



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE FULL COUNCIL MEETING  
HELD IN PORT ISAAC SCHOOL  
MONDAY, 14<sup>th</sup> OCTOBER 2019 @ 7pm**

Present:	Cllr. Raynor (Chairman) Cllr. Penny Mrs Thompson (Clerk)	Cllr. Coles (Vice Chairman) Cllr. Webster County Cllr. Mould	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>Members met with Mr John Salmon, of Laurence Associates, i.r.o. a feasibility study for redevelopment of The Chalet, rear of 31 Fore Street, Port Isaac. The study being previously circulated to Members. He said an earlier application had been refused. The proposal seeks to address the issues of size, scale and bulk.</p> <p>Four residents were present regarding this proposal. Ms French said she felt the dwelling was still too large, too high and blocks the views of the village enjoyed by the public and residents alike, she commented that public amenity was noted as a reason in the officer's refusal decision reference the last scheme. She felt the design was out-of-keeping in a cluster of listed buildings in a Conservation Area. There are concerns regarding the stability of the cliff among neighbours, the cliff having suffered recent falls. Ms French pointed out that there is a right of way that needs to be accommodated.</p> <p>Dr Lacohee said people come to view the 'olde worlde' buildings and this is not in keeping. As people approach the area, the design of this proposed dwelling would be a 'blot on the landscape'. She added that the large amount of glass proposed was at odds with the setting.</p> <p>Mr Paul Johnson neighbour and owner of 31 Fore Street explained there is a restrictive covenant to protect the grass area. He raised several points from the plans provided by Mr Salmon. He also wished to see visualisation i.r.o. views from his own adjoining property as there is a covenant to protect his views in place.</p> <p>Mr Simon Pankhurst, the owner of neighbouring Cliff Cottage provided comment by email. He corrects the plans reference the parking spaces allotted to both properties, his own and the site. He also comments that the key windows views in the scheme are incorrect in respect of Cliff Cottage i.r.o. current permission for an extension which overlooks the site.</p> <p>Mr Salmon said the points raised would be considered. It was intended to submit a pre-application.</p> <p>Cllr. Williams said it would be helpful if the proposed plans made comparison with the current views, rather than the refused scheme, which is immaterial.</p> <p>County Cllr. Mould asked what materials are proposed for The Chalet application. Mr Salmon said it is envisaged the majority would be local vernacular. Mr Johnson clarified the position with regards to the private pathway and 'grass' covenant mentioned above.</p> <p>Mrs Sproull spoke i.r.o. the Glendale planning application. She objected to the proximity of the garage to her home, which would block the light to one of her bedrooms. She said she had concerns about the size of the proposed dwelling.</p>		

	Mr Tom Cleave was present regarding his applications (Minutes 200b/2019 and 200d/2019 refers) and offered to answer any questions.	
196/2019	<u>Apologies for Absence</u> – Cllrs. Bell, Cleave, Collings, Dawe and Phelps.	
197/2019	<u>Members' Declarations</u> – a. <i>Registerable Declarations of Interests</i> – none. 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.	
