



MINUTES OF THE VIRTUAL MEETING

HELD MONDAY, 12th OCTOBER 2020 @ 7pm

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

Minute	AGENDA ITEMS	Action
	Present – Cllrs. Raynor (Chair), Coles (Vice Chair), Kirkman, Penny, Williams; Ms Jon (C&MS), County Cllr. Mould.	
	Chairman's Welcome / Public Forum –the Chair opened the meeting a little late due to technical difficulties. No members of the public attending.	
170/2020	Apologies – Cllrs. Bell, Cleave, Collings, Dawe, Phelps, Webster; and the Clerk (ill health). In the absence of the Clerk, Ms Jon kindly took the Minutes.	
171/2020	Members' Declarations a. <i>Pecuniary/Registerable Declarations of Interests</i> – none. b. <i>Non-registerable Interests</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	
172/2020	Minutes of Meetings – a. <i>Full Council</i> – 14 th September 2020, AGREED as a true record	
173/2020	Outside Organisations and Reports a. <i>Parish Council Chairman</i> – nil to report that is not covered below. b. <i>Cornwall Council</i> — County Cllr Mould expressed her concern regarding Planning Application PA20/05111, Land NW of Park Villa, Trelights. The officer is minded to refuse the application and she would only agree to take it to committee if she had the backing of the full PC. In the light of the AONB objection, members present thought they were likely to agree with the officer recommendation to refuse, as the application was outline solely and didn't supply enough detail in a sensitive location. c. <i>Network Panel</i> – notes of the meeting held on 10 th September 2020 were previously circulated via email. The next meeting is scheduled for 12 th November 2020, 6.30pm on Microsoft Teams. Community Network Briefings – due to commence in November. Details of the scheme were circulated via email.	

174/2020	<p>Planning Applications – Members considered the following:</p> <p>a. <i>PA20/06449, Stargazy Inn, 1 The Terrace, Port Isaac</i> – demolition of existing staff accommodation and the construction of a two-storey side extension, single storey rear extension with minor external alterations.</p> <p>OBJECT: Members cannot approve where permission is sought on land not in the applicant’s ownership and where the landowner has raised an objection.</p> <ol style="list-style-type: none"> 1. Furthermore the proposal doubles the size of the kitchen, but makes no assessment of the adequacy of the current extraction, which given the proximity to neighbouring dwelling is required. 2. Members note the access amended in PA18/02910 from 17.020.004 to 203 to exclude access via Tintagel Terrace, which raised issues for Highways is restored in drawing 203 to access 3 parking spaces. 3. Members are sensitive to the objections raised ref overlooking and amenity issues. 4. Parking spaces are considered in this area under extreme parking pressure to be inadequate for the number (7) of new accommodation rooms the proposal adds. <p>However, members support the principal of a 2 floored extension, but not the addition of the problematic rear extensions. NDP Policies: 6 G (a) (c) (e)</p> <p>b. <i>PA20/07662, Cartway Cove, Portgaverne</i> – the addition of a 550 x780 mm rooflight to front north east elevation of Cartway Cove. SUPPORT.</p> <p>c. <i>PA20/07994, 5 Roscarrock Hill, Port Isaac</i> – Non Material Amendment to Application No. PA19/01461 dated 8th April 2019 for the Proposed partial demolition, extension, renovation, remodelling and structural repairs namely the Re-alignment of cliff edge fence and reconfiguration of associated landscaping works and demolition of existing block shed. Deadline 8th October.</p> <p>SUPPORT in principle, however the amended plan: 111/04/01 REV. A, the Key is silent on the boundary treatment of the lower terrace (4). Members request a condition that the boundary treatment does not include glazed panels. NDP Policy 6a (e) refers. The Harbour: proposals will be supported where they maintain the existing dominant material pallet, and (f) avoids the inappropriate use of extensive glazing.</p> <p>d. <i>PA20/08149, 18 Middle Street, Port Isaac</i> – removal of outbuilding and replacement with domestic garage and garden store. SUPPORT. Members are in agreement with the Historic Service comment: ‘<i>Details of the proposed slates should be submitted for approval and should match colour of adjacent buildings. The killas stone proposed should also match existing buildings.</i>’ A further condition is requested requiring all hanging and roofing slates are nailed not clipped. NDP Policy 6b refers (b) Maintains conformity with the existing roofscape (f) reflects the existing dominant colour palette, and where appropriate ... ‘recreates authentic details’.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
175/2020	<p>Other Planning Matters – including items received after the agenda had been published.</p> <p>a. <i>Neighbourhood Plan</i> – Ms Sarah Furley, CC advised the St Endellion NDP had been signed off and the implementation date is 25th September 2020.</p>	

