed can be made.</p> <p>An email had been circulated explaining the NDP will go to public consultation when individual members of the PC will be able to have their say. The consultants are working for the NDP Working Group and are being paid with monies allocate to the NDP WG as sanctioned by the PC to get the NDP reviewed to determine whether it needs to be put to a SEA, a necessary step before getting our NDP to the consultation stage. Our agreement with our consultants did not include payment to produce progress reports demanded by the PC or any individual. The NDP document as it is had been presented to the reviewer, is on our website and can be viewed by all which should be sufficient.</p> <p>b. <i>Planning Applications Approved by CC – information only:</i></p> <p>i. <u>PA18/08482, Land NE of 4 Furze Park, Trelights</u> – construction of a new dormer style bungalow.</p> <p>ii. <u>PA18/09256, White Cottage, Port Gaverne Hill, Port Isaac</u> – Listed building consent for provision of air source heat pump system, together with the removal of the existing electric night storage heating, and the upgrade to a radiator wet system throughout the cottage.</p> <p>c. <i>Withdrawn Planning Applications– information only:</i></p> <p>i. <u>PA18/09882, Maritime and Coastguard Agency, New Road, Port Isaac</u> – proposed single dwelling to replace existing decommissioned Coastguard buildings.</p>	
07/2019	<p><u>Highways Matters –</u></p> <p>a. <i>Road Safety Issues</i> – Minute 263a[iv]/2018 and 266a/2018 refers. The Clerk will ask Mr Oliver Jones, Highways to action points i and ii and a meeting sought with him to consider points iii – v.</p> <p>i. Existing 'SLOW' markings on the road to be repainted and new ones installed, in all areas, i.e. Trewetha, Trelights and at Port Isaac.</p> <p>ii. The 30mph on the road to the entrance to Port Isaac is completely obliterated as is the sign warning of the school and all the white lining in the parish needs renewing.</p> <p>iii. 20mph Speed Limit / Signs.</p>	<p>Clerk</p>

	<p>iv. Choice of contractors?</p> <p>v. Bus Stop – means of keeping it clear, e.g. larger signage.</p> <p><i>Trelights</i> – Cllr. Kirkman said there are three junctions in Trelights that she would like to see become proper ‘Stop / Give Way’ areas and the 30mph signs need to be moved to the start of Trelights. As this will require a Road Traffic Order, Cllr. Mould advised her to draw up a proposal to put to the Network Panel for consideration under the Highways Budget.</p> <p><i>Coach Parking</i> – Mr Jonny Alford, Estate Services Manager, CC had been asked if they had any suitable land for sale for a coach park. He had advised no formal decision had been made about Poltreworkey Farm at this time. When a decision is made CC will consider the request.</p> <p>b. <i>Overgrown Vegetation, Land Lying to the West of Chapel Villa (k/a Lego House), Trelights</i> – Minute 266b/2018 refers. The hedge had been cut. NFA.</p> <p>c. <i>Highways Issues</i> – the following matters had been reported to Highways:</p> <ul style="list-style-type: none"> • <u>Damaged Gully/Drain</u> – the opening of the drain under the steps to the Church is substandard and bent, allowing foot entrapment. It is over a channelled gully in the highway and is frequently stood on by pedestrians. The drain cover is not secure also. • <u>Missing Road Sign</u> – junction of Fore St and the SW Coastpath, (aka The Cliffpath). The one-way sign on the pole at the junction was knocked off and subsequently removed from the site, resulting in dangerous two-way traffic over the holiday period. • <u>Highways Signage</u> – Highways had been asked to remove the signage left in The Main car park on the bank. • <u>The Main CP Highway Sign</u> – a WC information sign needs to be added. <p>d. <i>Solar Lighting</i> – Members declined an offer to provide solar powered lights along the coastpath from the Cornwall Council car park to the village.</p>	Cllr. Kirkman
08/2019	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Trewetha Toilets / Kiosk / Shelter</i> – Cllr. Raynor reported the electricity is connected and once the posts are clad and the Building Control certificate issued, then the building will be ready for use.</p> <p>The Clerk advised she had asked the insurance brokers to insure the building with a valuation of £136K and had added the kiosk to the Asset Register.</p> <p>b. <i>WC Cleaning Contract</i> – Minute 267b/2018 refers. Cllr. Raynor had drawn up the advertisement and the Clerk to place it in the <i>Cornish Guardian</i>, TRIO and Facebook. Prior to the commencement of the contract on 1st April 2019, Cormac would be asked to clean the WC daily / twice daily.</p> <p>Noted UK Public Contract Regulation 2015 Members are legally obliged to publish contract opportunities over £25,000 on Contracts Finder. Further information on the changes to the UK Public Contract Regulations are available on the Crown Commercial Services website.</p> <p>c. <i>MHCLG Programmes to Support the Creation of Pocket Parks</i> – includes refurbishment of existing parks. Members considered this in connection with Trelights Village Green. Details previously emailed. Deadline Friday 25th January 2019. See: www.gov.uk/government/publications/pocket-parks-plus-supporting-parks-and-public-spaces. Cllr. Kirkman will ‘support’ the consultation and pass details to the Trelights Village Committee.</p> <p>d. <i>SW Footpath</i> – Members considered Cllr. Penny’s report on the state of the SW footpath and steps leading from top of Roscarrock Hill to Lobber. Previously circulated via email.</p> <p>Cllr. Raynor will seek funding via the Coastal Communities Alliance. Members also felt it desirable to carry out temporary repairs to the steps by building them up with hardcore. Work is underway on the coastal path and Cllr. Williams will seek clarification from the South West Coastpath organisation as to what the schedule of work is, as some of it may cover the works mentioned.</p>	Clerk Cllr. Kirkman Cllr. Raynor Cllr. Williams