198/2019	<u>Minutes of Meetings</u> – a. <i>Full Council</i> – 9 <sup>th</sup> September 2019, <b>AGREED</b> as a true record. b. <i>Extraordinary Full Council</i> – 7 <sup>th</sup> October 2019. Cllr. Williams explained that it was not appropriate to have a Planning Consultant speak on behalf of the PC. Minute 189a/2019 was duly amended to read: "... ground floor. Members subsequently <b>RESOLVED</b> that Cllr. Williams would speak on behalf of the PC at CC's Planning Committee meeting". With this amendment the Minutes were <b>AGREED</b> as a true record. Cllr. Mould said it was a householder application and Mr Gavin Smith, CC had refused permission to take it to CC Planning Committee. Cllr. Williams to challenge this ruling.	Cllr. Williams
199/2019	<u>Outside Bodies / Reports</u> – a. <i>Parish Council Chairman</i> – Cllr. Raynor advised there were two waste bins in Trelights [on The Green and the by the Defibrillator], which have subsequently been removed. Cllr. Kirkman said a bin on The Green was needed. A decision deferred to the November Meeting. b. <i>Cornwall Council</i> — County Cllr. Mould and Cllr. Williams said the meeting with the AONB Officers had been very positive. An AONB Officer reported he is consulted on 2,000 applications each year and responds to 200; of those he advised refusal in 87% of cases, yet only 37% (of the 87%) were refused by CC. c. <i>Wadebridge &amp; Padstow Community Network Panel Meetings</i> – Members received an update of the meeting held on 12 <sup>th</sup> September 2019. Cllr. Penny said Parking Enforcement across the network was the main issue. There are now 4-5 'flexible' Enforcement Officers. Ms Zoe Hall is keen to learn of 'problem areas' from Members. 78 Parking Tickets had been issued in Port Isaac. Notes of the meeting had been circulated via email. The next meeting to be held on 7 <sup>th</sup> November 2019.	Clerk
200/2019	<u>Planning Applications</u> – Members considered the following, including any received after the agenda had been issued: a. <i>PA19/06645, 36 New Road, Port Isaac</i> – demolition of existing dwelling and replacement with new dwelling. Cllr. Williams said she could not see any difference between this and the previous application. It was agreed to <b>OBJECT</b> on the same grounds as before, i.e. Members felt the building was too large and there was too much glazing. b. <i>PA19/07596, 1 Brooklands View, Port Isaac</i> – change of use from private parking and storage to public car parking. <b>SUPPORT</b> but Members request a condition as per Highways request, that the footpath is provided as per the specification. c. <i>PA19/07664, Glendale, Trewetha, Port Isaac</i> – remodelling and first floor extension to include construction of double garage. A site visit had been made. Cllr. Williams said the driveway is steep and narrow and the proposed chosen site for the double garage would have a severe would impact on the light to the neighbour's bedroom. The large site has capacity for a garage with minimal neighbour impact. Members had concerns about the volume of glass in the proposed dwelling, some of which overlooks the	Clerk  Clerk  Clerk

	<p>neighbours' garden and would have an unreasonable impact on their ability to enjoy their property by reason of overlooking and mass and scale. Members are not fooled by this claim to be a householder application and do not believe this is a "remodelling" application but is a new build. In any future scheme members would wish to see mature trees on site preserved, for the amenity of neighbours and i.r.o. biodiversity of this rural site. <b>OBJECT</b></p> <p>d. <i>PA19/07786, 1 Brooklands View, Port Isaac</i> – conversion of an existing bay within the garage to a separate unit for industrial/commercial use. <b>SUPPORT.</b></p> <p>e. <i>PA19/07858, 3 Cliffside, Port Isaac</i> – alterations to dwelling to include conversion of garage and outbuilding/workshop to living accommodation. <b>SUPPORT</b> but conditioned to be used only in association with the main property and not a separate dwelling. An easement for delivery of oil to the neighbouring property should be noted and upheld.