



**NOTICE AND AGENDA OF THE FULL COUNCIL MEETING
TO BE HELD IN PORT ISAAC SCHOOL
MONDAY, 10th FEBRUARY 2020 @ 7pm**

Members of the public and press are invited to attend this meeting of the Council.

Minute	AGENDA ITEMS	Action
	<p><u>Chairman's Welcome and Public Forum</u> – members of the public may address the Council prior to the commencement of the Meeting.</p> <p>Members to meet with a representative from Gilbert & Goode to discuss a possible housing development.</p>	
21/2020	<u>Apologies for Absence</u> –	
22/2020	<p><u>Members' Declarations</u> –</p> <p>a. <i>Registerable Declarations of Interests</i> – Members must declare an interest, which has been declared on their Register of Financial Interests form, relevant to the agenda.</p> <p>b. <i>Non-registerable interest</i> – Members must declare non-registerable interests at the start of the meeting or whenever the interest becomes apparent.</p> <p>c. <i>Declaration of Gifts</i> – Members are reminded they must declare any gift or hospitality with a value in excess of fifty pounds.</p> <p>d. <i>Dispensations</i> – Members to consider any requests for dispensations.</p>	
23/2020	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council</i> – 13th January 2020.</p>	
24/2020	<p><u>Outside Bodies / Reports</u> –</p> <p>a. <i>Parish Council Chairman</i> – Members to receive a report.</p> <p>b. <i>Cornwall Council</i> – Members to receive a report, to include an update regarding sharing a CEO with St Minver Lowlands and St Minver Highlands PCs (Minute 254b/2019 refers).</p> <p>c. <i>Wadebridge & Padstow Community Network Panel Meetings</i> – next meeting to be held on 12th March 2020.</p>	<p>Cllr. Raynor</p> <p>Cllr. Mould</p>
25/2020	<p><u>Planning Applications</u> – Members to consider the following, including any received after the agenda had been published:</p> <p>a. <i>PA19/03215/PREAPP, Kittiwake Cottage, 7-9 Middle Street, Port Isaac</i> – pre-application advice to convert current 1-bedroom holiday let into office space and staff changing facilities for the restaurant next door. http://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=Q21E2GFG0IS00</p>	

	<p>b. PA19/10272, 90 Fore Street, Port Isaac – first floor extension out over an existing ground floor extension. http://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=Q1J9ZYFGIEE00.</p> <p>c. PA19/11215, Beulah, Trelights – conversion of Existing Garage to form a Study Bedroom and Alteration to an existing window. http://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=Q30A7RFGKQ100</p> <p>d. PA19/11260, Gwel Arvor, Tintagel Terrace, Port Isaac – re-submission of Reserved Matters application PA18/09791 following Outline Approval PA17/09691 dated 12th December 2017 for access, appearance, landscaping, layout and scale. http://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=Q3BJRZFGJPZ00</p> <p>e. PA20/00284, Yn-Dewetha, Port Gaverne – conversion of existing roof space to residential use. Install new windows and doors. Construct new porch. New cladding. http://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=Q43G90FG1W400</p> <p>f. PA20/00629, Glendale, Trewetha – proposed demolition of existing dwelling and construction of replacement dwelling. http://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=Q4M39EFG0IW00</p>	
26/2020	<p><u>Other Planning Matters</u> – including any items received after the agenda had been published.</p> <p>a. <i>Neighbourhood Plan</i> – Members to receive an update.</p> <p>b. <i>Planning Applications Approved by CC</i> – information only.</p> <p>i. <u>PA19/09694, 92 Fore Street, Port Isaac</u> – single storey extension of porch area between the kitchen and bathroom; removal of porch glazing and installation of flat roof with skylight; removal and re-use of existing kitchen sash window. <i>Members supported (with comments)</i>.</p> <p>ii. <u>PA19/09773, 34 Dolphin Street, Port Isaac</u> – renovation works including re-rendering front elevation and internal repair. <i>Members supported (with comments)</i>.</p> <p>iii. <u>PA19/06645, 36 New Road, Port Isaac</u> – demolition of existing dwelling and replacement with new dwelling. <i>Members withdrew their objection</i>.</p> <p>iv. <u>PA19/09377, Land N of Port Gaverne Hotel, Portgaverne</u> – detached dwelling. The site is outside the NDP development boundary. <i>Members made no comment</i>.</p> <p>v. <u>PA19/10181, Cedar Bungalow, Trewetha</u> – demolition and replacement of existing garage with home office and remodelling of existing dwelling with associated works. <i>Members supported</i>.</p> <p>vi. <u>PA19/10403, Cairnsmore, Port Gaverne</u> – works to trees covered by a Tree Preservation Order, namely fell the 20 metres high mature monteray pine. <i>Members supported</i>.</p> <p>c. <i>Planning Appeal</i> – PA18/05872, Land S of Havenpark, Trewetha Lane, Port Isaac: Outline Planning application with all matters reserved for a single dwelling. Appeal dismissed. No costs claimed.</p> <p>d. <i>Affordable Housing Team</i> – Mr Richard Hawkey, CC had introduced himself as the contact point for Affordable Housing matters. Details emailed.</p> <p>e. <i>Draft Cornwall Design Guide and Cornwall Streetscape Design Guide</i> – www.cornwall.gov.uk/designguide. Consultation period from Monday 20th January to Monday 2nd March 2020.</p>	<p>Information</p> <p>Information</p> <p>Information</p>

