



**MINUTES OF THE FULL COUNCIL MEETING
HELD IN PORT ISAAC SCHOOL
MONDAY, 10th FEBRUARY 2020 @ 7pm**

Present:	Cllr. Raynor (Chairman) Cllr. Coles (Vice Chairman) Cllr. Webster Mrs Thompson (Clerk)	Cllr. Bell Cllr. Dawe Cllr. Williams Ms Clare Jon	Cllr. Cleave Cllr. Penny 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>The owners of Glendale (Minute 25e/2020 below) sought support for the revised application, which is for a new dwelling on the site.</p> <p>A neighbour of Glendale said it was difficult to see the ridge heights on the plans and expressed his concerns that the car port is still too close to his home. He asked that building work should only be carried out during reasonable hours only.</p> <p>Another neighbour pointed out that although there had been a reduction in height compared to the previous application, it is still higher than the existing building. He, too, objected to the proposed car port and wanted it sited adjacent to Glendale. It was confirmed the access lane does not belong to Glendale but is a shared access.</p> <p>Glendale's owner referred to earlier comments and said their proposal was for a single storey car port with a roof on it. He said ridge heights are shown on the plans.</p> <p>Representatives from Gilbert & Goode Ltd. were present to discuss a proposed development site in Trelights, which they have an option on. They understand the Neighbourhood Plan has a limit of ten properties per site. Members had concern about the access and the fact that Trelights has no facilities. Members asked for more information so they can consider this more fully.</p> <p>Mrs Bell provided a written submission in support of a pedestrian crossing (Minute 27b/2020 below refers). She expressed her concern about another potentially hazardous site at the end of Hicks Corner, on a blind bend and pointed out it is a busy junction and felt that warning signs were needed.</p>		
21/2020	<u>Apologies for Absence</u> – Cllr. Collings, Kirkman and Phelps.		
22/2020	<p><u>Members' Declarations</u> –</p> <p>a. <i>Registerable Declarations of Interests</i> – Cllr. Coles in 28d/2019</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>		

23/2020	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council</i> – 13th January 2020 AGREED as a true record.</p>	
24/2020	<p><u>Outside Bodies / Reports</u> –</p> <p>a. <i>Parish Council Chairman</i> – Cllr. Raynor reported he had received a petition with 140 signatures requesting a concrete skate park in Port Isaac. Consideration of the request referred to the Working Party (Minute 30a[i]/2019 below refers).</p> <p>b. <i>Cornwall Council</i> — County Cllr. Mould reported it is likely the CC budget will be increased by 3.9%.</p> <p>It was AGREED to invite Ms Zoe Hall to a meeting to consider a CEO (Civil Enforcement Officer) with St Minver Lowlands and St Minver Highlands PCs (Minute 254b/2019 refers). The Clerk to offer Monday 24th at 6pm or Wednesday 26th at 6pm. Cllrs. Coles and Penny were appointed to represent the PC. The Clerk to confirm the date with Ms Hall and other PCs.</p> <p>c. <i>Wadebridge & Padstow Community Network Panel Meetings</i> – Cllr. Penny had attended. There were talks on <i>Environment Nuisance and Enforcement and Flood and Coastal Risk Management</i>. Next meeting to be held on 12th March 2020.</p> <p>Mr Gavin Tyler is now leading on the Port Isaac Flood Plan.</p>	Clerk Clerk
25/2020	<p><u>Planning Applications</u> – Members considered the following:</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. SUPPORT.</p> <p>b. <i>PA19/11215, Beulah, Trelights</i> – conversion of Existing Garage to form a Study Bedroom and Alteration to an existing window. SUPPORT.</p> <p>c. <i>PA19/11260, Gwel Arvor, Tintagel Terrace, Port Isaac</i> – re-submission of Reserved Matters application PA18/09791 following Outline Approval PA17/09691 dated 12th December 2017 for access, appearance, landscaping, layout and scale. OBJECT on the grounds the proposal is contrary to our emerging NDP, Policy 6H (C) which states new development will be supported if design: respects and reflects the dominant window/wall proportions evident within the street.</p> <p>The proposal introduces balconies onto the street scene, which is not appropriate in the setting and would cause cumulative noise disturbance for the neighbours given the permission for multiple balconies on the rear elevation.</p> <p>Should the officer be minded to permit Members request the retention of cedar cladding for the reason it would grey and be less intrusive than stained wood of an unspecified colour. If permitted, we also advise chimney flues are black, not stainless steel, minimising impact as per the AONB officer comment.</p> <p>d. <i>PA20/00284, Yn-Dewetha, Port Gaverne</i> – conversion of existing roof space to residential use. Install new windows and doors. Construct new porch. New cladding. Cllr. Coles left the meeting whilst this was discussed.</p> <p>COMMENT: The use of coloured composite cladding in Port Gaverne is contrary to our emerging NDP policy 6Q (h) which states proposal should: 'Respecting and reflecting the existing dominant material palette in the character area when considering new development and understanding a material's practical requirements when maintaining or repairing structures.' If the officer is minded to permit we request the applicant consider the use of cedar cladding, which would fade and is more suited to the material palette of Port Gaverne.</p> <p>e. <i>PA20/00629, Glendale, Trewetha</i> – proposed demolition of existing dwelling and construction of replacement dwelling.</p>	Clerk Clerk Clerk Clerk