09/2019	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – Schedule No.10 to a value of £3,445.48 was APPROVED for payment. A full list of payments is available on the PC's website. Late payments were AUTHORISED to Came & Co (for the Trewetha WC insurance) and Miller Commercial for the cost of advertising the catering kiosk.</p> <p>b. <i>2019/20 Budget</i> – it was RESOLVED to adopt the amended budget, including a sum up to £45,000 for community projects. Members were then shown the forecast balance for January – September. The Clerk to circulate a copy of the revised budget and retain a copy on file with the Minutes.</p> <p>It was further RESOLVED to keep the precept at £28,500 for 2019/20. The Clerk to advise CC.</p> <p>The minimum level of free reserves required to operate for a period of three months was set and AGREED as being £45,222.</p> <p>c. <i>Bank Reconciliation</i> – the bank reconciliation was verified in accordance with Financial Regulation 2.2 by Cllr. Collings.</p> <p>d. <i>Grant Policy</i> – Members considered a review of the Grant Policy but it was felt no changes were needed (Minute 255c/2018 refers).</p> <p>It was RESOLVED to make the following grants, payment deferred to the 2019/20 financial year.</p> <ul style="list-style-type: none"> i. <u>Cornwall Hospice</u> – £250. ii. <u>Cruse Bereavement Care in Cornwall</u> – £250. iii. <u>The Sowenna Appeal</u> – £250. <p>e. <i>Making VAT Digital</i> – the PC needs to make digital tax returns w.e.f. 1st October 2019. New software will be required.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
10/2019	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda.</p> <p>a. <i>Cornwall Minerals Safeguarding Development Plan</i> – the document was adopted by CC on 4th December 2018. The DPD now carries full weight as part of the policy framework for Cornwall. Details previously emailed.</p> <p>b. <i>Community Governance Reviews</i> – the review, which will be conducted by CC, can look at the name of the PC, the warding arrangements within the area, the number of members on your council as well as the external boundaries of your parish. Details emailed. Members do not wish to have any changes. The Clerk to advise CC.</p> <p>c. <i>Cornwall Community Land Trust</i> – December 2018 newsletter. Copy previously emailed.</p> <p>d. <i>Clerks and Councils Direct</i> – January 2019.</p> <p>e. <i>CC 2019 Off-Street Parking Order</i> – www.cornwall.gov.uk/trafficconsult. Deadline for responses 1st February 2019</p> <p>f. <i>Time and Tide Bell</i> – a gift of public art for one coastal community in Cornwall. Details previously circulated via email</p> <p>g. <i>Cornwall Rural Housing Association</i> – a charitable housing association which builds and manages affordable housing throughout Cornwall and the Isles of Scilly. Candidates are invited to put their name forward to join the management committee. Details previously emailed.</p>	<p>Clerk</p>
11/2019	<p><u>Diary Dates</u> –</p> <p>a. <i>Main Council Meeting</i> – 11th February 2019.</p> <p>b. <i>Secondary Council Meeting</i> – 28th January 2019.</p> <p>c. <i>CALC</i> – the next smaller councils' meeting will be held on Tuesday, 29th January 2019 in The Pattern Hall, Charlestown from 10.00am - 12.00pm. Details emailed to Cllr. Bell, as the PC's representative.</p>	

	<p>d. <i>Community Link Officer</i> – Ms Jacquie Rapier had been appointed to replace Ms Anna Druce. She seeks a meeting to understand local issues. It was RESOLVED to invite Ms Rapier to meet with Members prior to their February Secondary meeting.</p> <p>e. <i>Community Governance Review</i> – CALC is holding a conference to help PCs understand the process on Saturday, 16th February 2019. Cost £15 per delegate. Booking essential.</p> <p>f. <i>Western Power Annual Stakeholder Event</i> – with lunch. 7th February 2019, Royal Cornwall Showground</p>	Clerk
12/2019	<p><u>Information Only / Future Agenda Items</u> –</p> <p>a. None.</p>	
13/2019	<p><u>Closed Session</u> – in view of the special/confidential nature of the business about to be transacted, it was RESOLVED that it is advisable in the public interest that the press and public be temporarily excluded and they were instructed to withdraw.</p>	
14/2019	<p><u>Kiosk / WC</u> – it was RESOLVED to appoint Miller Commercial to prepare and market the property at a cost of £1,750. There would be an additional cost of £230+VAT for the Energy Certificate and £250+VAT for advertising. An advertisement will be placed in TRIO at an additional cost. Cllr. Williams will provide the copy.</p>	<p>Clerk</p> <p>Cllr. Williams</p>
15/2019	<p><u>Planning Enforcement Update</u> – a new case had been reported to CC (EN19/00042). No further information was available. Members noted CC had decreed this information is to remain confidential.</p>	
16/2019	<p><u>Meeting Closed</u> – 21.12pm.</p>	

Signature: (Cllr. Raynor)
Chairman

Date: 11th February 2010.