



MINUTES OF THE VIRTUAL MEETING HELD

MONDAY, 13th JULY 2020 @ 7pm

NOTE – it is the responsibility of all those joining a 'Zoom' meeting to check their security settings.

Present:	Cllr. Raynor (Chairman) Cllr. Penny Mrs Thompson (Clerk)	Cllr. Coles (Vice Chairman) Cllr. Webster Ms Jon (C&MO)	Cllr. Kirkman Cllr. Williams County Cllr. Mould
Minute	AGENDA ITEMS	Action	
	<p><u>Chairman's Welcome and Public Forum</u> – the Chair opened the meeting and welcomed those present.</p> <p>Members met with Ms Chloe Pitt, Lauren Associates regarding Minute 116a/2020. Ms Pitt said this follows an earlier scheme that was refused. The aim is to design a dwelling that is an appropriate size and scale, using suitable materials. She referred to the comments from Conservation Officer (see 89a/2020 below).</p> <p>Ms Shelley Williamson spoke regarding 116g/2020. She voiced her opposition to the planning application and said the application is made on the assumption the landowner has access to Lundy Lane, but this is not the case. She recognised that this may be a civil matter. Comments from other residents regarding this application had been circulated via email.</p>		
112/2020	<u>Apologies</u> – Cllrs. Bell, Cleave, Collings, Dawe and Phelps.		
113/2020	<p><u>Members' Declarations</u> –</p> <p>a. <i>Registerable Declarations of Interests</i> – Cllr. Webster in Minute 86g/2020 and Cllr. Penny in Minute 86b/2020.</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>		
114/2020	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council</i> – 8th June 2020 AGREED as a true record.</p> <p>b. <i>Secondary Council Meeting</i> – 29th June 2020 AGREED as a true record.</p>		
115/2020	<p><u>Outside Bodies / Reports</u> –</p> <p>a. <i>Parish Council Chairman</i> – Cllr. Raynor's report mentioned several items covered below.</p> <p>b. <i>Cornwall Council</i> — Cllr. Mould reported Ms Zoe Hall, CC Parking Enforcement is ready to set up the Service Level Agreement subject to Highlands' agreeing to pay their contribution of £5,000. Members confirmed that they wished to proceed.</p>		

	<p>Cllr. Raynor said he had received a series of complaints from residents of Roscarrock Hill concerning cars parked outside the Slipway Hotel in Fore Street. There was a separate incident when an ambulance was unable to get through on Sunday.</p> <p>Mr Scot Mann MP is asking CC to waive the business rates on WCs pending the second reading of the <i>Non-Domestic Rating (Public Lavatories) Bill</i>.</p> <p>Cllr. Mould said there was a problem with unruly behaviour at Rock and Polzeath. Members advised there is no such problem in Port Isaac.</p> <p>c. <i>Network Panel Meeting</i> – a private meeting for the parish town councillors/ clerks only and respective Cornwall Councillors will be held on Thursday 16th July at 6.30pm via Microsoft Teams. Main topic for discussion is removal of recycling bins. Cllr. Penny to attend. The Clerk to advise Ms Jacquie Rapier.</p> <p>Notes and documents for the meeting held on 12th March 2020 had been previously circulated via email.</p>	Clerk
116/2020	<p><u>Planning Applications</u> – Members considered the following:</p> <p>a. <i>PA20/00947, The Chalet, Rear of 31 Fore Street, Port Isaac</i> – revised plans for demolition of buildings and construction of replacement dwelling.</p> <p>Cllr. Williams referred to the Conservation Officer's comments on the revised plan for the chalet site. The plans had reduced the glazing, but still features a curved glazed wall which will be visible from the Cliff Path approach to the Conservation Area (CA), and from distance views across the harbour. The AONB officer while acknowledging the improvement, nonetheless considers the planning balance to be harmful to the AONB and the CA.</p> <p>Historic Environment comment is largely in favour of what the applicant had done to ameliorate the design details, however they still have concern re the 'wide expanse of white render', and also <i>'It is recommended that the (slightly reduced) expanse of wide glazed windows design incorporates references to the smaller paned windows used in many buildings and that timber frames may well integrate better into this part of the CA. So whilst they agree the applicant had taken steps to improve, they still have reservations. They also request if the plans glazing total is approved: 'it is recommended that the glazing specification is conditioned to have very little light going through these windows out to the sea and coastline beyond'</i>.</p> <p>They also remind the applicant of their statutory duty: <i>'The applicant should be reminded that in determining this application one should bear in mind the statutory duty of section 66(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 to have special regard to the desirability of preserving listed buildings or their setting or any features of special architectural or historic interest which they possess and section 72(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 to pay special attention to the desirability of preserving or enhancing the character or appearance of conservation areas.</i></p> <p>In terms of our NDP policy for this Character Area 6d notes development will be approved where a proposal; <i>'reflects the existing dominant palette of the area/ and reflects and respects the general window/wall proportions of the CA and avoids the inappropriate use of extensive glazing and panoramic windows'</i>.</p> <p>Cllr. Coles acknowledged some of the problems had been ameliorated but he still felt it was out of keep. Cllr. Webster agreed and said it was in a sensitive area overlooking the harbour. Cllrs. Penny and Kirkman supported this view. Cllr. Williams said she would be happier if the glass was divided and not one large expanse. Members agreed they would view the application favourably if the glass was divided with timber.</p> <p>b. <i>PA20/04169, 3 Overcliff, Port Isaac</i> – widening of narrow concrete single parking space at front of property. Removal of low slate boundary wall on west side of rear garden and replace with 1m horizontal stainless steel cable</p>	Clerk

