



MINUTES OF THE VIRTUAL MEETING

HELD ON MONDAY, 14th SEPTEMBER 2020 @ 7pm

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

Present:	Cllr. Raynor (Chairman) Cllr. Collings Cllr. Phelps Mrs Thompson (Clerk)	Cllr. Cleave Cllr. Kirkman Cllr. Webster Ms Jon (C&MO)	Cllr. Coles (Vice Chairman) Cllr. Penny Cllr. Williams County Cllr. Mould
Minute	AGENDA ITEMS		Action
	<u>Chairman's Welcome and Public Forum</u> – the Chair opened the meeting and welcomed those present.		
155/2020	<u>Apologies</u> – Cllrs. Bell and Dawe.		
156/2020	<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.		
157/2020	<u>Minutes of Meetings</u> – a. <i>Full Council</i> – 10 th August 2020, AGREED as a true record. b. <i>Secondary Council Meeting</i> – 24 th August 2020, AGREED as a true record.		
158/2020	<u>Outside Bodies / Reports</u> – a. <i>Parish Council Chairman</i> – Cllr. Raynor reported there were a record number of visitors in Port Isaac. There are issues regarding parking. b. <i>Cornwall Council</i> — Cllr. Mould said she agreed with the Chair, there are a great number of visitors. The 'pop-up sites' selling food are permitted to do so under emergency legislation. CC's Waste Contract is ongoing. She referred to sports provision in Wadebridge. Cllr. Mould had received a complaint about problems for residents due to inconsiderate parking. Cllr. Penny asked about Residents Parking Zones. Cllr. Mould advised holding a local consultation and if residents are in favour then it goes to Highways for a full public consultation. Cllr. Penny said he thought the Doc Martin Fund could be a potential source for a grant towards the project. Cllr. Mould said it might be possible to share the costs with neighbouring PCs. For further consideration. c. <i>Network Panel Meeting</i> – Cllr. Mould had attended the meeting held on 10 th September 2020. She said mobile flashing speed signs are to be rotated amongst neighbouring PCs. Members wanted St Endellion included in the scheme. The Clerk to confirm this is the case.		Clerk Clerk

159/2020	<p><u>Planning Applications</u> – Members considered the following, including any received after the agenda had been published:</p> <p>a. <i>PA20/06534, Little Beside, Land Adj. to 8 Lundy Road, Port Isaac</i> – retrospective change of use of independent holiday/residential accommodation to a independent dwelling. SUPPORT.</p> <p>b. <i>PA20/07596, 34 New Road, Port Isaac</i> – non-material amendment in respect of decision notice PA18/09549 (Proposed various works to dwelling.) To create one large rear dormer in place of two smaller ones, and an inverted balcony. Change of a window to double door with 'Juliette' balcony in the first-floor bedroom. OBJECT. The substantial increase in glazing the proposal features would cause significant harm to the backdrop of the CA, where in long views it would be intrusive, seen from the lower village the glazed SW elevation will puncture the skyline causing harm to the AONB. Policy 6I (e) of our emerging NDP states development will be support where it: 'respects and reflect the general window/wall proportions of the CA and avoids the inappropriate use of extensive glazing, panoramic windows, balconies and dormer windows.</p> <p>c. <i>PA20/07316, St Peters Church Rooms, Fore Street, Port Isaac</i> – non-material amendment in respect of decision notice PA18/08182 (Conversion of church rooms to two family homes) - Addition of 2no flues to the rear of the building. NOTE – this application was dealt with via email and Members AGREED to say: No objection, however, Members would wish to see a condition that both stacks are powder coated black</p>	<p>Clerk</p> <p>Clerk</p>
160/2020	<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. <i>PA20/04781, Kipper Cottage, 11 Dolphin Street, Port Isaac</i> – infill of disused doorway (partially filled), removal of a dilapidated chimney breast and hung slate repairs in a Conservation Area.</p> <p>ii. <i>PA20/04992, Homer Park Farmhouse, Homer Park, Port Isaac</i> – variation of condition 2 (plans) of PA17/07836 (Conversion of barns to one residential dwelling and the demolition of further barns and outbuildings.</p> <p>iii. <i>PA20/04169, 3 Overcliff, Port Isaac</i> – widen 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 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.</p> <p>iv. <i>PA20/04891, Pennti Ros, Lower Trefreock, Port Isaac</i> – single storey extensions.</p> <p>v. <i>PA20/04902, Treswarrow Cottage, Trelights</i> – 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).</p> <p>vi. <i>PA20/04920, Withy Garden, Access to Port Gaverne</i> – proposed garage and storage above (storage only).</p> <p>b. <i>Withdrawn Planning Applications</i> – information only.</p> <p>i. <i>PA20/04470, 8 Castle Rock, Port Isaac</i> – small first floor balcony.</p> <p>ii. <i>PA20/06082, Park Villa Trelights</i> – Listed Building Consent for the installation of an 18-panel solar system to the south facing roof pitch of adjoining coach house.</p> <p>c. <i>Neighbourhood Plan</i> – Cllr. Williams reported the Examiner's confidential draft report had been circulated to Members and the Steering Group. The</p>	

