



Port Isaac • Trelights • Port Gaverne

MINUTES OF THE FULL COUNCIL MEETING HELD IN PORT ISAAC SCHOOL

MONDAY, 8th JULY 2019 following the NDP Meeting

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>Members met with Ms Sonia Armstrong and Mr Phil Kyte to discuss the cleanliness of the public WCs. Minute 128a[iv]/2019 refers.</p> <p>Cllr. Webster said that for the last couple of days the Roscarrock toilets had been cleaned properly. Previously, bins had not been emptied, with no soap in the dispensers and the floor was dirty. Cllr. Williams said similar problems applied to New Road WCs.</p> <p>Ms Armstrong said the toilets are monitored regularly. She suggested fortnightly joint monitoring visits are arranged with Members and Mr Kyte and weekly 'round ups' to identify any issues. Mr Kyte said there had been very few complaints about cleanliness from the public. He asked for issues to be reported by email.</p> <p>Members will liaise with Mr Kyte prior to carrying out refurbishment of Roscarrock WCs, with a view to facilitating ease of cleaning.</p>		Ms Armstrong
140/2019	<u>Apologies for Absence</u> – Cllrs. Bell, Cleave, Dawe and Phelps.		
141/2019	<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>		
142/2019	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council</i> – 10th June 2019, AGREED as a true record.</p> <p>b. <i>NDP Working Group</i> – 10th June 2019, AGREED as a true record, and 24th June 2019, AGREED as a true record.</p> <p>c. <i>Secondary Council Meeting</i> – the June meeting was cancelled.</p>		
143/2019	<p><u>Outside Bodies / Reports</u> –</p> <p>a. <i>Parish Council Chairman</i> – Cllr. Raynor reported Mr Dawe had kindly cut the field below the car park.</p>		

	<p>Firebird / Cale had advised the five-year maintenance agreement for the pay and display machines, terminates on 30th September 2019. Currently the annual charge is £426.65+VAT, new charge will be £461.82+VAT per machine. It was RESOLVED to accept the new contract.</p> <p>Cllr. Raynor had provided Ms Rebecca Jenkin, CC with a plan showing the area at Poltreworgey Farm Members are interested in purchasing for a temporary coach parking area (see 143b/2019 below).</p> <p>Members were happy to permit the hardstanding of the playing field to be used for parking during the Fisherman's Friends' concerts. Members wanted to make clear that the income from this parking is to go to the Village Hall and is made courtesy of the Parish Council.</p> <p>Cllr. Raynor advised he had received a thank you letter i.r.o. Members' grant from the Sowenna Appeal.</p> <p>b. <i>Cornwall Council</i> — Members confirmed they do not want any changes to the boundaries. CC's Full Council meeting is tomorrow. She had spoken to the case officer about the Haven Park application and appeal. Cllr. Williams clarified the hedge / wall that 'hides' the development.</p> <p>Cllr. Mould had spoken to Ms Rebecca Jenkin, of CC land agent team and registered Members' interest in acquiring land for a coach park.</p> <p>Cllr. Kirkman asked how much grant was available towards the improvements to the Trelights Village Green (Minute 147c/2019 refers). Cllr. Mould said the Community Chest covers up to 75% of the cost of the project. Members RESOLVED to make a grant up to £1,000.</p> <p>c. <i>Wadebridge & Padstow Community Network Panel Meetings</i> – Minutes of the meeting held on 13th June previously emailed. Cllr. Penny said the quarterly Crime Report showed an increase in reported crime.</p> <p>See also 146d/2019 below.</p> <p>NOTE – next meeting to be held on 12th September 2019.</p> <p>d. <i>Port Gaverne Fireworks Report</i> – Cllr. Penny said an expert in firework displays had offered to stage a 'mega' display, in a bid to raise interest and volunteers.</p>	Clerk
144/2019	<p><u>Planning Applications</u> – Members considered the following, including any received after the agenda had been issued:</p> <p>a. <i>PA19/04977, Cloud Nine, Port Isaac</i> – proposed extension to provide additional bedroom with ensuite on first floor and storeroom on ground floor.</p> <p>OBJECT on the grounds the proposal would double the frontage of the building that originally had been carefully designed (in consultation with officers) to cause minimum impact to the landscape and the Conservation Area. The proposed balcony and roof terrace would puncture the skyline from viewpoints within the Conservation Area and light pollution would result in harm to the conservation area and AONB.</p> <p>b. <i>PA19/05264, Cliffside, Port Isaac</i> – proposed new fenestration. Cllr. Penny left the meeting whilst this was discussed.</p> <p>OBJECT on the grounds that the site is within the Conservation Area in a highly visible location with a high footfall. The excess glazing does not comply with Policy 5f of the emerging St Endellion Neighbourhood Plan: where within the conservation area... proposal respects the predominant palette...and general window proportions and avoids the use of extensive glazing and panoramic windows.</p> <p>c. <i>PA19/05118, Summer Salt, 42 Church Hill, Port Isaac</i> – proposed additional bedroom and bathroom within existing roof space to include extension to existing dormer on west elevation and installation of conservation roof light within east elevation. NO OBJECTION.</p>	Clerk Clerk Clerk
145/2019	<p><u>Other Planning Matters</u> – including any items received after the agenda had been issued.</p>	

