



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE FULL COUNCIL MEETING  
HELD IN PORT ISAAC SCHOOL  
MONDAY, 12<sup>th</sup> AUGUST 2019 @ 7pm**

Present:	Cllr. Raynor (Chairman) Cllr. Kirkman Cllr. Webster County Cllr. Mould	Cllr. Coles (Vice Chairman) Cllr. Penny Cllr. Williams	Cllr. Collings Cllr. Phelps Mrs Thompson (Clerk)
<b>Minute</b>	<b>AGENDA ITEMS</b>		<b>Action</b>
	<u>Chairman's Welcome and Public Forum</u> – the Chairman welcomed those present and advised of exits, local hazards, location of WCs, etc.		
156/2019	<u>Apologies for Absence</u> – Cllr. Cleave. Cllrs. Bell and Dawe were not present.		
157/2019	<u>Members' Declarations</u> – a. <i>Registerable Declarations of Interests</i> – Cllr. Raynor in Minute 160f/2019. 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.		Clerk
158/2019	<u>Minutes of Meetings</u> – a. <i>Full Council</i> – 8 <sup>th</sup> July 2019, <b>AGREED</b> as a true record. b. <i>NDP Working Group</i> – 8 <sup>th</sup> July 2019, <b>AGREED</b> as a true record. c. <i>NDP Working Group</i> – 22 <sup>nd</sup> July 2019, <b>AGREED</b> as a true record.		
159/2019	<u>Outside Bodies / Reports</u> – a. <i>Parish Council Chairman</i> – Members were pleased to <b>SUPPORT</b> Cllr. Raynor's vote of thanks to Mr Andrew Bolton, son of the late Mr David Bolton, a one-time Chair of the St Endellion PC. He had made good and painted all the benches on The Main, Port Gaverne, unfortunately some vandals had since covered them with graffiti and he had to repeat the exercise.  Cllr. Raynor said regular inspections of the WCs are being carried out in liaison with Cormac. There had been similar inspections of the street cleanliness, etc. There was some concern that the streets had been weed sprayed, though Members had not requested this to be done.  There had been more damage to the play equipment. Cllr. Raynor reported that Earthwright had offered to fit the new belt and also to fit new wooden clamps at each end_at no cost to the Parish Council.  A donation of more than £800 had been made to the Village Hall Committee, which had been raised by allowing parking on the hardstanding area during the Fisherman Friends' concerts.		Clerk