</p> <p>f. <i>PA19/08325, 9 Silvershell View, Port Isaac</i> – erection of single storey entrance porch linking the bungalow and converted garage, Internal re-modelling works including the removal of some internal walls, window and door replacements, re-build sun terrace with privacy screen, new pitched roof on existing kitchen and existing link to garage converted into an ensuite and re-roofed. <b>SUPPORT</b> provided there are conditions for non-reflective glass to be used with no exterior lighting. Any proposed lighting scheme must be agreed with officer for a low level only.</p> <p>g. <i>PA19/08497, Archer Farm, Trewetha</i> – Non-material amendment in respect of decision notice PA17/08693 (Proposed 3-bedroom dwelling) – Change western glazed doors to window, enclose porch with side door, remove window. <b>SUPPORT.</b></p> <p>h. <i>PA19/02445, Maritime and Coastguard Agency, New Road, Port Isaac</i> – proposed single dwelling to replace existing decommissioned Coastguard Buildings. <b>SUPPORT.</b></p> <p>i. <i>PA19/08514, 26 Dolphin Street, Port Isaac</i> – reinstatement of brick chimney. <b>SUPPORT.</b></p> <p>j. <i>PA19/08515, 26 Dolphin Street, Port Isaac</i> – Listed Building Consent for reinstatement of brick chimney. <b>SUPPORT.</b></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
201/2019	<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 the Local Listing document is almost complete and the homeowners will be mail dropped. A copy of the document will be circulated to Members.</p> <p>b. <i>Planning Applications Approved by CC</i> – information only.</p> <p>i. <i>PA19/03484, 30 Trewetha Lane, Port Isaac</i> – replacement of two existing oil tanks with one larger oil tank.</p> <p>ii. <i>PA19/04437, Homer Park Farmhouse, Port Isaac</i> – renewal of planning consent PA16/08897 - Demolition of dwelling and construction of replacement dwelling with new boiler house, swim pool house and associated works.</p> <p>iii. <i>PA19/05264, Cliffside, Port Isaac</i> – proposed new fenestration.</p> <p>iv. <i>PA19/06637, 1 Castle Rock, Port Isaac</i> – garden room extension to front and bedroom extension to side.</p> <p>c. <i>Withdrawn Planning Applications</i> – information only.</p> <p>i. <i>PA19/07104, Stargazy Inn, 1 The Terrace, Port Isaac</i> – proposed works to the Stargazy Inn site along with new extensions and first floor terraced area with variation of condition 2 of PA18/01173.</p> <p>d. <i>5G mobile provision in rural areas</i> – this matter was dealt with at the Extraordinary Meeting, Minute 189b/2019 refers.</p> <p>e. <i>Planning Conferences</i> – three locations offered, but none near St Endellion.</p>	<p>Cllr. Williams</p>

202/2019	<p><u>Highways Matters</u> – including any items received after the agenda was issued:</p> <p>a. <i>Golden Lion</i> – Minute 176a/2019 refers. Mr Tony Shufflebotham, St Austell Brewery had provided a copy of the structural survey carried out on the harbour and gun carriage walls (copy circulated to Members). He had budgeted for minimal works to be carried out in 2020 to these walls – repointing and infilling any missing stonework. The Clerk to request that as they are listed structures, lime mortar should be used wherever possible.</p> <p>b. <i>Road/Footpath Closures</i> – details previously emailed.</p> <p>i. <u>Between Trewetha Lane and Pendoggett Road, Port Isaac</u> – 28<sup>th</sup>-30<sup>th</sup> October 2019 (07:30 to 18:00). Cllr. Penny had spoken to the Highways Manager who had assured him that busses and emergency vehicles can get through. It is necessary to trench right across the road, hence the closure order.</p> <p>ii. <u>Fore Street, Port Isaac</u> – 18<sup>th</sup> to 19<sup>th</sup> November 2019, 0700 – 1830 hours.</p> <p>c. <i>Public Rights of Way</i> – Ms Debbie Ebsary, Cormac reported:</p> <p>i. <u>Pine Haven</u> – grading works were due to start on 13<sup>th</sup> September 2019.</p> <p>ii. <u>PROW 3</u> – repairs have been completed.</p> <p>iii. <u>PROW 35</u> – work on the new footbridge was due to start w/c 13<sup>th</sup> September 2019.</p> <p>d. <i>Overgrown Hedge, Back Hill</i> – the hedge had been cut back.</p>	Clerk