	<p>a. <i>Neighbourhood Plan</i> – Cllr. Williams reported there had been a few objections, relating to zero housing target (this is a CC figure) and lack of inclusion of brownfield sites in Port Gaverne.</p> <p>Natural England want various gardens / areas in Church Hill, Roscarrock Hill and The Platt excluded from the Settlement Boundary. If this was not done then an SEA would be needed at a cost of approximately £60K. See comments from Mr James Evans 154/2019 below.</p>	
146/2019	<p><u>Highways Matters</u> – including items received after the agenda had been issued:</p> <p>a. <i>Fingerpost Refurbishment</i> – the Chairman and Clerk had accepted a quotation from Mr Burnard of approx. £150-£200 to refurbish the signpost at the Roscarrock turning to Longcoss, Trelights and the work carried out.</p> <p>b. <i>Bus Stop</i> – Minute 128b/2019 refers. Mr Oliver Jones, Highways had been asked to complete the promised improvements to the Bus stop. The Clerk to send a reminder.</p> <p>c. <i>Road/Footpath Closures</i> – details previously emailed.</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>Fore Street, Port Isaac</u> – 26th June to 16th July 2019 (24 hours, weekends included), although the utility expects the works to be complete by 2nd July 2019.</p> <p><i>PROW Maintenance</i> – the discussion then focused on:</p> <ul style="list-style-type: none"> • PROW 537/16/2 – complaint about this gold path being blocked. • PROW 537/34 – overhead growth need clearing, and • PROW 537/35 – needs cutting. • Path from Tintagel Tce. to New Rd. near Co-op, to be cut back hard <p>The Clerk to check with A1 Tree and Grounds as to when these paths are due to be cut and to request additional work as identified above.</p> <p>d. <i>Parking Enforcement</i> – Members to consider and provide examples for both CC and Police enforcement action. Cllr. Penny had raised this at the network meeting on 13th June and it seems likely a Senior Officer or Director of Service will address a future meeting and answer questions.</p> <p>e. <i>Golden Lion</i> – Cllr. Williams had reported to Building Control that the Listed Wall at the head of the beach, is once again in need in urgent repairs. A large piece of stone had fallen out leaving a considerable hole. She will forward the report to the Clerk for circulation. A letter to be sent to the owners, St Austell Brewery.</p> <p>f. <i>Back Hill</i> – Highways had asked the landowner to cut the bank and the large broken saplings that are dangling into the road. No further action.</p> <p>g. <i>Church Hill Pinch Point</i> – Members considered a proposal to defend the road by means of lockable / removable bollards but there was doubt if this would work. The views of Mr Oliver Jones to be sought on lockable bollards. Cllr. Mould left the meeting at this point.</p>	<p>Clerk</p> <p>Clerk</p> <p>All Members</p> <p>Cllr. Williams / Clerk Clerk</p> <p>Clerk</p>
147/2019	<p><u>Environmental / Amenity Matters</u> – including any items received after the agenda had been issued:</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. Cllr. Raynor to action. See: http://www.warmemorials.org/uploads/publications/115.pdf. Further discussion deferred to the August meeting.</p> <p>b. <i>St Endelienta Well</i> – Minute 132b/2019 refers. In the absence of Cllr. Bell there was no plan / report i.r.o. a modest renovation of St Endelienta Well. Further discussion deferred to the August meeting.</p>	<p>Clerk</p> <p>Clerk</p>

