



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE FULL COUNCIL MEETING
HELD IN PORT ISAAC SCHOOL
MONDAY, 10th JUNE 2019 following the NDP Meeting**

Present:	Cllr. Raynor (Chairman) Cllr. Collings Cllr. Penny County Cllr. Mould	Cllr. Cleave Cllr. Dawe Cllr. Webster Mrs Thompson (Clerk)	Cllr. Coles (Vice Chairman) Cllr. Kirkman Cllr. Williams
Minute			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 John Cleave spoke on behalf of the Fisherman's Friends (FF). He explained they had been taken by surprise by the size of the audience for their last concert, estimated to be circa. 3,000. He apologised for the traffic chaos that had ensued. He explained the FF would provide stewards and first aid cover for their next open-air event.</p> <p>Members' RESOLVED to permit parking on the hardstanding of the playing field (which will hold approx. 30 cars) to improve the parking situation for the FF's next event. It was anticipated that Marshalls would be able to get approx. 70 cars in the overflow car park. Cllr. Bell said there was possible parking for 130 cars on/near Mr Tom Cleave's garage. Cllr. Raynor said that signs would be erected asking people not to park on the grass verges on Trewetha Lane.</p> <p>Mr Camps addressed Members i.r.o. his planning application (Minute 129b/2019 refers). He said the proposal was for a single storey extension, with non-reflective glass throughout. He confirmed the western hedge would be maintained as it is and only minor changes to the northern hedge.</p>		
125/2019	<u>Apologies for Absence</u> – Cllr. Phelps and Cllr. Bell who was unwell and left the meeting early.		
126/2019	<p><u>Members' Declarations</u> –</p> <p>a. <i>Registerable Declarations of Interests</i> – Cllr. Bell gave an update i.r.o. St Endellion's Well (see Minute 132b/2019 below). He then left the meeting.</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>		
127/2019	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 13th May 2019, AGREED as a true record.</p> <p>b. <i>NDP Working Group</i> – 13th May 2019, AGREED as a true record.</p>		
128/2019	<p><u>Outside Bodies / Reports</u> –</p> <p>a. <i>Parish Council Chairman</i> – Cllr. Raynor reported:</p>		

	<p>i. <u>Roscarrock WCs</u> – the Clerk had signed the lease and we are now awaiting confirmation that Cornwall Council had also done so. A date for the handover to the PC had yet to be set. There is a problem with users gaining access (and CC had been asked to have GS4 empty the coin boxes as a matter of urgency).</p> <p>ii. <u>The Main WCs</u> – Cllr. Raynor said there had been problems with the doors being locked, it was thought by the Cleaner. This should now be resolved.</p> <p>Wallgate, the suppliers of the wallgate hand washing facilities, had advised the guarantee would be invalidated if their 'specially formulated soap' was not used. Cormac had been asked for a quotation and Ms Sonia Armstrong had advised there would be an additional cost of £650 p.a. The Clerk to request a quote for the soap direct from Wallgate.</p> <p>iii. <u>New Road WCs</u> – one of the locks isn't working. The Clerk to ask Mr Phil Burnard to check the lock.</p> <p>iv. <u>WC Cleaning</u> – Members felt the cleaning wasn't up to standard. It was RESOLVED to request a meeting with Ms Donna Latham, to look into this.</p> <p>v. <u>Little Hill</u> – a quote for a water station is being sought from SW Water.</p> <p>It was AGREED to have the panels on Little Hill, which are printed on melamine, refurbished. It was thought Ms Dee Littlechild and / or Mr John Sinnott might be able to assist in their refurbishment.</p> <p>vi. <u>Headland Hotel</u> – the owner had indicated a planning application is under consideration.</p> <p>vii. <u>Trees</u> – tree whips are available free of charge. Suitable sites could be at Trelights and to fill the gaps in the PC's car park. The existing whips need to be weeded under sprayed and later mulched. The Clerk to ask A1 Tree & Grounds to action and also ask them to cut back the hedge on the Co-op Lane further.</p> <p>b. <u>Cornwall Council</u> – Cllr. Mould had spoken to Mr Oliver Jones, Cormac about the turntable planning application. Cllr. Williams said the promised improvements to the Bus stop had not been provided.</p> <p>c. <u>Wadebridge & Padstow Community Network Panel Meetings</u> – next meeting to be held on 13th June 2019. Cllr. Penny to attend.</p> <p>Members were invited to comment on the various documents (previously circulated) aimed at 'Strengthening the Network Panels'. The Clerk to resend.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr. Raynor</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
129/2019	<p><u>Planning Applications</u> – Members considered the following, including any received after the agenda had been issued:</p> <p>a. <u>PA19/02445, Maritime and Coastguard Agency, New Road, Port Isaac</u> – Proposed single dwelling to replace existing decommissioned Coastguard Buildings. Mr Mark Evans, case officer, had provided additional information, but no details ref right to light.</p> <p>Cllr. Penny had visited the neighbour's property and said the window that would suffer loss of light was the main source of sunlight in the bedroom (which she uses as a living room).</p> <p>Cllrs. Coles, Collings, Kirkman and Dawe said they could not support the application because of the loss of sunlight.</p> <p>Cllr. Webster said she felt the applicants had tried hard to deal with the neighbour's concerns. Others agreed with this view.</p> <p>Members RESOLVED to object on the grounds of loss of direct sunlight to the neighbouring property. Cllr. Cleave and Williams abstained.</p> <p>Cllr. Mould will speak to the case officer again, but she (and Members) felt it would be helpful if the Light Report commissioned by the neighbour was to be made available.</p>	<p>Clerk</p> <p>Cllr. Mould</p>

