



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE FULL COUNCIL MEETING
HELD IN PORT ISAAC SCHOOL
MONDAY, 11th MARCH 2019 @ 7pm**

Present:	Cllr. Raynor (Chairman) Cllr. Collings Cllr. Penny Mrs Thompson (Clerk)	Cllr. Bell Cllr. Dawe Cllr. Phelps	Cllr. Coles (Vice Chairman) Cllr. Kirkman Cllr. Williams
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>Mrs Bell read a statement in which she requested that her name is removed from the 2014 paper 'Working Group Objectives and Timescales', which appears on the PC's NDP website. She explained that her name and that of other former PC Members (Mr Robert Harris, Ms Rosie Brogan and Ms Jacqueline Pomfret) are also listed without their knowledge. She had attended one meeting only and was never informed of any further activity. Mrs Bell requested that others named in the document should be contacted to ascertain their consent for their names to be left on this paper.</p> <p>Mrs Helen Rawe was present to listen to the debate on St Endelienta's Well (Minute 64b/2019 below refers).</p>		Clerk
57/2019	<u>Apologies for Absence</u> – Cllr. Cleave, Webster and County Cllr. Mould.		
58/2019	<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>		
59/2019	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 11th February 2019. Minute 34a/2019 was amended to include: Cllr Bell requested a copy of the parish council minute establishing what Cllr. Williams referred to as the NDP 'Working Group'. With the addition of this wording the Minutes were AGREED as a true record.</p> <p>b. <i>Secondary Council Meeting</i> – 25th February 2019, AGREED as a true record.</p>		
60/2019	<p><u>Outside Bodies / Reports</u> –</p> <p>a. <i>Parish Council Chairman</i> – Mr Phil Tidey advised that he does not wish to renew the lease on the shop for a further three years when it expires in July 2020. Members AGREED to extend the lease to the end of 2020. Mr Tidey is prepared to pay up front for the extension. The Clerk to advise Mr Sproull and ask him to draw up an extension to the lease and ensure that Exemption from Part 2 of the Landlord and Tenant Act is included.</p>		Clerk