<p>balustrade with steel posts. Construction of a new wall along the end of the rear garden. Erection of two areas of 30 cm high decking in rear garden. Replacement of dark grey stone chippings path along east side of house with paving slabs. Historic Environment comment: <i>'The Planning (Listed Buildings and Conservation Areas) Act 1990 sets out the general duty as respect to Listed Buildings and Conservation Areas. In considering whether to grant listed building consent for any works the local planning authority shall have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses (S16 (2)).</i> Cllr. Williams said she had assessed the application, the proposed works are considered proportionate, justified and therefore acceptable.' SUPPORT.</p>	Clerk
<p>c. PA20/04470, 8 Castle Rock, Port Isaac – small first floor balcony. Cllr. Penny was muted and took no part in the discussion. Cllr. Williams referred to the objections received from neighbouring owners referring to incorrect information on the application re ownership (this is a civil) matter, overlooking/loss of privacy and amenity to neighbouring properties. It is noted the window pictured on the right of the photograph (shared with Members at the meeting) is the bedroom window of one of the objectors. A series of photographs and plans were provided by Cllr. Williams. OBJECT on the basis of overlooking and loss of privacy for neighbouring properties.</p>	Clerk
<p>d. PA20/04781, Kipper Cottage, 11 Dolphin Street, Port Isaac – infill of disused doorway (partially filled), removal of a dilapidated chimney breast and hung slate repairs in a Conservation Area. SUPPORT.</p>	Clerk
<p>e. PA20/04891, Pennti Ros, Lower Trefreock, Port Isaac – single storey extensions. SUPPORT</p>	Clerk
<p>f. PA20/04902, Treswarrow Cottage, Trelights – demolition of existing dwelling and erection of replacement dwelling, together with the retention of land forming additional residential curtilage. Construction of detached garage. (Redesign of PA18/05857), Cllr. Williams said this replaces a previously approved scheme over two storeys. No public objections, no statutory consultee objections/notably none from the AONB. Cllr. Kirkman said the plans are the equivalent, in height, of a four-storey building. She indicated that she would be happy to support if there is a lighting condition. Cllr. Coles did not see a planning reason to object. Cllr. Penny agreed with this view. SUPPORT but Members request a strong lighting condition.</p>	Clerk
<p>g. PA20/04916, Dunromin, 29 Trewetha Lane, Port Isaac – proposed side and rear extension. Cllr. Webster was muted and took no part in the discussion. Cllr. Williams said that most of the objections were civil matters and could not be considered as part of the planning application. Members agreed this is a modest extension and can see no planning grounds to raise an objection. SUPPORT.</p>	Clerk
<p>h. PA20/04920, Withy Garden, Access to Port Gaverne – proposed garage and storage above (storage only). SUPPORT.</p>	Clerk
<p>i. PA20/04992, Homer Park Farmhouse, Homer Park, Port Isaac – variation of condition 2 (plans) of PA17/07836 (Conversion of barns to one residential dwelling and the demolition of further barns and outbuildings. Minor alterations permitting more of the 'valued' wall seen according to the app. Cllr. Williams said she could see no reason to refuse. These seem design tweaks, which do not affect the application in any large sense: <i>'Whereas the approved scheme proposed timber cladding to the extension and to the upper parts of the main barn, in the revised scheme it is proposed to use a natural slate hanging, a feature common on houses locally. The external finish on the stable block will be western red cedar allowed to silver naturally rather than a through colour render as proposed previously, it is felt this would blend with the landscape more naturally.'</i> SUPPORT.</p>	Clerk