27/2020	<p><u>Highways Matters</u> – including any items received after the agenda had been published:</p> <p>a. <i>Church Hill</i> – Members to consider a request from a member of the public to request Highways to consider closing the road to all through traffic, due to the chaos caused by all the delivery vans, etc.</p> <p>b. <i>Pedestrian Crossing</i> – Minute 4a/2020 refers. Members to consider a suggestion for a pedestrian crossing in Port Isaac, including the view of Mr Oliver Jones, Highways.</p> <p>c. <i>Trewetha Speed Limit</i> – a request, from a vulnerable road user, had been made to reduce the speed limit through Trewetha. Members to consider the view of Mr Oliver Jones, Highways.</p> <p>d. <i>Road Closure Request</i> – road from Long Cross to Quin Cross, Port Quin. 9th March to 9th June 2020 (24 hours, weekends included).</p>	
28/2020	<p><u>Environmental / Amenity Matters</u> – including any items received after the agenda had been published:</p> <p>a. <i>Public WCs</i> – Members to consider:</p> <ol style="list-style-type: none"> 1. <u>New Road</u> – any issues. 2. <u>The Main</u> – any issues. 3. <u>Roscarrock</u> – any issues. 4. <u>Any Other Issues</u> – <p>b. <i>War Memorial Additional Names</i> – Minute 08b/2020 refers. Members to receive an update, i.r.o. an additional bronze plaque to be fitted on the reverse side of the memorial, to accommodate the additional names; to include submitting a planning application.</p> <p>NOTE – Ms Reynolds, Senior Archaeologist, CC had provided information regarding how to add names to the listed memorial: http://www.warmemorials.org/uploads/publications/115.pdf.</p> <p>c. <i>Port Isaac Roadside Banner</i> – Minute 222c/2019 refers. Members to receive an update from Mrs Caroline Cleave regarding siting of the banner.</p> <p>d. <i>St Endelienta Well</i> – Minute 132b/2019 refers. Members to receive the plan / report i.r.o. a modest renovation of St Endelienta Well, and to consider the costings.</p> <p>e. <i>Community Help Groups</i> – Ms Karen Campbell, newly appointed One Vision Community Development Worker for North Cornwall seeks assistance with identifying what group, projects are happening in the St Endellion area.</p> <p>f. <i>Recycling Bins</i> – Members to consider CC's proposals for the bins at the New Road Car Park.</p>	<p>Cllr. Raynor</p> <p>Cllr. Raynor</p> <p>Cllr. Bell</p> <p>Cllr. Penny</p>
29/2020	<p><u>The Main Car Park</u> – including any items received after the agenda is issued:</p> <p>a. <i>Notice Board</i> – Minute 223a/2019 refers. Members to receive an update regarding a new notice board.</p> <p>b. <i>Parking Enforcement</i> – Minute 9a/2020 refers. Members to receive an update, following the meeting with Mr Kevin McManus to discuss various aspects, including signage and enforcement costs.</p> <p>c. <i>CCTV</i> – Minute 06e/2020 refers. The providers had confirmed planning permission is not required for CCTV Installations. They will attend site on Tuesday 11th February to supply, install and commission the new CCTV surveillance system.</p>	<p>Cllr. Raynor</p> <p>Cllrs. Raynor / Coles</p> <p>Information</p>
30/2020	<p><u>Playing Field</u> – Members to receive an update i.r.o.:</p> <p>a. <i>Play Equipment</i> –</p>	