	<p>b. <i>PA19/03833, Havenpark, Trewetha Lane, Port Isaac</i> – single storey side extension. Cllr. Williams said she had been advised to deal with the application on the basis of the information provided. There were objections from the AONB and five members of the public.</p> <p>Cllr. Coles said it was a very large extension which impacts on the 'long view'</p> <p>Cllr. Dawe said he had no objection.</p> <p>Cllr. Webster said she preferred an extension to a separate dwelling. Cllrs. Cleave and Collings agreed.</p> <p>Cllr. Collings said he had no objection. He was not in favour when two dwellings were proposed.</p> <p>Cllr. Penny said he had no objection if a condition was imposed to protect the green belt of hedges.</p> <p>Five Members had NO OBJECTION to the application. Mr Camps agreed that the hedges would remain as per the requested condition below.</p> <p>Member wish to see the following conditions appended to any permission:</p> <ul style="list-style-type: none"> • The western hedge south of the most northern tree in the hedgerow (per the Location and Block Plan) is left to grow naturally. In addition, to maintain the hedges, they are to be trimmed minimally, and hedging or trees damaged in the construction process to be re-planted with native species. • As per the application, all glass facing the Conservation Area (CA) should be non-reflective. • Furthermore, as is habitual for all permissions in the CA we request a condition for low key lighting scheme to minimise night-time light spill in line with the AONB comment, all roof slates to be nailed not pinned. <p>Cllrs. Williams and Coles objected strongly on the basis that should the appeal be upheld there will be two permissions in one garden on the CA. Members clarified that if the current planning appeal is upheld Members would OBJECT to this application.</p>	<p>Clerk</p> <p>Clerk</p>
<p>130/2019</p>	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Neighbourhood Plan</i> – the official consultees had been notified that the NDP is open for comments and residents who had given their consent to receive details of the NDP had been advised of the same.</p> <p>b. <i>Planning Applications Approved by CC</i> – including any received after the agenda had been issued. Information only:</p> <p>i. <u>PA19/01463, 30 New Road, Port Isaac</u> – formation of new vehicular access with turntable – formation of new vehicular access with turntable. County Cllr. Mould had spoken to Mr Oliver Jones, Highways about this application, he was of the opinion that it wasn't achievable.</p> <p>ii. <u>PA19/02198, Braeside, 8 Trewetha Lane, Port Isaac</u> – excavation and construction of retaining wall to provide off street parking space.</p> <p>iii. <u>PA19/02444, 37 Fore Street, Port Isaac</u> – divert existing foul drainage from Bathroom into new SVP and then to existing main drainage run.</p> <p>iv. <u>PA19/02561, Tolraggott Bungalow, Access to Tolraggott Farm, Trelights</u> – proposed rear ground floor extension and replacement front porch.</p> <p>v. <u>PA19/02958, St Peters Church, Back Hill, Port Isaac</u> – new disabled toilet extension off the porch.</p>	
<p>131/2019</p>	<p><u>Highways Matters</u> –</p> <p>a. <i>Signpost Refurbishment</i> – it was RESOLVED to refurbish the wooden fingerpost at the Roscarrock turning to Longcoss, Trelights. The Clerk to ask Mr Phil Burnard to provide a quote.</p> <p>b. <i>Road/Footpath Closures</i> – details previously emailed.</p>	<p>Clerk</p>