	<p>Cllr. Raynor had spoken to Mr Cleave about parking on the industrial land he owns next to the Main Car Park. This is allowed under the 28-day consecutive rule. Mr Cleave indicated that he intends to apply for planning permission for car parking on land adjacent to the site.</p> <p>Cllr. Kirkman advised there is a supply of 'free trees' available. Details could be found in <i>The Link</i> magazine.</p> <p>b. <i>Cornwall Council</i> — Cllr. Mould reported she had received two or three complaints from motorists who had parked (one or two wheels on the grass in the Main Car Park. Cllr. Raynor said it would be possible to do away with the grass altogether in the overflow area. Cllr. Williams said Mr Julian Harris will visit the site to see if there is a solution. There was some discussion about how to accommodate camper vans.</p> <p>She said she had also received complaints about the lack of parking for residents in the village. Members had considered this in the past and there is no easy answer.</p> <p>She Cllr. Mould advised that as yet there had been no application to her Community Fund from Treights Committee.</p> <p>Cllr. Mould will seek an update regarding the timing of roadworks to install a vehicular turntable (Planning Application PA19/01463 refers).</p> <p>c. <i>Wadebridge &amp; Padstow Community Network Panel Meetings</i> – next meeting to be held on 12<sup>th</sup> September 2019.</p> <p>d. <i>Port Isaac School</i> – copies of the insurance certificates, risk assessments and field plan for this year's Summer Carnival had been provided. The Clerk had asked A1 to cut the grass (especially the grassed area for the dog show) shortly before 18<sup>th</sup> September.</p> <p>e. <i>Yoga Lessons</i> – Cllr. Coles reported he had been asked, by Rock Tours, for Members' views about Yoga Lessons on The Main. He will send details to the Clerk, who will then request copies of the insurance certificates, risk assessments, etc.</p>	<p>Clerk</p> <p>Cllr. Coles / Clerk</p>
160/2019	<p><u>Planning Applications</u> – Members considered the following:</p> <p>a. PA19/03484, 30 Trewetha Lane, Port Isaac – replacement of two existing oil tanks with one larger oil tank. <b>NO OBJECTION.</b></p> <p>b. PA19/04437, Homer Park Farmhouse, Port Isaac – renewal of planning consent PA16/08897 - Demolition of dwelling and construction of replacement dwelling with new boiler house, swim pool house and associated works. Cllr. Coles pointed out this is not a "renewal" as the plans had changed. Cllr. Williams said this is an improvement on the original application. The large glazed area is now at the rear of the building. <b>SUPPORT.</b></p> <p>c. PA19/06230, Land Adj. to Signal Field, New Road, Port Isaac – construction of a detached dwelling (renewal of planning permission no. PA16/07952 dated 21.10.2016). <b>SUPPORT.</b></p> <p>d. PA19/06263, Malahne, Church Hill, Port Isaac – retention and completion of alterations and repair works to Grade II listed dwellings and flat, including extension of existing loft accommodation, and the provision of a new dormer. Cllr. Williams said this application had been withdrawn. No further action (NFA).</p> <p>e. PA19/06264, Malahne, Church Hill, Port Isaac – LBC for retention and completion of alterations and repair works to Grade II listed dwellings and flat, including extension of existing loft accommodation, and the provision of a new dormer. Cllr. Williams said this application had been withdrawn. NFA.</p> <p>f. PA19/06286, Land S of 8 Rose Hill, Port Isaac – proposed dwelling - alterations to design of permitted dwelling (PA16/06555) with variation of condition 2 of PA17/05094. Cllrs. Raynor and Webster declared an interest and left the meeting. <b>SUPPORT</b>, with two abstentions.</p> <p>g. PA19/05264, Cliffside, Port Isaac – proposed new fenestration. Cllr. Penny declared an interest and left the meeting.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	Ms Aimee Williams, case officer had sought Members' views under the 5-day protocol. There was confusion about the re-consultation and the Clerk had sought advice from Ms Williams' line manager, Mr Gavin Smith.	Clerk
161/2019	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Neighbourhood Plan</i> – covered by the meeting held prior to this meeting.</p> <p>b. <i>Planning Applications Approved by CC</i> – information only.</p> <p>i. <u>PA19/03833, Havenpark, Trewetha Lane, Port Isaac</u> – single storey side extension.</p> <p>c. <i>Withdrawn Planning Applications</i> – information only.</p> <p>i. <u>PA17/02399, 1 Middle Street, Port Isaac</u> – installation of new kitchen extractor fan system.</p> <p>ii. <u>PA17/02400, 1 Middle Street, Port Isaac</u> – LBC installation of new kitchen extractor fan system.</p> <p>d. <i>Planning Newsletter</i> – <a href="https://www.cornwall.gov.uk/media/39434636/e-bulletin-july-2019.pdf">https://www.cornwall.gov.uk/media/39434636/e-bulletin-july-2019.pdf</a>. Link emailed to Members.</p>	
162/2019	<p><u>Highways Matters</u> –</p> <p>a. <i>Bus Stop</i> – Minute 146b/2019 refers. Mr Oliver Jones, Highways explained the bus stop is limited to 20 minutes by the original Traffic Regulation Order (TRO) stipulation and can't be altered unless the bay's TRO is revoked. As the bay is supported by a TRO and limited waiting unlike the yellow bays it cannot have BUS STOP written on the carriageway, however he is arranging for it to have BUSES written as in the Doctor Bay. He will also install an additional sign plate at the end of the bay, so this will then be visible to the bus drivers when parked in the bay.</p> <p>The Clerk reported Mr Christopher Key, solicitor, had advised the lease on the bus shelter had now been registered with the Land Registry.</p> <p>b. <i>Golden Lion</i> – Minute 146e/2019 refers. Mr Jamie Swinburne's report (CC Building Control Surveyor) had been circulated to Members (CC reference DS19/00177/DANG). He advised he had inspected the hole in the base of the wall and found no loose material. It is not considered dangerous and the file is now closed. The Clerk had written to St Austell Brewery (the owners) but no response had been received. She will pursue and also advise them there is a crack in the gun carriage wall, adjacent to the Golden Lion, and request site of the risk assessment for both walls.</p> <p>c. <i>Church Hill Pinch Point</i> – Minute 146g/2019 refers. Following advice from Mr Oliver Jones Members <b>RESOLVED</b> to purchase two re-bound bollards, which would go down underground if struck, but then rise back to the intended height. The cost of a Gladston Admiral bollard £209.41+VAT. The Clerk to establish the cost of installation from Mr Jones.</p> <p>d. <i>Road/Footpath Closures</i> – details previously emailed.</p> <p>i. <u>Road from The Barton to Junction W of Tregole, Trelights</u> – 9<sup>th</sup> to 11<sup>th</sup> September 2019 (24 hours).</p> <p>ii. <u>Trewetha Lane and B3267 Between Trewetha Lane and Pendoggett Road, Port Isaac</u> – 23<sup>rd</sup> to 25<sup>th</sup> September 2019 (07:30 to 18:00). There was concern about closing the road in September.</p> <p>iii. <u>Port Isaac Carnival</u> – 31<sup>st</sup> August 2019, 17.45-19.15.</p>	<p>Clerk</p> <p>Clerk</p>
163/2019	<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. Cllr. Raynor to action. See: <a href="http://www.warmemorials.org/uploads/publications/115.pdf">http://www.warmemorials.org/uploads/publications/115.pdf</a>. Deferred to the September meeting.</p>	Clerk