	<p>b. <i>Cornwall Council</i> — in the absence of County Cllr. Mould there was no report.</p> <p>c. <i>Wadebridge & Padstow Community Network Panel Meetings</i> – next meeting to be held on 4th April 2019. Details of a volunteer scheme had been circulated via email.</p>	
61/2019	<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. An objection from a neighbour had been emailed.</p> <p>Revised plans had been received, but Members did not find them to be an improvement. The pitched roof addition on top of the original design in response to the PC comment, only serves to increase the height bulk and scale of a design already at odds with its context. The twin houses impact on the neighbour in terms of loss of privacy and amenity are not addressed by the changes. It was RESOLVED to maintain the previous OBJECTIONS, namely: 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 CC to refuse this proposal with ref to NPPF para 12 Achieving well designed places.</p> <p>Our emerging NDP, having satisfied SEA screening is in preparation for Reg 14. For information Policy 5H of our NDP for Character Area/ Tintagel Terrace, seeks to protect the residential harmony of the area and 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>b. <i>PA19/01018, 49 Fore Street, Port Isaac</i> – removal of chimney and replace with wood burner stove flue. NO OBJECTION, but Members request a condition that the flue is black rather than silver to match the neighbour's flue, in consideration of the Conservation Area.</p> <p>c. <i>PA19/01309, 7 Tintagel Terrace, Port Isaac</i> – construction of a detached two storey single family dwelling with parking provision to the rear (all on a plot where a detached dormer bungalow and detached garage, used as a studio, has recently been demolished) with variation of condition 2 in respect of decision PA17/00575 dated 07.04.17 to amend approved plans to change design. On the basis of the information provided Members OBJECT because the and scale and bulk is overwhelming on a tight plot and will causing loss of light and amenity to the neighbours. In addition the proposal would cause harm to the street scene.</p> <p>We urge CC to refuse this proposal with ref to NPPF para 12 Achieving well designed places.</p> <p>Our emerging Neighbourhood Development Plan (NDP), having satisfied SEA screening is in preparation for Reg 14. For information Policy 5H of our emerging NDP for Character Area/ Tintagel Terrace, seeks to protect the residential harmony of the area and 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>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>Members are prepared to re re-evaluate their decision if elevations with comparative rooflines are supplied. The plans as seen did not offer any comparison.</p> <p>d. <i>PA19/0146, 5 Roscarrock Hill, Port Isaac</i> – proposed partial demolition, extension, renovation, remodelling and structural repairs. SUPPORT.</p> <p>e. <i>PA19/0146, 5 Roscarrock Hill, Port Isaac</i> – LBC for proposed partial demolition, extension, renovation, remodelling and structural repairs. SUPPORT. One member had concern reference the use of stainless steel and rope as a visual detractor in the garden.</p> <p>f. <i>PA19/01463, 30 New Road, Port Isaac</i> – formation of new vehicular access with turntable. OBJECT on the grounds this is an unresolved junction; if permitted, vehicles would emerge the wrong way onto a one-way street, with no pedestrian pavement and compromised views in all directions because of the volume of traffic, waiting coaches and turning buses. The proposal also involves vehicles crossing a right of way and pedestrian pavement.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
62/2019	<p><u>Other Planning Matters –</u></p> <p>a. <i>Neighbourhood Plan – Ms Sarah Furley, CC</i> had provided an update, which had been circulated to Members. She had provided a copy of the screening decisions for the St Endellion neighbourhood plan. Cornwall Council is of the opinion that SEA and HRA are not required. After some discussions with Natural England about the development boundaries shown in the NDP, all the consultation bodies now agree and she had provided a copy of the screening decision, the screening report and the consultation body comments. The screening decision will need to be included in the Basic Conditions Statement when the NDP is submitted.</p> <p>Cllr. Williams said the next step is to draw up the material to comply with Regulation 14. She said that regrettably Evans Planning are unavailable to assist with the full process.</p> <p>Cllr. Raynor proposed sending a copy of the NDP to all properties in the parish and follow this up with public meetings, etc. to gain the views of residents. Cllr. Williams said that a Layman's Summary was essential. There are planning consultants who can do this for the PC.</p> <p>Cllr. Bell thanked the Working Group for all the work they had done to date. He said he and the Clerk were now in agreement that the NDP Working Group is a sub-committee of the Parish Council. He gave notice that he would make a proposal for the meeting to be held on 25th March that the Full Council takes responsibility for the NDP and the Clerk, as the PC's Proper Officer, becomes the interface with all outside persons / organisations.</p> <p>The next meeting to commence at 6.30pm to allow time for Members to consider the NDP.</p> <p>Ms Melissa Burrow, CC had been appointed as the Neighbourhood Planning Officer for St Endellion. Details of the NDP Surgeries was circulated via email.</p> <p>b. <i>Planning Applications Approved by CC – information only:</i></p> <p>i. <u>PA18/11604, Flat 5, 19 The Terrace, Port Isaac</u> – replacement side extension and internal alterations.</p> <p>ii. <u>PA18/12085, Sunnycroft, Trelights</u> – ground and first floor extensions with demolition of the existing sun lounge and outbuilding.</p> <p>iii. <u>PA18/11687, 1 Brooklands View, Port Isaac</u> – 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.</p> <p>iv. <u>PA18/09983, Meadow Stile, Trewetha Lane, Port Isaac</u> – repair/replace 30-metre stone boundary wall on South East side of Meadow Stile Lane.</p>	<p>Clerk</p>