	<p>b. <i>Buildings at Risk</i> – Minute 160g/2020 refers. Members considered applying for listed building status (LBS) on the Liberal Club and parts of Longcross Hotel. Deferred to November meeting.</p> <p>Noted the aim of this project is to identify and monitor buildings at risk and seek solutions for neglected, redundant or derelict listed buildings. Details emailed.</p>	Cllr. Williams
176/2020	<p>Planning Applications Approved by CC – information only</p> <p>a. PA20/03005, Land Adj to the Old Vicarage, Trewetha Lane, Port Isaac – proposed construction of a dwelling.</p> <p>b. PA20/04169, 3 Overcliff, Port Isaac – 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 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>c. PA20/03005, Land Adj to the Old Vicarage, Trewetha Lane, Port Isaac – proposed construction of a dwelling</p> <p>d. PA20/07316, St Peters Church Rooms, Fore Street, Port Isaac – 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</p> <p>e. PA20/06534, Little Beside, Land Adj. to 8 Lundy Road, Port Isaac – retrospective change of use of independent holiday/residential accommodation to an independent dwelling.</p>	
177/2020	<p>Farmers’ Market Committee – Minute 161/2020 refers. Ms Jon reported that following on from the survey of Hillson Close regarding the farmers market being on a Sunday morning, it was decided to have to hold it on 27th September and will be the last Sunday in the month from now on. There was a good turnout of both stalls and general public. However, two of the more crucial stalls were unable to attend, i.e. Trevathan (fruit & veg) & James Mably (meat). Although other stalls carrying a more specialist variety of fruit, veg and meat were in attendance.</p> <p>PICFM now has its own public liability cover and can be treated as a “stand alone” body. Cllr Raynor informed Councillors that the Farmers’ Market is continuing to use Parish Council land for the market. After discussion it was decided to review the progress of the market into the New Year, before deciding whether a revenue should be paid to the Parish Council for the use of the land. To be included on the January 2021 Agenda.</p>	Clerk
178/2020	<p>Contract & Maintenance Supervisor Report –</p> <p>a. <u>Footpaths</u> – Following on from the response from Cornwall Council regarding the broken stiles in Port Gaverne valley. One of the stiles could probably be repaired by Phil Burnard and the other needs attention which the landowner should probably be made aware of. To this end I’m trying to discover who owns the field adjacent to the broken stile.</p> <p>A member of the public has also highlighted these problems and I have sent her the response I received Cornwall Council. She has also asked about a couple of other paths which I need to investigate further.</p>	