	<p>b. <i>St Endelienta Well</i> – Minute 132b/2019 refers. In the absence of Cllr. Bell there was no the plan / report i.r.o. a modest renovation of St Endelienta Well, and to consider the costings.</p> <p>c. <i>Roscarrock WCs</i> – Minute 147f/2019 refers.</p> <ol style="list-style-type: none"> <li>1. <u>Lease</u> – Sproull solicitors had confirmed the lease had been registered with the Land Registry. NFA.</li> <li>2. <u>Water Bills</u> – check of the water meters.</li> <li>3. <u>PAYE Doors / Cash Bags</u> – Cllrs. Raynor and Coles had met on site with Healthmatic, who will provide a quotation. Cllr. Raynor had met with representatives from Hi Tech Washrooms Solutions Ltd. (the company who fitted the door entry systems to the Toilets at Tintagel) and Boscastle. He said we should look at this system as it could be suitable to fit in the Roscarrock Toilets.</li> <li>4. <u>Refurbishment Plan</u> – NOTE – the views of Mr Phil Kyte, Cormac to be taken into account i.r.o. use of materials to for ease of cleaning.</li> <li>5. <u>Any Other Matter</u> – none.</li> </ol> <p>The Clerk had asked Cormac to send future cleaning invoices to her.</p> <p>d. <i>Little Hill</i> – Minute 147g/2019 refers. Cllr. Raynor had previously advised this will have to wait until the end of the season in order to drill out the existing screws when the crowds have subsided.</p> <p><i>Water Station, Little Hill</i> – Cllr. Raynor reported he had applied to South West Water for a quotation to put in a water supply.</p> <p>e. <i>The Main Car Park</i> – Covered by 159b/2019 above.</p> <p>f. <i>Helicopter Training Flights</i> – Cllrs. Kirkman and Mould had met with the operators (Cobham Helicopter Academy based at Newquay) with a view to minimising noise pollution. Cllr. Mould explained the company have no permission to fly at low levels over 'military' areas. It was believed they now have permission to fly over Davidstow, but this had not been confirmed.</p> <p>g. <i>Fireworks</i> – Cllr. Penny explained that there were issues with holding a bonfire, in particular with insurance cover. Members were explicit that whilst they are happy to support a firework display, we do not support a bonfire, due to issues with residual rubbish entering the receding tide.</p> <p>h. <i>Cemetery</i> – there had been a complaint about the length of the grass. The Clerk to check with A1 as to the cutting schedule and request they meet with Cllr. Webster to discuss what is wanted i.r.o. the Co-op footpath.</p> <p>Cllr. Mould left the meeting at this point. Cllr. Phelps suggested she should sit at the table during future meetings.</p>	<p>Cllr. Bell</p> <p>Cllr. Raynor</p> <p>Clerk</p>
<p>164/2019</p>	<p><u>Financial Matters</u> –</p> <ol style="list-style-type: none"> <li>a. <i>Accounts for Payment</i> – Schedule No.05/2019 to a value of £18,644.34 was <b>APPROVED</b> for payment. A list of payments is available on the PC's website. In future the income from the public WCs to be split to show that received at New Road, The Main and Roscarrock.</li> <li>b. <i>Bank Reconciliation</i> – the bank reconciliation was verified in accordance with Financial Regulation 2.2 by Cllr. Collings.</li> <li>c. <i>Budget Monitor</i> – a copy was circulated at the meeting.</li> <li>d. <i>Additional WC Cleaning</i> – there was a general feeling the cleanliness of the toilets is not up to standard. The toilets at Boscastle were praised for cleanliness and Cllr. Raynor had asked for a quotation from their contractor.</li> </ol> <p>Noted the additional 15 minutes p.d. cleaning time had been accepted by the Chairman and Clerk for the period 1<sup>st</sup> August to 30<sup>th</sup> September 2019 and Members <b>RATIFIED</b> this action.</p> <p>Members <b>DECLINED</b> to increase the cleaning of the three toilet blocks by 15 minutes after 1<sup>st</sup> October 2019.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr. Raynor</p>

