



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE FULL COUNCIL MEETING
HELD IN PORT ISAAC SCHOOL
MONDAY, 9th MARCH 2020 @ 7pm**

Present:	Cllr. Coles (Meeting Chair) Cllr. Penny Mrs Thompson (Clerk)	Cllr. Collings Cllr. Webster Ms Jon (C&MO)	Cllr. Kirkman Cllr. Williams County Cllr. Mould
Minute	AGENDA ITEMS	Action	
	<u>Chairman's Welcome and Public Forum</u> – in the absence of Cllr. Raynor, Cllr. Coles took the Chair and welcomed those present and advised of exits, local hazards, location of WCs, etc. The applicant spoke regarding his planning application (Minute 45d/2020 refers).		
41/2020	<u>Apologies for Absence</u> – Cllrs. Bell, Cleave, Dawe, Phelps and Raynor.		
42/2020	<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.		
43/2020	<u>Minutes of Meetings</u> – a. <i>Full Council</i> – 10 th February 2020, AGREED as a true record.		
44/2020	<u>Outside Bodies / Reports</u> – a. <i>Parish Council Chairman</i> – Cllr. Raynor had provided a written report. He had received a complaint about a proposed statue of Alice in Wonderland to be erected outside Rose Cottage, Dolphin Street. It was understood the owner had now withdrawn the proposal. Cllr. Raynor had referred a request for seagull warning signs to the Harbour Commissioners. Other items in the report are covered in the Minutes below. b. <i>Cornwall Council</i> — Cllr. Mould reported there had been a meeting with representatives from St Endellion, Lowlands and Highlands and Ms Zoe Hall regarding a joint CEO shared between the three parishes. The cost would be £5,000 per parish. £4,000 had been budgeted for a CEO and it was RESOLVED to increase this by £1,000. The Clerk to advise Ms Zoe Hall. Cllr. Mould referred to the proposal to withdraw recycling facilities (Minute 48e/2020 refers). It was suggested mentioning this at the Network Panel Meeting.	Clerk	Clerk

	c. <i>Wadebridge & Padstow Community Network Panel Meetings</i> – next meeting to be held on 12 th March 2020.	
45/2020	<p><u>Planning Applications</u> – Members considered the following, including any received after the agenda had been published:</p> <p>a. <i>PA20/00661, Porthcorn, 21 Silvershell Road, Port Isaac</i> – two storey side extension and extension to existing balcony. Cllr. Williams said there were large expanses of glass and balcony, which are contrary to the emerging NP, This later proved to be incorrect and a NO COMMENT response was submitted.</p> <p>b. <i>PA20/00947, The Chalet, Rear of 31 Fore Street, Port Isaac</i> – demolition of existing buildings and construction of a replacement dwelling. The new proposal, although diminished in size, is still nonetheless appreciably larger than the two elements it would replace. Members would wish the Case Officer to give consideration to whether the increase in footprint is appropriate in scale to the size of the site. These two elements bare no relationship with the buildings in the immediate vicinity and would therefore constitute a severe impact on the ability to read the listed buildings Cliff Cottage, Canadian Terrace and The Old School in their settings. The two glazed areas, on the upper and lower elements introduce significant spans of glass into the Conservation Area. The west face windows would cause light spill, and reflection the setting sun in the wider landscape which tinting would not mitigate. Given the highly sensitive location and visibility from many sensitive viewpoints, the proposal will significantly impact on the appreciation of the Conservation Area. The applicant is urged to come forward with a design, which regards to the statutory duty to preserve or enhance the Conservation Area. Furthermore, the proposal should have regard to the policies for the Character Area 6D in the emerging St Endellion Neighbourhood Plan, namely proposal will be supported when:</p> <p>(b) where adjacent the coastline considers and addresses the stability of the cliffside.</p> <p>(f) respects and reflects the general window/wall proportions of the conservation area and avoids the inappropriate use of extensive glazing, panoramic windows, balconies, dormer windows, roof lights, solar panels and aerials; and</p> <p>(g) utilises sympathetic low-key signage, lighting and cabling schemes.</p> <p>Members OBJECT on these grounds.</p> <p>c. <i>PA19/10272, 90 Fore Street Port Isaac</i> – first floor extension out over an existing ground floor extension. Cllr. Williams said the new design incorporated a hip roof. SUPPORT.</p> <p>d. <i>PA20/00909, Stanley House, 22 Fore Street, Port Isaac</i> – change of use of dwelling-house to retail shop with associated storage and workshop space. SUPPORTED unanimously.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
46/2020	<p><u>Other Planning Matters</u> – including items received after the agenda was issued.</p> <p>a. <i>Neighbourhood Plan</i> – Cllr. Williams had confirmed the application to the Neighbourhood Planning Independent Referral Service for an examiner for the St Endellion NDP was correct.</p> <p><u>PA20/00001/NDP, St Endellion Neighbourhood Plan</u> – the Regulation 16, statutory six-week consultation will run between 21st February - 3rd April 2020.</p> <p>b. <i>PA19/07055, Pennti Ros, Lower Trefreock, Port Isaac</i> –CC's Planning Committee had refused the application.</p>	Clerk
47/2020	<p><u>Highways Matters</u> – including any items received after the agenda was issued:</p> <p>a. <i>Pedestrian Crossing</i> – Minute 27a/2020 refers. A site meeting with Mr Oliver Jones, Highways is scheduled for 24th March to consider the location and some means of crossing the road safely, e.g. pedestrian crossing, pedestrian refuge or central island.</p>	