	<p>i. <u>Road from The Lodge to Marshall Way, Trelights</u> – 15th to 19th July 2019 (07.30 to 18.00).</p> <p>ii. <u>Footpath 3</u> –23rd May to 13th October 2019 (24 hours).</p>	
132/2019	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>War Memorial</i> – Minute 97a/2019 refers. Ms Ann Reynolds, Senior Archaeologist, CC had provided information regarding how to add names to the memorial, which is a listed building. See: http://www.warmemorials.org/uploads/publications/115.pdf. Cllr. Raynor to liaise with Mr Malcolm Lee to take this forward.</p> <p>b. <i>St Endelienta Well</i> – Minute 97b/2019 refers. Cllr. Bell reported he had drawn up a plan and is awaiting costings. He will then speak to Mrs Helen Rawe, and present a report i.r.o. a modest renovation of St Endelienta Well.</p> <p>c. <i>The Main WCs / Play Area</i> –</p> <ul style="list-style-type: none"> • <u>The Main WC</u> – <ul style="list-style-type: none"> ○ <i>Signs</i> – Cllr. Raynor will order signs to encourage users to pay. The Clerk to ask A1 Tree and Grounds to reseed the area around the toilet block in the autumn. ○ <i>Business Rates</i> – Mr Matthew Paget, Revenues Officer, CC sought clarification in order to set up the Business Rates on the toilets and kiosk, which the Clerk had provided. ○ <i>PAYE Doors</i> – Cormac reported there was a problem with the door pay entry. Cllr. Raynor reported he had changed the door timer to open at 6.30am. and shut at 10.30pm. The Clerk to ask again that the Cormac cleaner records his cleaning time. ○ <i>Wallgate Units</i> – dealt with under 128a[iii]/2019 above. The Clerk to ask Wallgate for a quote. ○ <i>Drain Covers</i> – the drain covers, on the slope at the entrance, are sticking out with an exposed, dangerous metal rim. The Clerk ask Mr Burnard to dig up the area and re-turf. • <u>Play Area</u> – it was RESOLVED to provide a sign on the new gate and, possibly, more on perimeter advising 'No Dogs' in the play area. Cllr. Raynor to action. <p>d. <i>New Road WCs</i> – Cormac reported an incident on 23rd May when the toilets had been vandalised. The toilet roll holders had been forced open and the rolls thrown on the floor. The waste bin had been urinated in and someone had defecated on the floor in the corner toilet. Members were appalled by this act of vandalism. Cllr. Raynor said he thought CCTV would help prevent such acts. Cllr. Penny said that signage could be helpful, but this cannot be erected without a CCTV. Cllr. Mould will provide details of the Fire Brigade's CCTV scheme.</p> <p>e. <i>Port Gaverne WCs</i> – the toilets had not been cleaned, due to a misunderstanding. Mr Bernard had now agreed the Port Gaverne Hotel would undertake the work.</p> <p>f. <i>Port Isaac Carnival</i> – it was RESOLVED to grant permission to the Carnival Committee to hold part of the Port Isaac carnival in the playing fields on 31st August. They will have the relevant insurance and documents needed to hold the event and copies will be provided to the Clerk. The Clerk to advise Ms Alice Stratton.</p> <p>g. <i>Trelights Village Green (TVG)</i> – Cllr. Kirkman reported details of the proposed improvements were to hand. She will liaise with Cllr. Mould i.r.o. a possible grant from CC's Community Chest.</p> <p>h. <i>Public Rights of Way</i> – following email correspondence with Ms Katie Jose, Countryside Officer, Cormac, it had been agreed that cutting of PROW 24 would remain with the Countryside Team. No further action.</p>	<p>Cllr. Raynor</p> <p>Cllr. Bell</p> <p>Cllr. Raynor</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr. Raynor</p> <p>Cllr. Mould</p> <p>Clerk</p> <p>Cllr. Kirkman</p>

	i. <i>Bench, Car Park</i> – Mr Burnard had been asked to repair the broken bench in the Main Car Park. The Clerk to remind Mr Burnard.	Clerk
133/2019	<p><u>Financial Matters</u> –</p> <p>a. <i>Insurance</i> – Members considered their insurance requirements and AGREED to renew with Inspire Insurers through Came & Co. It was further AGREED to enter into a 3-year contract. Details previously emailed.</p> <p>b. <i>Accounts for Payment</i> – Schedule No.03/2019 to a value of £19,109.80 was APPROVED for payment. A list of payments is available on the PC's website.</p> <p>c. <i>End of Year Accounts 2018/19</i> – copies of the following had been emailed:</p> <p>i. <u>Annual Governance Statement 2018/19</u> – Members considered and APPROVED the statement.</p> <p>ii. <u>Accounting Statement for 2018/19</u> – Members received and ACCEPTED the 2018/19 accounts, prior to submission to the External Auditor. The Clerk to submit to the External Auditors.</p> <p>d. <i>Budget Monitor</i> – a copy was circulated at the meeting.</p> <p>e. <i>Bank Reconciliation</i> – Cllr. Collings verified the bank reconciliation in accordance with Financial Regulation 2.2.</p>	Clerk Cllr. Collings
134/2019	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda, including any items received after the agenda had been issued.</p> <p>a. None.</p>	
135/2019	<p><u>Diary Dates</u> – including any dates received after the agenda had been issued.</p> <p>a. <i>Main Council Meeting</i> – 8th July 2019.</p> <p>b. <i>Secondary Council Meeting</i> – 24th June 2019.</p> <p>c. <i>Cyber Awareness Presentation</i> – PCSO Jenny Michell had provided details of this event to be held on Wednesday 12th June 2019 at the Betjeman Centre in Wadebridge from 14:00 – 16:00. Details previously emailed.</p> <p>d. <i>Newquay Carers Forum</i> -17th June 2019, 1-3pm, Newquay Fire Station. Details previously emailed.</p>	
136/2019	<p><u>Information Only / Future Agenda Items</u> –</p> <p>a. None.</p>	
137/2019	<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>	
138/2019	<p><u>Planning Enforcement Update</u> – no updates were available. Noted CC had decreed this information is to remain confidential.</p>	
139/2019	<p><u>Meeting Closed</u> – 20.40pm.</p>	

Signature: (Cllr. Raynor)
Chairman

Date: 8th July 2019