	<p>Cllr. Williams said she was in favour of the revised plans, but still felt there is a better site for the car port. There was also some concern about the style of the car port roof. She explained that it is not possible to comment on the private access. Cllr. Bell advised that as the applicant does not own the access lane it should not be included within red lines on the planning application. COMMENT: Members are in favour of the new building, but not the car port and urge the applicant and neighbours to come to a reasonable agreement.</p>	Clerk
26/2020	<p><u>Other Planning Matters</u> – including items received after the agenda is issued:</p> <p>a. <i>Neighbourhood Plan</i> – Cllr. Mould said the Plan had passed its legality test and can now go to public consultation. The Clerk to request ICT Connect Ltd. to update the Neighbourhood Plan website. Cllr. Raynor, as Chair of the Steering Group, to respond to an email from a resident of Trelights.</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.</p> <p>ii. <u>PA19/09773, 34 Dolphin Street, Port Isaac</u> – renovation works including re-rendering front elevation and internal repair.</p> <p>iii. <u>PA19/06645, 36 New Road, Port Isaac</u> – demolition of existing dwelling and replacement with new dwelling.</p> <p>iv. <u>PA19/09377, Land N of Port Gaverne Hotel, Portgaverne</u> – detached dwelling. The site is outside the NDP development boundary.</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.</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.</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>f. <i>Withdrawn Planning Applications</i> – information only.</p> <p>i. <u>PA19/08886, 49 Fore Street, Port Isaac</u> - studio room (crafts/study) over existing garage.</p>	Clerk Cllr. Raynor
27/2020	<p><u>Highways Matters</u> – including items received after the agenda was issued:</p> <p>a. <i>Church Hill</i> – Members considered a request from a member of the public to limit access, due to the chaos caused by delivery vans, etc. This had previously been rejected by Trelights residents. No further action.</p> <p><i>Pedestrian Crossing</i> – Minute 4a/2020 refers. Mr Oliver Jones, Highways had advised on the criteria needed for a pedestrian crossing to be considered and suggested that some form of pedestrian refuge or central island would be more appropriate.</p> <p>It was RESOLVED to invite Mr Jones to visit Port Isaac and meet with Members to consider a safe way of crossing for children going to the school and playing field.</p>	Clerk

	<p>b. <i>Trewetha Speed Limit</i> – a request, from a vulnerable road user, had been received to reduce the speed limit through Trewetha. Mr Jones, Highways advised that whilst there will be no guarantee, if it is nominated, and there is funding found, it can then go through the formal assessment process. Mr Jones to be asked for his views when he makes a site meeting (see Minute 27b/2020 above). The Clerk to advise the resident making the request.</p> <p>c. <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>	Clerk Clerk
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 considered:</p> <ol style="list-style-type: none"> 1. <u>New Road</u> – the coinboxes had been stolen. Healthmatic are to carry out repairs. 2. <u>The Main</u> – Cllr. Raynor Tom Hocking, WWA on site when he makes his final inspection of The Main toilets on 11th February 2020. The Clerk to advise him there is an issue with the light in the middle toilet. 3. <u>Roscarrock</u> – the doors had been vandalised and Cormac had been tasked with carrying out repairs 4. <u>Any Other Issues</u> – none. <p>b. <i>War Memorial Additional Names</i> – Minute 08b/2020 refers. Cllr. Raynor reported he had spoken with Drew Memorials who suggest a new granite plinth with a bronze plaque. Members AGREED with this proposal. It was noted that Listed Planning permission will be needed.</p> <p>Noted 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. No update was available from Mrs Caroline Cleave regarding siting of the banner.</p> <p>d. <i>St Endelienta Well</i> – Minute 132b/2019 refers. It was AGREED to hold a site meeting with representatives of the landowners, Mrs Helen Rawe and Cllr. Bell to consider a modest renovation of St Endelienta Well, to include 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. It was AGREED the Working Group would liaise with Ms Campbell.</p> <p>f. <i>Recycling Bins, New Road</i> – Cllr. Penny had spoken to Mr Peter Marsh, CC and the recycling bins will be removed in the near future. He had offered to "have a conversation" with Members before this is done. Deferred to the March meeting.</p> <p>Cllr. Mould left the message at this point.</p>	Clerk Cllr. Raynor Cllr. Raynor Clerk Cllr. Webster Clerk
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. Cllr. Raynor said the lock on the existing notice board is now working. He will look to see if he can source a new board that will fit the existing posts.</p> <p>b. <i>Parking Enforcement</i> – Minute 9a/2020 refers. It was RESOLVED to permit larger vehicles, e.g. camper vans, etc. over 5 meters to park in the overflow car park. It was further RESOLVED the charge will be twice the normal fee. Mr McManus will provide revised signage. The Clerk to advise Mr McManus.</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</p>	Cllr. Raynor Clerk Cllr. Raynor