	Members congratulated Cllr. Williams on being awarded her degree. Cllrs. Williams and Mould left the meeting at this point.	
117/2020	<p><u>Other Planning Matters</u> – including any items received after the agenda had been published.</p> <p>a. <i>Planning Applications Approved by CC</i> – information only.</p> <p>i. <u>PA20/03092, Sea Glass Port Gaverne</u> – roof extension over existing garage to first and second floor to include rear flat roof dormer and three traditional pitched dormers to front. New access steps to rear terrace.</p> <p>b. <i>Neighbourhood Plan</i> – nil to report.</p> <p>c. <i>Business and Planning Bill</i> – draft Planning Guidance and new Permitted Development Rights. Details circulated via email.</p>	
118/2020	<p><u>Farmers' Market</u> – Minute 101/2020 refers. Members considered:</p> <p>a. A request for funding could not be granted due to the current financial circumstances.</p> <p>b. A request for formalisation of Parish Council requirements with respect to the PICFM, confirmation of roles and responsibilities of the PC with respect to the PICFM, a change process and a communications structure to enable closer and more efficient working. As Cllr. Williams had left this was deferred to the meeting on the 27th July.</p> <p>Noted emails and supporting documents had been circulated to all Members.</p>	Clerk
119/2020	<p><u>Environmental / Amenity Matters</u> – including any items received after the agenda had been published:</p> <p>a. <i>New Road Shop</i> – Mr & Mrs Paul Lomas are the new tenants until 31st December 2020. The Clerk to check the costs of instructing Miller Commercial to advertise a new lease from 1st January 2021 and the cost of advertising in the Guardian and the TRIO on tendering basis.</p> <p>b. <i>Public WCs</i> – Ms Jon reported all the WCs were deep cleaned on 30th June/1st July, however due to an oversight in communication the regular cleaning schedule wasn't resumed. This had been resolved and as of Monday 13th July the cleaning will be carried out twice a day. Each toilet block has social distancing signage and hand sanitiser.</p> <p>It was RESOLVED that Ms Jon would collect and bank the takings from the coinboxes (Minute 61b/2020 refers). It may be necessary to purchase a coin counting machine. Members had no objection to providing change to local businesses.</p> <ul style="list-style-type: none"> • <i>New Road</i> – CCTV had been installed. Ms Jon reported Healthmatic had repaired the Wallgate units. The door on cubicle No.1 still doesn't close properly despite Mr Phil Burnard's attempts to remedy this. Signage is required regarding the CCTV. Ms Jon will see if these are available from Sovereign. • <i>The Main</i> – Healthmatic had replaced the light in the cubicle. • <i>Roscarrock</i> – Healthmatic had repaired the coin machine at the gents and Cormac had repaired the door catches. Ms Jon said the signage has not yet been updated. • <i>Port Gaverne</i> – Ms Jon reported the toilets are now open. She believes that Ben from Rock Tors is responsible for carrying out checks throughout the day and Dave from Port Gaverne Hotel is responsible for carrying out the cleaning and providing toilet rolls, soap etc. A hand sanitiser had been provided. Social distancing signage needed. The electricity and water readings had been taken on 12th July. 	<p>Clerk</p> <p>Ms Jon</p> <p>Ms Jon</p> <p>Cllr. Raynor / Ms Jon</p> <p>Cllr. Raynor / Ms Jon</p>

	<p>Noted the <i>Non-Domestic Rating (Public Lavatories) Bill</i> was introduced to the House of Commons and given its first reading on 18th March. The second reading scheduled to take place on 30th March 2020 had been deferred.</p> <p>c. <i>Play Area</i> – Ms Jon reported the play area had been reopened and following government guidance had signage to reinforce social distancing. This being the only practical measure to implement. Mr Burnard will carry out the repairs that were flagged up before the play area was closed.</p> <p>Noted government guidance had been received regarding re-opening playgrounds: https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/</p> <p>Noted Cormac had been asked to recommence play equipment H&S inspections and documents relating to CALC's webinar had been emailed.</p> <p>d. <i>Bench</i> – a request has been received for a memorial bench on The Main. Cllr. Coles explained there is room on The Main. It was AGREED in principle to grant permission but to check what type of bench they propose to provide and agree their preferred location.</p> <p>Ms Jon reported she had catalogued all the benches in the Parish but pointed out the bench on Lobber with the missing arm rest still needs repairing. Cllr. Penny holds the missing part. The tree bench in St Endellion Cemetery is still to be replaced.</p> <p>e. <i>Contract and Maintenance Supervisor</i> – Ms Jon had provided a written report, circulated to Members via email. In addition to matters raised elsewhere, Ms Jon advised:</p> <ul style="list-style-type: none"> i. <u>Footpaths</u> – she had continued to report problems that she had encountered or from members of the public. A1 had continued to carry out the grass cutting and strimming. They had also removed a fallen tree in Port Gaverne valley. ii. <u>New Road Notice Board</u> – nothing to report. 	Clerk
120/2020	<p><u>The Main Car Park</u> – including any items received after the agenda is issued:</p> <p>a. <i>Ticket Machines</i> – Ms Jon advised Flowbird had updated the ticket machine to accept card payments. She is dealing with the AIB Merchant Services Data Security forms.</p> <ul style="list-style-type: none"> i. <u>Telephone Provider</u> – Members considered changing from Parkonomy to Just Parking but wanted additional information. Ms Jon to action. ii. <u>New Tariff</u> – it was RESOLVED that vehicles over 5 metres long would be charged 50% more than the basic parking charge. Ms Jon to ask Flowbird to change the software and fit another button on No.2 and No.3 machines. <p>b. <i>Signage</i> – Cllr. Raynor had prepared a sign to show where vehicles longer than 5 metres should park. This was ACCEPTED. Alliance Parking will blank out the wording about vehicles over 2.5 tons on existing sign.</p> <p>c. <i>Other Matters</i> – Ms Jon reported:</p> <ul style="list-style-type: none"> i. The fence at the top of the car park, near the entrance will be fixed by Mr Phil Burnard. The post and rails at the lower end of the car park still need attention. She will liaise with Mr Burnard. ii. Terri has reopened the catering kiosk and installed a barrier to help protect her customers from queues at the WCs. She had also placed a sheet of Perspex above the counter. 	<p>Ms Jon</p> <p>Ms Jon</p> <p>Ms Jon</p> <p>Cllr. Raynor</p> <p>Ms Jon</p>
121/2020	<p><u>Financial Matters</u> – including any items received after the agenda is issued:</p> <p>a. <i>Accounts for Payment</i> – Schedule No.04/2020-21. A list of payments is available on the PC's website.</p>	