	<p>next step is for it to be signed off by CC's Portfolio Holder. The examination report and the final version of the NDP will then be published and will then be given considerable weight.</p> <p>d. <i>CC Planning Conferences</i> – 22 September, 21 October and 26 November 2020. The session will be via Microsoft Teams and will start at 4.30 pm and end by 6.30 pm. Local councils are invited to nominate two delegates plus one reserve for this event. Details previously emailed. Book a place on positiveplanning@cornwall.gov.uk.</p> <p>e. <i>PA20/00947, The Chalet Rear of 31 Fore Street, Port Isaac</i> – demolition of buildings and construction of replacement dwelling. Cllr. Williams reported the application had been refused by CC Planning Committee. It was RESOLVED to give a vote of thanks to County Cllr. Mould for her support with this matter.</p> <p>f. <i>Planning E-Bulletin</i> – August 2020. Circulated via email.</p> <p>g. <i>Buildings at Risk</i> – the aim of this project is to identify and monitor buildings at risk and seek solutions for neglected, redundant or derelict listed buildings. Details previously emailed.</p> <p>Members wonder if the Liberal Club or parts of Longcross Hotel should be listed. Deferred to the next meeting.</p>	Clerk
161/2020	<p><u>Farmers' Market</u> – Minute 140/2020 refers. Ms Jon reported the second market went ahead on 27th August despite terrible weather conditions. There were a reduced number of stalls. A small survey of Hillson Close residents had been undertaken by the farmers market to determine if there would be any objection to the market being held on a Sunday morning. Members were generally in favour of trialling a Sunday Market. Cllr. Williams had spoken to the PC's tenant who had no objections.</p> <p>Cllr. Raynor to ascertain when the Farmers Market will be ready to "stand alone".</p> <p>Cllr. Mould left the meeting at this point.</p>	Cllr. Raynor
162/2020	<p><u>Contract & Maintenance Supervisor Report</u> – copy of report circulated via email.</p> <p>a. <i>Telephone Provider</i> – it was RESOLVED to change from Parkonomy to Just Parking. Ms Jon to action.</p> <p>b. <i>Catalogue Public Seating</i> – Minute 119d/2020 refers. Ms Jon advised she has all the information needed to prepare a catalogue of the benches and hopes to get it together shortly.</p> <p>c. <i>Public Conveniences</i> – Minor issues at all WC blocks, dealt with. All WC blocks were 'bio fogged' by Cormac on 8/8/20 after a person with suspected Coronavirus was reported to have used the facilities in the village</p> <p>Cash Collections from WCs – The sorting and counting machine has been purchased. It cuts down the time by approximately half. Money collected approximately twice a week throughout the month. Cllr Raynor is continuing to bank the cash</p> <ul style="list-style-type: none"> • <u>The Main</u> – Cubicle door handle malfunction, hand sanitiser dispenser damaged, social distancing signage disappeared. On one occasion the door to the service area was left wide open. • <u>Roscarrock</u> – Coin machine on Disabled and Gents malfunctions, Gents Wallgate soap dispenser pump, hand sanitiser bottle broken. Ladies broken sanitary bin replaced. David Wellington carried out PAT testing and removed a wall heater from the disabled WC. • <u>New Road</u> – Number 1 cubicle door still not closing, disabled toilet seat detached, Cllr. Penny will carry out a repair. CCTV is not working. Social distancing signage has disappeared. On one occasion the door to the service area was left wide open. Sovereign Security still need to put up CCTV signage. The date keeps being postponed. 	<p>Ms Jon</p> <p>Cllr. Penny</p>

- Port Gaverne – No problems reported and on inspection, clean, with all amenities provided

d. *Play Area* –

- i. Swings – The cross beam on the swings has been damaged and two swings have been removed. CCTV showed a child being pushed quite hard on a swing by an adult prior to the damage. Cllr. Raynor had obtained quotations for new swings.