203/2019	<p><u>Environmental / Amenity Matters</u> – including any items received after the agenda had been issued:</p> <p>a. <i>Roscarrock WCs</i> – Minute 147f/2019 refers. Members considered:</p> <p>i. <u>PAYE Doors / Cash Bags</u> – a quotation had been received from Hi-Tec and one is expected from Healthmatic. See 213/2019 below.</p> <p>ii. <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.</p> <p>iii. <u>Water Bills</u> – check of the water meters.</p> <p>iv. <u>Any Other Matter</u> – Ms Tamsin Goodman, Cormac reported both the motor and AHU had failed which is causing the lack of hot air from the hand-drier of the wallgate. Members <b>RESOLVED</b> to accept the quotation to repair the unit at a cost of £365.55.</p> <p>The Clerk to ask Mr Phil Kyte, Cormac to ensure the soap is kept topped up at New Road WCs.</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, including the costings.</p> <p>c. <i>War Memorial</i> –</p> <p>i. <u>Additional Names</u> – 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 November Meeting.</p> <p>ii. <u>High Street Heroes Funding</u> – details previously emailed. It was <b>AGREED</b> Cllr. Webster will apply for a grant to landscape the area around the War Memorial.</p> <p>iii. <u>Remembrance Service</u> – a poppy wreath is on order. Cllr. Raynor will lay wreath on behalf of the Parish Council.</p> <p>Noted A1 had been asked to cut back the trees behind the memorial.</p> <p>Members felt the area around Lime Pit Corner needs to be cut back and tidied. The Clerk to ask A1 to liaise with Cllr. Williams as to what needs doing.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr. Bell</p> <p>Cllr. Raynor</p> <p>Cllr. Webster</p> <p>Cllr. Raynor</p> <p>Cllr. Williams / Clerk</p>

	<p>d. <i>Little Hill</i> – Minute 163d/2019 refers. Discussion regarding refurbishment of the melamine panels was deferred to the November meeting.</p> <p>e. <i>Land Registration</i> – Members received an update:</p> <p>i. <u>The Main</u> – Mr Sproull had clarified the documentation required to achieve first registration at the Land Registry and an order had been placed with Kresen Kernow.</p> <p>ii. <u>Bus Shelter</u> – the Lease in respect of the bus shelter was entered into w.e.f. 4<sup>th</sup> March 2019 for a period of 25 years. No further action.</p> <p>f. <i>Cemetery</i> – Members <b>DECLINED</b> a request to permit a plot to be purchased out of sequence. The Clerk to advise the applicant.</p> <p>g. <i>Port Isaac Roadside Banner</i> – Members felt the banner was too large at five feet square for The Green by the War Memorial, as it could detract drivers. It was thought a landscape design would be more appropriate. Cllr. Raynor will speak to Mrs Caroline Cleave.</p> <p>h. <i>Parking in CC Car Parks</i> – it was <b>RESOLVED</b> to select (the day of the Christmas Lights switch-on – date TBC) for when Cornwall Council will provide free car parking within their car parks in Members' area.</p> <p>i. <i>Play Equipment Inspections</i> – Members <b>RESOLVED</b> to renew their contract with Cormac to inspect the play equipment from 1<sup>st</sup> November 2019 to 31<sup>st</sup> October 2020. The previous cost was £62.88 p.m. and will now be £64.76 p.m. Details previously emailed. The Clerk to advise Ms S. Crawford, Cormac</p>	<p>Cllr. Raynor</p> <p>Clerk</p> <p>Cllr. Raynor</p> <p>Clerk</p>
204/2019	<p><u>The Main Car Park</u> – including any items received after the agenda issued:</p> <p>a. <i>Overspill Area</i> – Minute 195a/2019. The Clerk is seeking additional quotations.</p> <p>b. <i>CCTV</i> – Minute 195b/2019. An update i.r.o. a proposal to install CCTV in the car park was deferred to the November meeting.</p> <p>NOTE – details of the Fire Brigade's scheme was previously emailed.</p> <p>c. <i>Ticket Machines</i> – Minute 195c/2019. Cllr. Coles reported the cheapest way is to upgrade the current machines. The existing solar panels are likely to be inadequate and this cost needs to be factored in. He is seeking quotations.</p> <p>d. <i>Advertisements</i> – Minute 195d/2019 refers. Cllr. Webster had 'signed-up' three advertisers. Cllr. Raynor will obtain a price for a new notice board.</p> <p>e. <i>Electric Charging</i> – no further action at this stage.</p>	<p>Cllr. Raynor / Clerk</p> <p>Cllr. Coles</p> <p>Cllr. Raynor</p>
205/2019	<p><u>Playing Field</u> – Members received an update i.r.o.:</p> <p>a. <i>Play Equipment, etc.</i> –</p> <p>i. <u>Re-instate fine amount on dog bin sign</u> – Cllr. Raynor will obtain signs, to include one for the play area.</p> <p>ii. <u>Cormac H&amp;S Reports</u> – reports circulated to Members and copies forwarded to Mr Burnard, who had carried out the work.</p> <p>iii. <u>Possible Grant Source for Skate Park</u> – deferred until further information is available <a href="https://www.cornwallcommunityfoundation.com/grants/north-cornwall-area-fund/?fbclid=IwAR12B-3zfoDjKx2vDjvWvx8M9CKIfqEato9CzqdzxuTo5C2zwmLGRzEOHus">https://www.cornwallcommunityfoundation.com/grants/north-cornwall-area-fund/?fbclid=IwAR12B-3zfoDjKx2vDjvWvx8M9CKIfqEato9CzqdzxuTo5C2zwmLGRzEOHus</a>.</p> <p>iv. <u>Other Matters</u> – none.</p>	<p>Cllr. Raynor</p>