	surveillance system. Cllr. Raynor will meet them on site and discuss the possibility of CCTV coverage for the New Road toilets.	
30/2020	<p><u>Playing Field</u> – Members received an update i.r.o.:</p> <p>a. <u>Play Equipment</u> –</p> <p>i. <u>New Play Equipment</u> – Minute 10a[i]/2020 refers. Cllr. Webster reported several residents had volunteered to join the Working Party (WP), including Catherine McDonald, Sam Collings, Fay Archell, ClareJjon, Gemma Cleave, Cheryl Webster, David Raynor, and Sharon Battersby. A meeting will be held shortly. The WP will consider additional play equipment, including a possible skate park and football pitch for the parish.</p> <p>ii. <u>Cormac H&S Reports</u> – reports emailed to Members and a copy forwarded to Mr Burnard.</p>	
31/2020	<p><u>Administrative Matters</u> –</p> <p>a. <u>Procedures</u> – Members considered and RESOLVED to adopt the following policies. The Clerk to send the documents to ICT Connect Ltd. for the website.</p> <p>i. <u>Asset Register</u> –</p> <p>ii. <u>Financial Risk Management</u> –</p> <p>iii. <u>Statement of Internal Control</u> –</p> <p>iv. <u>Standing Orders</u> – no changes have been recommended by NALC. NFA.</p> <p>v. <u>Financial Regulations</u> – no changes have been recommended by NALC. NFA.</p> <p>vi. <u>Anti-fraud and Corruption Policy</u> –</p> <p>vii. <u>Press Policy</u> –</p> <p>viii. <u>Bench Policy</u> –</p> <p>ix. <u>Grant Policy</u> –</p> <p>x. <u>Reserve Policy</u> –</p> <p>xi. <u>Disciplinary and Grievance Procedures</u> – draft attached.</p> <p>xii. <u>Equal Opportunities Policy</u> – draft attached.</p> <p>xiii. <u>GDPR Staff Privacy Notice attached</u> – draft attached.</p> <p>xiv. <u>Risk Assessments</u> –</p> <ul style="list-style-type: none"> o Car Park o Cemetery o WCs – o Playing Field o The Main incl. Slate Quarry o Trelights Village Green - 	Clerk
32/2020	<p><u>Financial Matters</u> – including items received after the agenda was published:</p> <p>a. <u>Accounts for Payment</u> – Schedule No.11/2019-20 to a value of £28,433.09 was APPROVED for payment. A list of payments is available on the PC's website.</p> <p>b. <u>Bank Reconciliation</u> – the bank reconciliation was made available in accordance with Financial Regulation 2.2.</p>	

	<p>c. <i>Contract & Maintenance Supervisor</i> – Ms Jon had some queries i.r.o. her Contract of Employment, which Cllr. Raynor will discuss with her prior to signing the Contract. Ms Jon signed her 48-hour opt-out letter.</p> <p>It was RESOLVED to authorise Ms Jon to spend up to £500 where necessary, e.g. repairs to equipment, etc.</p> <p>d. <i>Website Template</i> – it was RESOLVED to ask ICT Connect Ltd. to create an agenda / minute template that would comply with the new Website Accessibility Regulations at a cost of £30+VAT.</p>	Clerk
33/2020	<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>Guide to Heritage in Neighbourhood Plans</i> – issued by National Trust, Link circulated via email.</p> <p>b. <i>New Road Car Park</i> – CC invite tenders for a mobile trading kiosk at this location. Details previously emailed.</p> <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. Cllr. Williams has an interview to join the Board as a volunteer.</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. Cllr. Bell to attend.</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. 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> <p>i. <i>Community Governance Review</i> – 27th February 2020, Wadebridge Town Hall. 6-7pm: public drop-in session; 7-9.30pm: public meeting.</p>	
35/2020	<p><u>Information Only / Future Agenda Items</u> –</p> <p>a. None.</p>	