Cllr. Williams said she thought there might be funding towards the costs. Members felt grant applications fell within Ms Jon's remit and she was asked to action.

Ms Jon

- ii. Fencing – There are a few uprights that have become detached from the fence around the play area and hard standing. Phil Burnard has been asked to replace them. Along with a rail and a couple of broken posts at the end of the hard standing, next to the play area.

e. *New Road Notice Board* – Duchy Locksmiths are to carry out repairs.

- f. *Footpaths* - Reported and followed up on 2 broken stiles at Port Gaverne valley. Cornwall Council's response to both was, 'This has now been logged on our database. At this present time we are concentrating our time and funding on those paths with health and safety concerns, and as a result, I am unable to give a timescale for any inspection.'

PROW No.19 – Cllr. Williams pointed out that if this leads to the Holy Well there is an obligation to maintain access. Ms Jon to clarify.

Ms Jon

- g. *Main Car Park* - There have been problems with the ticket machines which Flowbird and AS Parking have fixed. Flowbird have forwarded the forms needed to complete for the changes to be made for the adjustments to be made. New notices have been installed to show how the parking should be in the overflow area. However, there doesn't seem to be many people following it. Cllr Raynor is to order replacement for broken signage. AS Parking reported that an intermittent fault on the card/cash ticket machine is beyond their ability to remedy permanently, so Flowbird have been instructed to send an engineer.

- h. *Benches* – Cllr Raynor identified a suitable position for the new bench on the Main, Port Gaverne. Phil Burnard had built a concrete base and will then install the bench. The missing armrest has been replaced on the bench on Lobber, thanks to Cllr Penny. The bench outside the Churchyard at St Endellion has deteriorated further and should probably be removed. Along with the circular bench in the cemetery.

- i. *Grass Cutting and Verges* – A1 Tree Surgery have continued to carry out essential work.

Tuesday 4th August - Main car park, playing field, Cemetery, verges outside school/war memorial, Co-op path, finished The Main and footpath from Council car park to top of village.

The Clerk to write to the Co-op Head Office and request they replace the bin with one with a lid to help alleviate the problem of litter blowing around.

Clerk

Tuesday 11th August - Main car park, playing field

Tuesday 18th August - Main car park, playing field, Cemetery

Tuesday 25th August - Main car park, playing field, verges from Port Isaac to main road, Treights verges

Tuesday 1st September - Main car park, playing field, verges around war memorial and school, Cemetery

- j. Over the past couple of months walking around the village on a daily basis has provided an opportunity to see Port Isaac from a tourist's point of view. There are some areas which could be improved to make the village more appealing, these are just a few obvious ones:

	<ul style="list-style-type: none"> • The Council car park vegetation (already been flagged up) • Grass verge New Road in front of Council houses (A1 Tree Surgery) • Overcliff – weeds, litter and damage to the wall & pot holes in the track • Pentus Wall – damaged • Out of date posters on telegraph poles • Various paths & roads with overgrown weed, with litter, that aren't regularly cleared or not part of the contract with CC & Biffa • The Platt & beach are often littered <p>Ms Jon advised she has started her Health and Safety Risk Assessment training course.</p>	
163/2020	<p><u>Environmental / Amenity Matters</u> – including any items received after the agenda had been published:</p> <p>a. <i>New Road Shop Lease</i> – Minute 142a/2020 refers. Tender packs for the lease had been prepared and adverts placed in the <i>Cornish Guardian</i> and <i>TRIO</i>.</p>	
164/2020	<p><u>Highway Matters</u> –</p> <p>a. <i>Trewetha</i> – Minute 148a/2020 refers. Cllrs. Raynor and Phelps had met on site to discuss traffic issues. Cllr. Raynor had subsequently spoken to Mr Oliver Jones, Highways who had provided very rough estimates. Mr Jones recommended carrying out a feasibility study. As a guide the last commission that was undertaken for a Parish was in the region of £1,500.</p> <p>It was RESOLVED to commission Cormac's Engineering Design Group to provide a feasibility study into all three options with costings:</p> <ol style="list-style-type: none"> 1) A pedestrian facility, such as a zebra crossing typically costs between £20-25k depending on the above variants, this would include a high friction surface either side, however any controlled crossing would be subject to a use assessment, as an underused crossing can be dangerous, so it might be that this isn't appropriate and you cannot fulfil pedestrian numbers on an even basis. 2) Traffic island or pedestrian refuges, this would be a favourable option as this narrows the existing carriageway reducing speed and providing a pedestrian with a place of refuge if a complete crossing cannot be achieved, especially good where there are high levels of elderly movements, typical costs between £10-15k again depending on the above variants. 3) Priority control is another option, however this isn't suitable at all locations as this can increase vehicles speeds as vehicle try to beat the oncoming traffic, hard to estimate due to the associated works with parking provision and build-outs, possibly more expensive than the zebra crossing <p>Cllr. Collings referred to the junction between Back Hill and New Road. The problem is that the junction is on a corner and the pavement coming down the hill on the inside of the bend stops before the bend. Pedestrians then have to walk on the road in the face of oncoming traffic from round the bend. The Clerk to express Members' concerns to Mr Oliver Jones, Highways and ask if he can look into the possibility of putting in place a pavement around the bend to help protect the volume of visitors.</p> <p>b. <i>Pedestrian Crossing Traffic Calming Islands</i> – Minute 47a/2020 refers. Covered by Minute 164a/2020 above.</p> <p>c. <i>Trewetha Speed Limit</i> – Minute 47b/2020 refers. Covered by Minute 164a/2020 above.</p> <p>d. <i>Proposed Road Closure</i> – Back Hill, Port Isaac. 19th – 23rd October 2020. Details previously emailed.</p> <p>e. <i>Parking Enforcement</i> – Ms Zoe Hall / Ms Tracie French, CC had been asked to provide monthly reports, showing the Penalty Notices issued. The Clerk had requested a breakdown for each PC.</p>	<p>Clerk</p> <p>Clerk</p>

	f. <i>Roadside Hedges and Verges</i> – an advertisement had been placed in the TRIO reminding homeowners it is their responsibility to keep their hedges, banks and verges cut and free of weeds.	
165/2020	<u>Financial Matters</u> – including any items received after the agenda is issued: a. <i>Accounts for Payment</i> – Schedule No.06/2020-21 to a value of £13,382.96 was APPROVED for payment. A list of payments is available on the PC's website. Cllr. Raynor is looking into the introduction of online banking.	Cllr. Raynor
166/2020	<u>Documentation / Correspondence</u> – not covered elsewhere on the agenda, including any items received after the agenda had been issued. a. <i>Climate Change Development Plan Document (DPD)</i> – formal consultation on the Pre-Submission Report which will be from 10 August to 25 September 2020. Details circulated via email. Cllr. Kirkman said this has possible implications for the AONB. It was AGREED to organise a Zoom meeting with Mr Dave Wood to consider this matter. b. <i>Marine European Sites Supplementary Planning Document (SPD)</i> – consultation runs between 14 th August and 21 st September 2020. Details previously emailed. c. <i>Cornwall AONB - Latest News, August 2020</i> . Details circulated via email. d. <i>Bodmin and Wadebridge Neighbourhood Police Team Newsletters</i> – August 2020. Details circulated via email. e. <i>COVID19 Community Award</i> – Colonel E T Bolitho OBE, Lord Lieutenant of Cornwall seeks nominations to receive letters of thanks. Details emailed. f. <i>Cornwall Community Land Trust</i> – August newsletter, previously emailed g. <i>Clerks & Councils Direct</i> – September 2020.	Cllr. Williams
167/2020	<u>Diary Dates</u> – including any dates received after the agenda had been published. Details previously emailed. a. <i>Main Council Meeting</i> – 12 th October 2020. b. <i>Secondary Council Meeting</i> – 28 th September 2020. c. <i>Royal Cornwall Hospitals</i> – their Annual Public Meeting will be held on 17 th September 2020. Details previously emailed.	
168/2020	<u>Information Only / Future Agenda Items</u> – a. <i>Light Pollution on the B3314</i> – Cllr. Raynor to provide the Clerk with details. She will then contact Ms Jacquie Rapier for advice as to which organisation this problem should be reported to.	Cllr. Raynor / Clerk
169/2020	<u>Meeting Closed</u> – 20.14pm.	

Signature: (Cllr. Raynor)
Chairman

Date: 12th October 2020