206/2019	<p><u>Financial Matters</u> – including any items received after the agenda was issued:</p> <p>a. <i>Accounts for Payment</i> – Schedule No.07/2019 to a value of £25,419.41 was <b>APPROVED</b> for payment. A list of payments is available on the PC's website. Cllr. Raynor will provide a meter reading and the Clerk to invoice Mr Tidy.</p> <p>Members <b>AGREED</b> to take a 2-year Variable Price Plan with British Gas. The Clerk to action and to pay by Direct Debit.</p> <p>b. <i>Bank Reconciliation</i> – the bank statement had not yet been received.</p> <p>c. <i>Contract and Maintenance Supervisor</i>– Minute 194/2019 refers. Suggestions had been received from CALC. It was <b>RESOLVED</b> to advertise the post in the</p>	<p>Cllr. Raynor / Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>TRIO, notice boards, Cornish Guardian, North Cornwall Advertiser. Closing date to be 1<sup>st</sup> December 2019.</p> <p>d. <i>Parking Enforcement</i> – covered by 199c/2019 above.</p> <p>e. <i>Financial Regulations</i> – it was <b>RESOLVED</b> to adopt the revised model Regulations (August 2019). Details previously emailed.</p> <p>f. <i>Insurance</i> – details of the acquisition of Stackhouse Poland Limited, by the Gallagher group of companies and any impact on the PC's insurance cover was circulated via email.</p>	Clerk
207/2019	<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>Toolkit for Local Councils</i> – ICO toolkit to help local councillors with the top three data protection challenges they face:</p> <ul style="list-style-type: none"> <li>• Data sharing</li> <li>• Using personal devices.</li> <li>• Data audits.</li> </ul> <p>Download all the resources <a href="https://ico.org.uk/for-organisations/in-your-sector/local-government/">https://ico.org.uk/for-organisations/in-your-sector/local-government/</a>. Details previously emailed.</p> <p>b. <i>Cornwall AONB Latest News</i> – September 2019. NOTE – AONB Annual Conference – Saturday 23rd November 2019, 3.30pm till 8.30pm at the Pavilion Centre, Royal Cornwall Showground, Wadebridge.</p> <p>c. <i>NHS Kernow</i> – Long Term Plan newsletter.</p> <p>d. <i>Bodmin and Wadebridge Neighbourhood Watch</i> – Members can sign up to receive 'neighbourhood alerts' for the area: <a href="http://www.ourwatch.org.uk">www.ourwatch.org.uk</a>.</p> <p>e. <i>Safer Cornwall</i> – up to £1,000 funding available to enable community led projects that specifically address community safety issues in Cornwall. Closing is 1<sup>st</sup> March 2020. Details previously circulated.</p> <p>f. <i>Local Governance Review</i> – public consultation will begin on 11<sup>th</sup> December 2019. Details previously circulated.</p>	
208/2019	<p><u>Diary Dates</u> – including any dates received after the agenda had been issued.</p> <p>a. <i>Main Council Meeting</i> – 11<sup>th</sup> November 2019.</p> <p>b. <i>Clerk's Leave</i> – 26<sup>th</sup> October – 3<sup>rd</sup> November 2019.</p> <p>c. <i>Localism Summit</i> – 6<sup>th</sup> November 2019, Royal Cornwall Showground.</p> <p>d. <i>Cornwall Community Flood Forum</i> – free conference to be held on Monday 4<sup>th</sup> November at St. Johns Hall in Penzance (9.30am-4pm).</p>	
209/2019	<u>Information Only / Future Agenda Items</u> – none.	
210/2019	<u>Closed Session</u> – in view of the 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 excluded and they were instructed to withdraw.	
211/2019	<u>Car Parking Machines</u> – covered by Minute 204c/2019 refers.	
212/2019	<u>Water Station, Little Hill</u> – Minute 192/2019 refers. Cllr. Raynor reported we are waiting for first Cornish water station to be made. Estimate cost circa £1,500. He will clarify if water rates are payable.	Cllr. Raynor
213/2019	<u>WC PAYE Doors</u> – covered by Minute 203a[i]/2019 above.	
214/2019	<u>Planning Enforcement</u> – no update was given to the meeting.	

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

Date: 11<sup>th</sup> November 2019