	<p>b. <i>Trewetha Speed Limit</i> – Minute 27c/2020 refers. A site meeting with Mr Oliver Jones, Highways is scheduled for 24th March to consider a request, from a vulnerable road user, to reduce the speed limit through Trewetha.</p> <p>c. <i>Road Closure Approved</i> – road from Long Cross to Quin Cross, Port Quin. 9th March to 9th June 2020 (24 hours, weekends included).</p>	
48/2020	<p><u>Environmental / Amenity Matters</u> – including items received after the agenda had been published:</p> <p>a. <i>Contract and Maintenance Officer's Report</i> – Ms Jon duly signed her Contract of Employment and confirmed she did not wish to participate in the PC's Pension Scheme. Ms Jon spoke to her written report:</p> <p>Footpaths – Overcliff is not draining away, causing large areas of water. She had notified Countryside Access Team and Cormac. It was RESOLVED to ask Mr Phil Burnard to clear the drains.</p> <p>Public Conveniences -</p> <ul style="list-style-type: none"> • <u>Main</u> – CCTV had been installed and instructions are stored in the recorder cabinet. Healthmatic will fit a new light on 11th March. Members felt that additional cameras could help to combat the incidents of broken glass, etc. Further discussion deferred to the April meeting. Better signage would also be beneficial – Ms Jon to implement. • <u>New Road</u> – the vandalism damage had been repaired and other minor problems had been resolved. There is still a problem with one of the cubicle doors failing to close properly and engaging the catch and one of the cubicles is occasionally registering 'busy' when it is vacant. • <u>Roscarrock</u> – a temporary fix had been carried out to the tiles in the Gents WC, the door strike plate on the Gents and the disabled WC. Cormac had been advised to carry out a better repair. The Gents cash machine was repaired by Healthmatic as it was requesting the wrong amount of money. Ms Jon had replaced the corroded padlocks. <p>Main Car Park – Flowbird had not yet carried out the upgrade, despite daily phone calls.</p> <p>A1 Tree Surgery had carried out brush cutting of the hedges around the car park and footpath leading towards the village but had not used warning signage. The Clerk to request A1 to use signage in future.</p> <p>There are a few rails down along the lower fence, according to Mr Phil Burnard some of the uprights are starting to rot, so a further inspection is needed. Three of Alliance Parking signs had fallen down and Mr Burnard has reinstated them and made them more secure.</p> <p>Play equipment – Phil Burnard carried out necessary work apart from one item 'safety surface uneven at bow' of the ship. Both he and the C&MO had thoroughly examined the area and couldn't find any issues with this.</p> <p>Public seating – a bench on Lobber is missing an arm rest arm – it was established this is held by Cllr. Penny. Ms Jon will contact the owner. She is compiling a photographic record of all the benches. There is a broken bench on The Platt and she will report this to the Harbour Commissioners.</p> <p>Fallen Tree – on the B3267 Between Poltreworgy Farm and Trewetha. A1 had estimated the cost to remove the tree to be £250-£300. Cllr. Penny will mention this to Mr Oliver Jones Highways when he makes the site visit (Minute 47a and 47b/2020 refers).</p> <p>New Road Shop – Mr Phil Tidey reported an area of wall is showing signs of damp, below a window, above the skirting. Situation to be monitored.</p>	<p>Ms Jon</p> <p>Ms Jon</p> <p>Clerk</p> <p>Ms Jon</p> <p>Ms Jon</p> <p>Clerk</p> <p>Cllr. Penny</p>