	<p>v. <u>PA18/10784, 76a Fore Street, Port Isaac</u> – variation of Condition 1 of Planning Application No. PA12/00231 (dated 5th April 2012) to allow the shop to open until 10pm and to allow the shop to remain open on Friday and Saturday nights only from the end of October until the Thursday before Easter with no seats/tables outside.</p>	
63/2019	<p><u>Highways Matters</u> –</p> <p>a. <u>Road Safety Issues</u> – Minute 6a/2019 refers. Following a site meeting Mr Oliver Jones, Highways, the</p> <p>i. <u>20mph Speed Limit / Signs</u> – the provision of a 30mph speed restriction through Port Gaverne was discussed but Port Gaverne doesn't meet the current criteria.</p> <p>ii. <u>Choice of contractors?</u></p> <p>iii. <u>Bus Stop</u> – the existing bus stop is a designated bus limited waiting bay and should be displaying appropriate signage. He had asked that a new larger or additional sign is installed as per the example provided which will then clearly highlight its use and then can become enforceable if ignored. He had asked that the signs are ordered as a priority, along with the additional One Way signage for Fore Street.</p> <p>Cllr. Penny said that coaches should be able to use the bus stop as a dropping off point.</p> <p>iv. <u>Existing 'SLOW' markings</u> – need to be repainted and new ones installed, in all areas, i.e. Trewetha, Trelights and at Port Isaac. Mr Jones confirmed the Highway Steward will be putting a lining package of works together for the entry into Port Isaac on the B3267, this will include the installation of a new SLOW marking as discussed on site.</p> <p>v. <u>Other White Lining</u> – the 30mph on the road at 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>vi. <u>Car Park Sign</u> – Mr Jones said new car park signage, incorporating the WC marking, will also be ordered and attached to the existing sign post and the warning signs that were obscured by growth adjacent to Hillson Close had since been trimmed back.</p> <p>vii. <u>Trelights Highway Issues</u> – a copy of the paper from Cllr. Kirkman had been provided to Mr Jones, who had been in agreement with the proposals. Ms Rapier had been asked to include this proposal in the Network RTO. The Clerk to seek an update from both officers.</p> <p>b. <u>Safe38 Petition: To Include A38 Saltash to Trerulefoot Dualling in 2020-25 Road Investment Strategy</u> – Members considered supporting this campaign and it was felt it was for individual Members to comment. Details previously emailed.</p>	<p>Clerk</p> <p>Members</p>
64/2019	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <u>War Memorial</u> – deferred from the February meeting (Minute 32a/2019 refers). Members RESOLVED to accept a proposal from St Endellion PCC to add the seven names missing from the war memorial. Cllr. Raynor explained the PCC were willing to fund the project. Cllr. Raynor will advise the PCC and seek permission from CC (agent for Natural England as this is a listed building).</p> <p>b. <u>St Endelienta Well</u> – Cllr. Bell reported he is preparing some examples of other Holy Wells and how they had been renovated and the costings involved. For further consideration. He said he anticipated the information would be ready for Members' consideration at the April meeting.</p> <p>c. <u>Trelights Notice Board</u> – Mr Andrew Kerr, Duchy Locksmiths had been asked to fit two locks to the board.</p> <p>Cllr. Raynor is dealing with the notice board in The Main car park.</p>	<p>Cllr. Raynor</p> <p>Cllr. Bell / Clerk</p>

