



Port Isaac • Trelights • Port Gaverne

MINUTES OF THE VIRTUAL PARISH COUNCIL MEETING HELD ON MONDAY, 8th JUNE 2020 @ 7pm

Present:	Cllr. Raynor (Chairman) Cllr. Kirkman Cllr. Williams County Cllr. Mould	Cllr. Coles (Vice Chairman) Cllr. Penny Mrs Thompson (Clerk)	Cllr. Collings Cllr. Webster Ms Jon (CMO)
Minute	AGENDA ITEMS		Action
	<p><u>Chairman's Welcome and Public Forum</u> – the Chairman welcomed those present and explained the protocol for speaking at the meeting.</p> <p>Ms Alice Sainsbury addressed Members regarding a plan to set up a community farmers market in Port Isaac, to bring local produce and the community together. She asked if it would be possible to use the PC's car park as this is already set up with public amenities, water and electricity. She asked if the PC's public liability would cover the markets. Ms Sainsbury had provided information, which had been circulated to Members prior to the meeting. She saw this as a long-term project, which could move to the Village Hall when social distancing is no longer applicable. Several residents spoke in favour of the proposal.</p> <p>Cllr. Raynor said he felt certain all Members would be supportive of this project.</p> <p>Ms Faye Archell spoke regarding Minute 91c2020. She was in favour of the PC making the play area available as an outside space for the school.</p> <p>Mr Roy Clifton spoke regarding Minute 89b/2020 (PA20/03810, Glendale). He said there is a mismatch between what is described in the planning application and the plans themselves. The measurements for the garage had been changed. The boundary line includes the shared access lane, which Glendale owners had previously accepted should not be included as part of the Glendale site.</p>		
85/2020	<u>Apologies</u> – Cllrs. Bell, Cleave, Dawe and Phelps were not present.		
86/2020	<u>Members' Declarations</u> – <ul style="list-style-type: none"> a. <i>Registerable Declarations of Interests</i> – Cllr. Penny in Minute 89a/2020. 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. 		
87/2020	<u>Minutes of Meetings</u> – <ul style="list-style-type: none"> a. Virtual Meetings – it was RESOLVED to adopt supplementary Standing Orders to meet the statutory requirements for the holding of remote meetings, and this lasts until 7th May 2021 or the repeal of legislation whichever is the earlier. Copy to be placed on the website. b. <i>Full Council</i> – 11th May 2020, AGREED as a true record. 		

88/2020	<p><u>Outside Bodies / Reports –</u></p> <p>a. <i>Parish Council Chairman</i> – Cllr. Raynor reported the hay had been cut in the lower playing field and power had been installed ready for the New Road CCTV.</p> <p>b. <i>Cornwall Council</i> — Cllr. Mould asked for a copy of the <i>Reopening of Your Town/Village High Streets</i> to be sent to Ms Alice Sainsbury. The Clerk to send a copy of Ms Sainsbury's project report to Cllr. Mould. There followed some discussion regarding planning application PA20/00947, but the revised plans had not yet been received.</p> <p>Cllr. Mould added it was hoped there would shortly be some news on the proposal to share a CEO with St Minver Lowlands and St Minver Highlands PCs (Minute 44b/2020 refers).</p> <p>Re-opening the public toilets is unresolved. Many factors need to be considered, including legionella testing.</p> <p>Cllr. Mould spoke regarding funding for local businesses to help them through the pandemic.</p>	Clerk Clerk
89/2020	<p><u>Planning Applications</u> – Members considered the following:</p> <p>a. <i>PA20/03608, Long Cross, Trelights</i> – change of use of hotel (Use Class C1) to residential (Use Class C3). Cllr. Penny declared an interest and was put into the "waiting room" whilst this item was discussed.</p> <p>Cllr. Williams said the justification in the report prepared by Situ8 was not an accurate reflection of accommodation in the parish as self-catering accommodate was not pertinent, the parish is in short supply of hotel or guesthouse accommodation in the parish, the loss of hotel beds has an undoubted adverse effect on the tourist accommodation available in the parish. Cllr. Coles said it was a difficult decision and it was not clear what part of the building was being planned to be sold. Cllr. Kirkman said local residents are upset at losing this facility. She queried if more apartments are needed. Cllr. Webster sympathised with this view but could also see the other side of the coin. Cllr. Collings was of a similar opinion. Cllr. Williams said she thought it would be very difficult to raise a planning objection to the application, notwithstanding the correct reference to the emerging NDP policy 11. Members regretted the loss of a hotel but AGREED to leave the decision to the planning officer.</p> <p>b. <i>PA20/03810, Glendale, Trewetha, Port Isaac</i> – proposed extension to dwelling to include construction of double garage. OBJECT to the proposal because the garage height is shown at 8.63m which is double the original height. The matter of the boundary line is a civil matter.</p> <p>c. <i>PA20/03874, 85 Fore Street, Port Isaac</i> – proposed ground and first floor rear extensions. NO OBJECTION but Members' request a condition for the use of sized Delabole slate, to be nailed not hooked.</p>	Clerk Clerk Clerk
90/2020	<p><u>Other Planning Matters</u> – Members considered the following:</p> <p>a. <i>Neighbourhood Plan</i> – Mr John Slater had been appointed as Examiner of the St Endellion NDP.</p> <p>b. <i>Planning Applications Approved by CC</i> – information only.</p> <p>i. <u>PA20/00713, The Moorings, Port Gaverne</u> – conversion of roof space and creation of dormer windows to form additional accommodation.</p> <p>ii. <u>PA20/01628, White House Cottage, 3A Roscarrock Hill, Port Isaac</u> – construction of retaining structure due to cliff collapse and set of steps to reach the rear garden.</p> <p>iii. <u>PA20/01629, White House Cottage, 3A Roscarrock Hill, Port Isaac</u> – Listed Building Consent for construction of retaining structure due to cliff collapse and set of steps to reach the rear garden.</p>	