	<p>Members did not consider a possible increase in the number of sanitary bin collections made by South West Hygiene (currently 22 p.a.). There would be further cost incurred for more frequent collections.</p> <p>e. <i>Monitoring Officer</i> – Members viewed favourably a proposal to employ someone to check on and resolve all day-to-day issues, e.g. checking the cleanliness of the public WCs, ensuring the PAYE doors are working, monitoring PROW cutting and other contract work, etc. Members to give this some further thought. Cllrs. Coles, Raynor, Williams, Penny and Webster to confer on a job description. Deferred to the September meeting for further discussion.</p> <p>f. <i>Parking Enforcement</i> – it was noted that St Minver Lowlands and St Minver Highlands Parish Councils are funding a full-time Parking Enforcement Officer, covering Polzeath and Rock.</p> <p>g. <i>The Main Car Park</i> – CC Revenues and Assessment had written to advise the rateable value of the car park had been increased to £58,000 from £54,500.</p>	Cllrs. Coles, Penny Raynor, Webster, and Williams
165/2019	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda, including any items received after the agenda had been issued.</p> <p>a. <i>Discover</i> – Cornwall disability magazine, Summer 2019.</p>	
166/2019	<p><u>Diary Dates</u> – including any dates received after the agenda had been issued.</p> <p>a. <i>Main Council Meeting</i> – 9<sup>th</sup> September 2019.</p> <p>b. <i>Secondary Council Meeting</i> – the fourth Monday in August is a Bank Holiday, no meeting to be held.</p> <p>c. <i>Clerk's Leave</i> – 17<sup>th</sup> August to 1<sup>st</sup> September 2019 (inclusive).</p> <p>d. <i>Cornwall Community Flood Forum</i> – are holding three flood warden training events in September designed to complement the development of your community flood plan:</p> <ol style="list-style-type: none"> <li>i. Tuesday 24<sup>th</sup> September – St Piran's Hall, Goldsithney.</li> <li>ii. Wednesday 25<sup>th</sup> September – Tremayne Community Centre, Mylor.</li> <li>iii. Saturday 28<sup>th</sup> September – 'One for All' Community Centre, Lanivet.</li> </ol> <p>e. <i>Sowenna</i> – Cornwall's first adolescent mental health unit will admit its first patients on Monday 9<sup>th</sup> September 2019. Community Day, 31<sup>st</sup> August 2019. Members are invited to attend. Details emailed.</p>	
167/2019	<p><u>Information Only / Future Agenda Items</u> –</p> <p>a. None.</p>	
168/2019	<p><u>Closed Session</u> – in view of the special/confidential nature of the business about to be transacted, it was <b>RESOLVED</b> that it is advisable in the public interest that the press and public be temporarily excluded and they were instructed to withdraw.</p>	
169/2019	<p><u>Parish Clerk</u> – it was explained the Clerk works for three other Parish Councils, and her total hours exceed the 48-hour working week directive. It was <b>AGREED</b> to support the Clerk's request to 'opt out' of the directive.</p>	

Signature: ..... (Cllr. Raynor)  
Chairman

Date: 9<sup>th</sup> September 2019