65/2019	<p><u>Administrative Matters</u> –</p> <p>a. <i>Procedures</i> – Members considered and RESOLVED to re-adopt the following policies. Copies previously circulated via email. The Clerk to update the website.</p> <p>i. <u>Asset Register</u> – Value of War Memorial to be agreed and added to the insurance policy and Asset Register. The Clerk to seek advice from Mr Paul Drew.</p> <p>ii. <u>Financial Risk Management</u> –</p> <p>iii. <u>Statement of Internal Control</u> –</p> <p>iv. <u>Standing Orders</u> –</p> <p>v. <u>Financial Regulations</u> –</p> <p>vi. <u>Anti-fraud and Corruption Policy</u> –</p> <p>vii. <u>Press Policy</u> –</p> <p>viii. <u>Bench Policy</u> –</p> <p>ix. <u>Grant Policy</u> – adopted 11th June 2018.</p> <p>x. <u>Reserve Policy</u> –</p> <p>xi. <u>Risk Assessments</u> –</p> <ul style="list-style-type: none"> o Car Park o Cemetery o New Road WCs o Playing Field o The Main incl. Slate Quarry o Trelights Village Green – o The Main, Port Gaverne and Roscarrock WCs – additional risk assessments needed. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
66/2019	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – Schedule No.12 to a value of £5,328.75 was APPROVED for payment. A list of payments is available on the PC's website.</p> <p>b. <i>Budget Monitor</i> – this was not available.</p> <p>c. <i>Bank Reconciliation</i> – the bank reconciliation was verified in accordance with Financial Regulation 2.2 by Cllr. Collings.</p>	Clerk
67/2019	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda.</p> <p>a. <i>Clerk's and Councils Direct</i> – March 2019 issue.</p> <p>b. <i>AONB Wheal Buzzy Project</i> – details of the AONB's project to enhance and protect some of Cornwall's unique pollinators (Solitary Bee's). Details emailed</p> <p>c. <i>ITV Weather</i> – to be broadcast from Port Isaac on Thursday, 7th March 2019.</p> <p>d. <i>Calor Rural Community Fund</i> – Calor is offering community projects the chance to win one of 21 grants, with prizes ranging from £1,000 to £5,000. Details circulated via email.</p> <p>e. <i>Winter Wellbeing Guide</i> – 2018/19.</p>	
68/2019	<p><u>Diary Dates</u> –</p> <p>a. <i>Main Council Meeting</i> – 8th April 2019.</p> <p>b. <i>Secondary Council Meeting</i> – 25th March 2019.</p> <p>c. <i>Parish Meeting</i> – 25th March 2019. Cllr. Raynor to provide a Chairman's report.</p>	Cllr. Raynor

	<p>d. <i>Flood Resilience Workshop</i> – Tuesday, 19th March 9.30am-4.30pm, Chacewater Village Hall. Book via Ms Cathryn Marcus, CRCC: Cathryn.Marcus@cornwallrcc.org.uk. Details previously emailed. The Clerk to advise Ms Littlechild.</p> <p>e. <i>Newquay Carers' Forum</i> – Monday 18th March 2019 from 1.00-3.00 pm, Community Fire Station, Tregunnel Hill, Newquay. All Carers are welcome and expenses will be considered to enable them to attend.</p>	Clerk
69/2019	<p><u>Information Only / Future Agenda Items</u> –</p> <p>a. None.</p>	
70/2019	<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>	
71/2019	<p><u>Hydroseeding</u> – tenders had been sought to hydroseed the area around the new toilet block. It was RESOLVED to accept the quote from RMB Hydroseeding at a cost of £608+VAT. Noted the work will be done within 90 days. The Clerk to send RMB a Purchase Order.</p>	Clerk
72/2019	<p><u>Cleaning Contract</u> – tenders had been sought to clean the three public convenience blocks in Port Isaac. Three tenders had been received and it was RESOLVED to accept the tender from Cormac at a cost of £17,340.25 for 2019/20. The Clerk to send Cormac a Purchase Order and advise the unsuccessful tenderers.</p> <p>Cllr. Coles mentioned that the cleaner's visits were not being recorded on the pay-as-you-enter doors. He later clarified that the visits are being entered each day. But the ones in the New Road WCs are not being used.</p>	Clerk
73/2019	<p><u>Catering Kiosk Lease</u> – Miller Commercial had provided three tenders and it was RESOLVED to accept the application from Ms Teri-Louise Fulton and Mr Josh Grills on a rental of £5,000 p.a. The Clerk to ask Mr Daniel Sproull to draw up a lease, to include a clause that there should be 'no use of a deep fat fryer' as the kiosk is of wood construction.</p>	Clerk
74/2019	<p><u>Meeting Closed</u> – 20.43pm.</p>	

Signature: (Cllr. Raynor)
Chairman

Date: 8th April 2019