	<p>iv. <u>PA20/02303, The Lodge, Trelights</u> – Listed Building Consent for external painting of fascia boards, bargeboards, windows, french doors, front and back porches including doors. Replacement of plastic rainwater goods. Replacement of cracked granite gate post.</p> <p>v. <u>PA20/02555, Wesley House, 18 Middle Street, Port Isaac</u> – Listed Building Consent for restoration works to return the building back to its original breathable state.</p>	
91/2020	<p><u>Environmental / Amenity Matters</u> – including any items received after the agenda had been published:</p> <p>a. <i>New Road Shop</i> – Minute 60a/2019. Cllr. Raynor explained Mr Tidey could sign an extension to the lease to the end of December and then re-assign it to a new tenant. Cllr. Coles spoke in support of the proposal. He said this would bring some income in from the shop. The lease would then be put out to tender. He said that the type of merchandise that could be sold from the shop was covered in the terms of the lease. The lease to be circulated for Members' information. It was RESOLVED to proceed on this basis.</p> <p>b. <i>New Road Car Park</i> – Cllr. Williams' proposed taking on the maintenance of the banks around the car park, to manage as a flower meadow. Mr Ken Polmounter, CC advised they have no budget surplus to enable any grant to the PC to help with the costs of the works. No further action at this stage but for further consideration at budget setting time. Some work will be needed before the New Road toilets can be re-opened.</p> <p>c. <i>Port Isaac School</i> – Cllr. Williams' proposed to offer the school use of the shelter and tables in the play area during lockdown (not the play equipment itself) and one of the toilets. Cllr. Williams, Collings, Penny voted in favour. Cllr. Webster and Kirkman voted against. Cllr. Coles abstained. Cllr. Williams and Ms Jon had volunteered to give The Main WCs a full clean prior to the school re-opening.</p> <p>d. <i>Public Conveniences</i> – Cllr. Raynor proposed that Members should work towards re-opening the disabled toilets only, to include revising the risk assessment in light of the pandemic e.g. provision of sanitiser; legionella testing; etc. Cllr. Williams said that more toilets would be needed at Roscarrock if lockdown is lifted. It was RESOLVED to work towards re-opening just the disabled toilets in the first instance. For further consideration. Noted Ms Jon had provided a draft risk assessment ahead of her eventual return to work.</p> <p>e. <i>RoSPA Report</i> – a copy of the report was circulated via email and provided to Mr Phil Burnard, who will carry out the minor repairs highlighted once the lockdown ends.</p> <p>f. <i>New Road WCs</i> – CCTV due to be installed w/c 15th June 2020.</p> <p>g. <i>Farmers' Market</i> – Public Forum refers. Members felt that a committee was needed to bring firm proposals back to the Parish Council. There is an area alongside the hedge that was originally set aside for a market area. Cllr. Raynor will speak to Ms Sainsbury with a view to bringing firm proposals to the Secondary Meeting. Cllr. Mould said that planning permission might be needed long-term. She left the meeting at this point.</p>	<p>Clerk Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr. Raynor</p>
92/2020	<p><u>Financial Matters</u> – including any items received after the agenda is issued:</p> <p>a. <i>Accounts for Payment</i> – Schedule No.03/2020-21 to a value of £10,630.98 was APPROVED for payment. A list of payments is available on the PC's website.</p> <p>b. <i>2019/20 Accounts</i> – Members reviewed the Internal Auditor's report and considered his recommendations. Deferred from the May meeting.</p>	<p>Clerk</p>