	<p>b. <i>Lloyds Savings Account</i> – the interest rate is being reduced to 0.01% w.e.f. 3rd August 2020. The Clerk to check if it is legal to purchase Premium Bonds.</p> <p>c. <i>Car Park</i> – Cllr. Penny feared applying for repayment holiday i.r.o. the PC's car park would affect the PC's credit rating. Cllr. Coles said applying did not mean that the holiday had to be taken. It was RESOLVED to make an "holiday" application to the Public Works and Loan Board and to confirm with them that this will not affect the Credit Rating.</p>	<p>Clerk</p> <p>Clerk</p>
122/2020	<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>Cornwall Community Resilience Network</i> – details previously emailed. Ruth Rockley, e: ruth.rockley@cornwall.gov.uk t: 01872 327526.</p> <p>b. <i>Citizens Advice Cornwall</i> – launched Scams Awareness Fortnight on 15th June 2020. Details previously emailed.</p> <p>c. <i>Cornwall Community Land Trust</i> – newsletter includes details of a new grant fund for community-led housing groups to help them build new homes to meet local needs. Previously emailed.</p> <p>d. <i>Citizens Advice Cornwall</i> – summer newsletter, circulated via email.</p> <p>e. <i>Mustard Seed Project</i> – launch a community share offer, to raise funds to develop additional housing that will provide urgent support for vulnerable adults with learning disabilities in Cornwall. Details previously emailed.</p> <p>f. <i>Neighbourhood Policing Newsletter</i> – Summer 2020.</p> <p>g. <i>Neighbourhood Planning e-Bulletin</i> - June 2020.</p> <p>h. <i>Bodmin Neighbourhood Police Team</i> – July newsletter.</p> <p>i. <i>Wadebridge Neighbourhood Police Team</i> – July newsletter.</p> <p>j. <i>Fashion Shoot</i> – it was RESOLVED to grant Mr Stephen Pennalls, photo and film shoot producer based in St Mabyn, permission to use The Main on one of their shooting days (27th, 28th or 29th July). The Clerk to ask for a donation.</p> <p>Cllr. Raynor reported he had given UPLANDS permission to film someone reading from a book on The Main. He will complete the permission form to show that the film can only be used to show Port Isaac in a positive light.</p>	<p>Clerk</p> <p>Cllr. Raynor</p>
123/2020	<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 August 2020.</p> <p>b. <i>Community Crisis Recovery</i> – webinar on Wednesday 8th (18:00-19:30), repeated again on Wednesday 22nd July (12:00-13:30). Details on: https://www.communitiesprepared.org.uk/events/</p> <p>c. <i>Secondary Council Meeting</i> – 27th July 2020.</p> <p>d. <i>Clerk's Leave</i> – 18th – 26th July 2020 (inclusive).</p>	
124/2020	<p><u>Information Only / Future Agenda Items</u> –</p> <p>a. <i>Vehicle Access</i> – Cllr. Penny suggested seeking the views of Mr Oliver Jones whether we could make Fore Street only accessible to residents' vehicles and delivery vans, if not all day but for part of the day, because when vehicles are present it makes social distancing impossible for pedestrians.</p>	<p>Clerk</p>
125/2020	<p><u>Meeting Closed</u> – 20.37pm.</p>	

Signature: (Cllr. Raynor)
Chairman

Date: 10th August 2020