<p>Trelights Village Green AGM – Ms Jon had attended the AGM and introduced herself to the group. She had been asked to mention the verge grass cutting of verges was discussed as sometimes Trelights only has a couple of cuts per year. Ms Jon to liaise with A1 regarding making the first cut before May and to clear the moss on the pavements.</p>	Ms Jon
<p>Training Opportunities – CC offer to train town and parish staff and to authorise them to tackle dog fouling and littering offences. It was felt inappropriate for Ms Jon to issue tickets.</p>	
<p>i. <u>Public WCs</u> – covered by C&OM's report above</p>	
<p>a. <i>Roscarrock</i> – the Clerk to report to SW Water that the meter is covered in foul water.</p>	Clerk
<p>b. <i>Port Gaverne</i> – Mr Matt Doyle, National Trust advised some remedial works to the doors had been carried out. Further discussion deferred to the March Secondary Meeting.</p>	Clerk
<p>c. <i>Compliance Testing</i> – Ms Sonia Armstrong, Cormac advised the following tests need to be completed:</p>	
<ul style="list-style-type: none"> • EICR (electrical report) requires annual testing. The Clerk to ask David Wellington to action. 	Clerk
<ul style="list-style-type: none"> • Wallgates require annual servicing. Ms Jon will speak to Healthmatic when they are on site. 	Ms Jon
<p>b. <i>Port Isaac Roadside Banner</i> – Minute 28c/2020 refers. No update was available from Mrs Caroline Cleave regarding siting of the banner. Cllr. Raynor will pursue.</p>	Cllr. Raynor
<p>c. <i>War Memorial Additional Names</i> – Minute 28b/2020 refers. Cllr. Raynor had advised he will be talking to Mr Paul Drew to get a drawing and price i.r.o. a new granite plinth with a bronze plaque, to accommodate the additional names to forward to Members and the Senior Archaeologist (Ms Reynolds) at CC. Noted a listed building planning application will be needed.</p>	Cllr. Raynor
<p>d. <i>St Endelienta Well</i> – Minute 28d/2020 refers. The 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 had yet to be held.</p>	Cllr. Dawe
<p>e. <i>Recycling Bins</i> – Minute 28f/2020. Members considered the proposal to remove the bins at the New Road Car Park. The Clerk to send a formal objection and request it is placed on the next Network Panel meeting. Cllr. Mould left the meeting at this point.</p>	Clerk
<p>f. <i>Little Hill</i> – Minute 163d/2019 refers. Discussion regarding refurbishment of the melamine panels, was deferred to the April meeting due to poor weather.</p>	Cllr. Raynor
<p>g. <i>Pump Shelter</i> – Members RESOLVED to accept a proposal to:</p> <ul style="list-style-type: none"> • Painting the shelter, re-varnishing the seats and cutting the undergrowth hard back, • Rehang the dog bin onto the pole and the salt bin moved alongside it. • Build a "notice board" of plywood and cork to be placed inside the shelter. 	
<p>Ms Jon to liaise with Mr Phil Burnard to action.</p>	Ms Jon
<p>h. <i>Cemetery Bench</i> – Cllr. Penny reported the tree bench was in a very poor condition and he had asked Mr Roy Speakman to inspect it to see if it was repairable. Ms Jon will research ready-made circular replacement bench.</p>	Ms Jon
<p>i. <i>Cemetery</i> – Mr Allan Roberts advised that surplus soil from cemeteries is now classed as waste and provided a copy of his certificate to carry it.</p>	
<p>j. <i>Notice Board, New Road</i> – Minute 29a/2020 refers. Cllr. Raynor had reported quotations for a new notice board for the Car Park are all in the region of £700 plus installation. Ms Jon to inspect and see if it is repairable and report to the April meeting.</p>	Ms Jon