	<p>i. <u>Financial Risk Management</u> – it was RESOLVED to adopt the revised policy document, which includes consideration of the implications of the Coronavirus pandemic. Draft copy previously circulated.</p> <p>ii. <u>Reserve Policy</u> – it was RESOLVED to adopt the revised policy document, which includes consideration of the implications of the Coronavirus pandemic. Draft copy previously circulated.</p> <p>Members expressed concern about the loss of income from the car park.</p> <p>iii. <u>VAT</u> – the mismatch in the VAT figures had been investigated and the discrepancy written off in accordance with accounting regulations. Members to consider and adopt the revised Annual Return (AGAR). Copy emailed.</p> <p>Members RESOLVED to accept Cllr. Coles' proposal for a vote of thanks to the Clerk for another Audit well completed.</p> <p>c. <u>Trewetha Catering Kiosk / New Road Shop</u> – Members RESOLVED to reinstate rental payments w.e.f. 1st July 2020. The Clerk to advise the tenants.</p> <p>d. <u>Budget Monitor</u> – a budget monitor had been circulated prior to the meeting.</p>	Clerk
93/2020	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda.</p> <p>a. <u>Clerks & Councils Direct</u> – May 2020.</p> <p>b. <u>South West Property Flood Resilience Pathfinder</u> – questionnaire on https://www.surveymonkey.co.uk/r/MCRKB66. Deadline 12th June 2020. Details previously emailed.</p> <p>c. <u>Citizen's Advice Bureau</u> – invitation to join. Details emailed. See https://www.citizensadvicecornwall.org.uk/volunteer-with-us/</p> <p>d. <u>Dog Control in Public Spaces</u> – deadline for re-consultation 21st August 2020. See communityandenvironmentalprotection@cornwall.gov.uk.</p> <p>e. <u>Calor Gas Grant Fund</u> – details previously emailed.</p> <p>f. <u>Office of the Police and Crime Commissioner</u> – Members are invited to nominate a representative of your council to join the to join the Councillor Advocate Scheme. Details previously emailed.</p> <p>g. <u>Port Isaac Practice</u> - Outline Consent has been granted for dispensing from Port Isaac surgery. Details previously emailed.</p> <p>h. <u>Reopening of Your Town/Village High Streets</u> – details of a new fund previously circulated via email. The possibility of closing part of Fore Street will be considered as part of the Farmers' Market project.</p>	
94/2020	<p><u>Diary Dates</u> – including any dates received after the agenda was published.</p> <p>a. <u>Main Council Meeting</u> – 13th July 2020.</p> <p>b. <u>Secondary Meeting</u> – 29th June 2020.</p> <p>c. <u>Clerk's Leave</u> – 27th June to 5th July 2020.</p> <p>d. <u>Cornwall Community Land Trust AGM</u> – Wednesday 24th June at 10am through electronic conferencing (Zoom). Details previously emailed</p>	
95/2020	<p><u>Information Only / Future Agenda Items</u> –</p> <p>a. <u>None</u>.</p>	
96/2020	<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> <p>Ms Jon left the meeting at this point.</p>	

97/2020	<u>Furlough</u> – Cllr. Williams proposed bringing Ms Jon back to work part-time from 1 st July 2020. From that date the PC will still being able to claim the Coronavirus Job Retention Scheme grant for their normal hours not worked. The Clerk to clarify the furlough payments for consideration at the Extraordinary Meeting.	Clerk
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Signature: (Cllr. Raynor)
Chairman

Date: 13th July 2020