	<ul style="list-style-type: none"> i. <u>New Play Equipment</u> – Minute 10a[i]/2020 refers. Members to receive an update from the Working Party set up to consider additional play equipment, including a possible skate park / football pitch for the parish. ii. <u>Cormac H&S Reports</u> – reports emailed to Members and a copy forwarded to Mr Burnard. iii. <u>Other Matters</u> – 	Working Party
31/2020	<p><u>Administrative Matters</u> –</p> <ul style="list-style-type: none"> a. <i>Procedures</i> – Members to consider and re-adopt the following policies. Copies previously circulated via email to Members and Ms Clare Jon. NOTE – procedures are reviewed annually in February. <ul style="list-style-type: none"> i. <u>Asset Register</u> – ii. <u>Financial Risk Management</u> – iii. <u>Statement of Internal Control</u> – iv. <u>Standing Orders</u> – no changes had been recommended by NALC. NFA. v. <u>Financial Regulations</u> – no changes from NALC. NFA. vi. <u>Anti-fraud and Corruption Policy</u> – vii. <u>Press Policy</u> – viii. <u>Bench Policy</u> – ix. <u>Grant Policy</u> – x. <u>Reserve Policy</u> – xi. <u>Disciplinary and Grievance Procedures</u> – draft attached. xii. <u>Equal Opportunities Policy</u> – draft attached. xiii. <u>GDPR Staff Privacy Notice attached</u> – draft attached. xiv. <u>Risk Assessments</u> – <ul style="list-style-type: none"> o <i>Car Park</i> o <i>Cemetery</i> o <i>WCs</i> – o <i>Playing Field</i> o <i>The Main incl. Slate Quarry</i> o <i>Trelights Village Green</i> - 	
32/2020	<p><u>Financial Matters</u> – including any items received after the agenda had been published:</p> <ul style="list-style-type: none"> a. <i>Accounts for Payment</i> – Schedule No.11/2019-20. A list of payments is available on the PC's website. b. <i>Bank Reconciliation</i> – the bank reconciliation to be verified in accordance with Financial Regulation 2.2. c. <i>Contract & Maintenance Supervisor</i> – Members to consider using the services of Lang Bennetts, Chartered Accountants to add this post to the PC's pension scheme. <p>NOTE – Ms Jon to sign her Contract of Employment and 48-hour working opt-out letter.</p>	Cllr. Collings
33/2020	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda, including any items received after the agenda had been issued.</p> <ul style="list-style-type: none"> a. <i>Guide to Heritage in Neighbourhood Plans</i> – issued by National Trust, Link circulated via email. b. <i>New Road Car Park</i> – CC invite tenders for a mobile trading kiosk at this location. Details previously emailed. 	

	<p>c. <i>Clerks & Councils Direct</i> – January 2020.</p> <p>d. <i>Cornwall Rural Housing Association</i> – seek volunteers to join their Management Board. Details previously emailed.</p> <p>e. <i>Great British Spring Clean</i> – details circulated via email.</p> <p>f. <i>Climate Change Development Planning Document</i> – more information is available on CC website https://www.cornwall.gov.uk/climatechangedpd</p> <p>g. <i>2020 Off-street Parking Order</i> – CC consultation deadline 19th February. Details on www.cornwall.gov.uk/TrafficConsult.</p> <p>h. <i>CC PC Newsletter</i> – January 2020.</p> <p>i. <i>Cornwall Council Standards Committee</i> – vacancy for a layman.</p>	
34/2020	<p><u>Diary Dates</u> – including any dates received after the agenda had been published. Details previously emailed.</p> <p>a. <i>Main Council Meeting</i> – 10th February 2020.</p> <p>b. <i>Secondary Meeting</i> – TBC. 24th February 2020. Apologies from the Clerk.</p> <p>c. <i>Cornwall Association of Local Councils AGM</i> – 30th January 2020 at County Hall, Truro, 7.30pm.</p> <p>d. <i>Cornwall Community Land Trust</i> – Community Led Housing Seminar. Monday 3rd February 2020, One for All Community Centre, Lanivet.</p> <p>e. <i>Cornwall Community Flood Forum Workshops</i> – details emailed. <ul style="list-style-type: none"> • Tuesday 17th March – Gwinear-Gwithian Parish Hall, Hayle • Saturday 21st March – Sticker Village Hall, Saint Austell • Thursday 26th March – Calstock Village Hall, Calstock </p> <p>f. <i>Western Power Distribution Workshop</i> – 25th February to be held at Royal Cornwall Showground, Wadebridge. Lunch provided at this free event.</p> <p>g. <i>Code of Conduct</i> – free training course offered by CC on: <ul style="list-style-type: none"> • 12 March 2020 – 10am-12.00pm, Council Chamber, Truro • 16 March 2020 - 10:00am-12:00pm, Town Hall, Saltash • 18 March 2020 – 1.30pm-3.30pm, Council Offices, Camborne. </p> <p>h. <i>Climate Change Workshop</i> – Saturday 29th February 2020, 9.30am for 10am start till 1pm, Eliot House Hotel, Liskeard. Other dates to follow.</p>	
35/2020	<u>Information Only / Future Agenda Items</u> –	
36/2020	<u>Closed Session</u> – in view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and they are instructed to withdraw.	
37/2020	<u>Roscarrock / New Road WC PAYE Doors</u> – Minute 268/2019 refers. Members to receive an update from the Working Party (Cllrs. Webster, Raynor and Coles) set up to consider suppliers / quotations for an alternative door entry system.	
38/2020	<u>Tenders</u> – Minute 270/2019 refers. The tenders had been advertised in the <i>Cornish Guardian</i> , social media and TRIO with a closing date of 31 st January.	
39/2020	<u>Planning Enforcement Update</u> – Members to receive updates. NOTE – CC had decreed this information is to remain confidential	

Signature: (Mrs Gillian Thompson)
Parish Clerk

Date: 3rd February 2020