49/2020	<p><u>The Main Car Park</u> – including any items received after the agenda is issued:</p> <p>a. <i>Car Park Enforcement Contract</i> – a new draft contract had been received. Further discussion deferred to the 2nd Council Meeting. The Clerk to circulate the contract and advise Alliance Parking UK Ltd. She will remind Alliance Parking Ltd. that Members also require his proposals for cash collection from the public WCs.</p>	Clerk
50/2020	<p><u>Playing Field</u> – Members received an update i.r.o.:</p> <p>a. <i>Play Equipment</i> –</p> <p>i. <u>New Play Equipment</u> – Minute 30a[i]/2020 refers. The Working Party set up to consider additional play equipment, including a possible skate park / football pitch is to meet on Monday, 16th March.</p> <p>ii. <u>Cormac H&S Reports</u> – reports emailed to Members and a copy forwarded to Mr Burnard.</p> <p>NOTE – Playsafety Ltd. are due to carry out the annual RoSPA inspection in April.</p> <p>iii. <u>Other Matters</u> – none.</p>	Working Party
51/2020	<p><u>Administrative Matters</u> –</p> <p>a. <i>Website Accessibility Guidelines</i> – the Clerk reported she had completed an Accessibility Statement which ICT Connect Ltd. had uploaded to the website. She was AUTHORISED to act in this matter.</p>	Clerk
52/2020	<p><u>Financial Matters</u> – including any items received after the agenda is issued:</p> <p>a. <i>Accounts for Payment</i> – Schedule No.12/2019-20 to a value of £24,014.65 was APPROVED for payment. A list of payments is available on the PC's website. The Clerk advised the bank terms and conditions will change from 1st May 2020, including: the monthly fee will increase by 50p to £7; the deposit of cheques will increase from 65p to 85p.</p> <p>b. <i>Bank Reconciliation</i> – the bank reconciliation was verified in accordance with Financial Regulation 2.2 by Cllr. Collings.</p> <p>c. <i>Grass Verges</i> – the Clerk had signed the 2020/21 agreement to maintain the grass verges in exchange of grant of £1,855.66.</p> <p>d. <i>LMP Partnership</i> – the Clerk had signed to accept the grant of £1,311.62 to maintain the footpaths, etc. for 2020/21.</p> <p>e. <i>Grant Request</i> – Members agreed to make a grant of £200 request from Cornwall Cruse Bereavement. Details previously emailed.</p>	Clerk
53/2020	<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>Great British Spring Clean 2020</i> – 20th March to 13th April 2020. Details emailed. Ms Jon to organise a litter pick of the car park, playing field, etc. This to be combined with planting of the saplings / trees. She is working on a solution to dispose of plastic waste collected from the beach.</p> <p>b. <i>CC Parish Council Newsletter</i> – February 2020.</p> <p>c. <i>Ice Cream Van</i> – Ms Kay Roberts, CC Public Open Space Officer advised there will be an ice cream on the New Road Car Park.</p> <p>d. <i>Coronavirus (COVID-19)</i> – update from CC circulated via email.</p> <p>e. <i>Police Newsletter</i> – February 2020.</p> <p>f. <i>Clerks & Councils Direct</i> – March 2020.</p> <p>g. <i>E-Bulletin</i> – CC's NDP newsletter circulated via email</p>	Ms Jon

54/2020	<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> – Tuesday, 14th April 2020.</p> <p>b. <i>Parish Meeting</i> – 23rd March 2020. Cllr. Raynor to provide a Chair's report.</p> <p>c. <i>Secondary Meeting</i> – 23rd March 2020.</p> <p>d. <i>Clerk's Leave</i> – 28th March – 5th April 2020 (inclusive).</p>	Cllr. Raynor
55/2020	<p><u>Information Only / Future Agenda Items</u> –</p> <p>a. None.</p>	
56/2020	<p><u>Closed Session</u> – in view of the 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 excluded and they were instructed to withdraw.</p>	
57/2020	<p><u>Roscarrock / New Road WC PAYE Doors</u> – Minute 268/2019 refers. The Working Party (Cllrs. Webster, Raynor and Coles) set up to consider suppliers / quotations for an alternative door entry system reported it is too late to carry out refurbishment this year.</p> <p>Ms Jon to review the existing notices and bring proposals to the April meeting.</p>	Ms Jon
58/2020	<p><u>CCTV</u> – it was RESOLVED to accept the quotation for CCTV coverage of the New Road public WCs. The Clerk to sign the agreement and return it to Sovereign Fire & Security Ltd. Cllr. Collings did not vote in support of acceptance as he wanted to know the price without a camera covering the shop.</p>	Clerk
59/2020	<p><u>Meeting Closed</u> – 9am.</p>	

Signature: (Cllr. Raynor)
Chairman

Date: 14th April 2020