	<p>c. <i>Trelights Village Green (TVG)</i> – covered by Minute 143b/2019 above.</p> <p>d. <i>Climate Change</i> – Members declined to declare a Climate Emergency at this stage. Details previously emailed. Noted there is more information about climate change, carbon neutral Cornwall and an online survey at: www.cornwall.gov.uk/climatechange. Details emailed.</p> <p>e. <i>WC Cleaning</i> – covered by the Public Forum above.</p> <p>f. <i>Roscarrock WCs</i> – the lease came into effect from 20th June 2019. Members to consider:</p> <ol style="list-style-type: none"> 1. <u>Cleaning</u> – covered by the Public Forum above. 2. <u>Utility Bills</u> – something needs to be done about the water usage. 3. <u>PAYE Doors / Cash bags</u> – Healthmatic are to be asked to visit and provide a quotation for refurbishment. 4. <u>Any Other Matter</u> – Cllrs. Coles and Raynor will make a site inspection and arrange to have a plan drawn up identifying improvements / refurbishment of the toilets for implementation during the winter. <p>NOTE – the Clerk had asked Cormac to send future cleaning invoices to her.</p> <p>g. <i>Little Hill</i> – Minute 128[v]/2019 refers. Cllr. Raynor explained the screws on the melamine panels are badly corroded and may need 'retapping'. He will speak to Ms Dee Littlechild and / or Mr John Sinnott.</p> <p><i>Water Station, Little Hill</i> – Cllr. Raynor is to meet with Ms Tina Townsend for an update.</p> <p>h. <i>Waste Collection</i> – the following matters, raised by Cllr. Williams had been reported to Ms Donna Latham, CC:</p> <ol style="list-style-type: none"> i. <u>Bins on Back Hill</u> – the bins are persistently uncollected and a map showing the location of the bins had been provided to Ms Latham, who had advised the bins are collected under a private agreement. Members believe the bins are now used for domestic waste. ii. <u>Recycling Lorry</u> – the lorry is backing the wrong way down Back Hill, which is a one-way street, to pick up waste. This is apparently because of an issue at the junction of Back Hill and Fore St with delivery drivers parking in the no park zone at the junction. Ms Latham explained this is done by a three-man crew under controlled conditions. The Clerk to request that illegal parking is reported to enforcement by the crew. <p>Cllr. Kirkman left the meeting at this point.</p> <p>i. <i>Football Coaching</i> – Ms Kathryn McDonnell emailed i.r.o. setting up football training sessions on the playing fields. The organisers now have a qualified coach to run the sessions. She will provide a copy of his CRB certificate.</p>	<p>Cllr. Raynor</p> <p>Cllrs. Coles / Raynor</p> <p>Cllr. Raynor</p> <p>Cllr. Raynor</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
148/2019	<p><u>Financial Matters</u> – including any items received after the agenda issued:</p> <ol style="list-style-type: none"> a. <i>Accounts for Payment</i> – two late invoices had been received (not listed on the schedule provided to Members) and were added to the payments. With these additions, Schedule No.04/2019 to a value of £12,126.74 was APPROVED for payment. A list of payments is available on the PC's website. b. <i>Bank Reconciliation</i> – the June bank statement had not yet been received. c. <i>Community Banner / Signage</i> – in principle Members were in support of a proposal from Mrs Caroline Cleave for a Community Banner / signage. The Clerk to advise Mrs Cleave. 	Clerk
149/2019	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda, including any items received after the agenda had been issued.</p> <ol style="list-style-type: none"> a. <i>Polling Districts & Polling Places Review</i> – details emailed previously. Members RESOLVED to request the polling station is moved from the village hall, where there is no parking, to a portacabin situated on the hard standing at the top of the playing fields. 	Clerk

	<p>b. <i>Rural Housing Enabler</i> – Ms Noreen Jefferies, CC had recently been appointed and offers assistance with Affordable / Community-led housing.</p> <p>c. <i>Planning for Coastal Change</i> – advice from the Chief Planning Officer previously circulated via email. Deadline for comments is 22nd July 2019.</p> <p>d. <i>Street Trading Policy</i> – consultation will run until 31st October 2019. Details emailed previously.</p> <p>e. <i>Cruse Bereavement Care</i> – thank you letter i.r.o. Members' grant.</p> <p>f. <i>Clerks and Councils Direct</i> – July 2019.</p>	
150/2019	<p><u>Diary Dates</u> – including any dates received after the agenda had been issued.</p> <p>a. <i>Main Council Meeting</i> – 12th August 2019.</p> <p>b. <i>Secondary Council Meeting</i> – 22nd July 2019.</p> <p>c. <i>Clerk's Leave</i> – 27th July to 4th August 2019.</p> <p>d. <i>Tackling Littering, Flytipping and Dog Fouling</i> – CC offers free training in how to use the new enforcement tool to all Parish Councils. To book a place email cep@cornwall.gov.uk or ring 01209 616990. Details emailed.</p> <p>e. <i>Code of Conduct Training</i> – details emailed. CC offer the following sessions:</p> <ul style="list-style-type: none"> • 4 September 2019 - 14.00pm-16.00 - GW:03, Council Offices, Dolcoath Avenue, Camborne. • 3 October 2019 - 10:00-12:00 - Public Hall, Liskeard Town Hall, Liskeard. • 17 October 2019 - 18:00-20:00 - Council Chamber, New County Hall, Truro <p>To book contact: hannah.mccomb@cornwall.gov.uk. Details emailed.</p>	
151/2019	<p><u>Information Only / Future Agenda Items</u> –</p> <p>a. None.</p>	
152/2019	<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>	
153/2019	<p><u>Planning Enforcement Update</u> – no updates were available.</p>	
154/2019	<p><u>NDP Quotation</u> – Members ACCEPTED a quotation from Mr James Evans to carry out further consultancy work on the NDP at a cost of approx. £3,000 to:</p> <p>a. Update NDP for Regulation 16 submission (with new policies subject to agreement with the group).</p> <p>b. Update consultation statement, and</p> <p>c. Update basic condition statements.</p>	
155/2019	<p><u>Meeting Closed</u> – 20.54pm.</p>	

Signature: (Cllr. Raynor)
Chairman

Date: 12th August 2019