- b. Public Conveniences – A few minor problems at Roscarrock and New Road. All resolved, apart from cubicle 1 at New Road. Should the Covid-19 pandemic continue into next summer then queuing at the WC block at the Main should be addressed, as the public are compromising the area around the kiosk.
- The Main - all good
 - Roscarrock - Ladies Wallgate unit not draining & door handle fell off. Phil Burnard fixed these problems.
 - New Road – Cubicle 1 door closing, not remedied
 - Port Gaverne – all good
- c. Cash collections from WCs – The cash has continued to be collected twice weekly. Cllr Raynor is continuing to bank the cash. Healthmatic have been asked to reset one of the coin machines at New Road, in order to help with monitoring the takings.
- d. Main car park – The two issues of brightness on the screen and cash capacity have been completed by Flowbird. However, there are further issues to resolve; Flowbird to quote for adding an extra tariff on the ticket machines. Once we have a tariff for longer vehicles requesting AS Parking to update the signage. And ordering new signs to replace the broken ones.
- e. Play area – No progress on replacement swings at present. The September report from Cormac covered a few advisory points, but nothing to be actioned.
- f. Fencing – No new problems to report. Although the fencing around the Main car park was highlighted as a problem in April and apart from one repair there's still work required.
- g. Benches – The new bench for the Main has been installed and photos of it in situ sent to the family who donated it. The bench outside the Churchyard at St Endellion has deteriorated further and should probably be removed. Along with the circular bench in the cemetery.
- h. Grass cutting & verges – A1 Tree Surgery are continuing to carry out essential work. As the busier time of year is over there will be an opportunity to collate the work carried out by A1 with the contract.
- Tuesday 1st September - Car park and playing field
 Tuesday 8th September - Car park, playing field and cemetery
 Tuesday 15th September - Car park and playing field
 Tuesday 22nd - Car park, playing field, main road to PI verges and Trelights verges
 Tuesday 29th - Car park, playing field and war memorial verge
- i. New Road Shop – The row of lights in the lower area of the shop, which have stopped working, have been examined by an electrician, called by Mr & Mrs Lomas. He identified the problem and will be repairing it in due course.
- j. Litter – Since last month's Parish Council meeting one of the street operatives employed by Biffa, has taken time to cover the pathway running from New Road to Tintagel Terrace. Cornwall Council have explained that this pathway is not currently on the contracted list. But whether that is a mistake or needs to be added to the contract and if so, how is yet to be advised. The street operative has also litter picked other areas which may not be contracted at present.
- k. Risk Assessment course – I completed the course and passed the risk assessment exam. So, will be able to carry out risk assessments for the Parish Council. However, should it need any specialist information I would have to consult someone proficient in that field.

	<p>On 3/10/20 a very large dead seal was washed up on Port Gaverne beach, reported to Cornwall Council and removed by 5/10/20.</p>	
179/2020	<p>Environmental / Amenity Matters – including items received after the agenda had been published</p> <p>a. <i>Co-op Footpath</i> – no response had been received i.r.o. a letter sent to the Co-op HQ requesting the waste bin is replaced with one with a lid</p> <p>Ms Donna Latham, CC advised this path is not listed in terms of being maintained by CC and therefore is not be part of the cleansing contract. Highways confirmed this is and never has been a public maintained highway/footpath. She is making further enquiries with Cornwall Housing and hopes the Deeds will confirm ownership.</p> <p>Cllr Raynor suggested that it would be sensible to let Ms Latham follow this line as it's likely the footpath was created to gain access to the back entrances to Council Housing in Hartland Road. If this is the case the result is that Cornwall Council have a duty to maintain the footpath.</p> <p>b. <i>Climate Change Development Plan Document (DPD)</i> – Minute 166a/2020 refers. No update was available regarding possible implications for the AONB.</p> <p>NOTE – formal consultation on the Pre-Submission Report which will be from 10th August to 25th September 2020. Details emailed.</p> <p>c. <i>Light Pollution on the B3314</i> – Minute 168a/2020 refers. CC's Environment Team advised: <i>"We would only be able to address a light nuisance issue if it was materially effecting the use and enjoyment of a persons property, in the case of a light nuisance compliant, bad enough to prevent someone from sleeping. If the complaint is simply that the lights are left on we would not have powers to address this complaint."</i></p> <p>After discussion it was decided to ask the Clerk to write a letter to the house to ask if they could reduce the lighting at night as it is extremely bright and concern and complaints have been received. Cllr. Kirkman / Raynor to provide the Clerk with the property address.</p> <p>d. <i>New Road Shop Lease</i> – Minute 163a/2020 refers. Deadline for submission of tender packs for the lease is 21st October 2020</p>	Clerk
180/2020	<p>Highway Matters –</p> <p>a. <i>Traffic Survey</i> – Minute 164a/2020 refers. Members' request for a feasibility study into three pedestrian road crossing options with costings had been passed to Cormac's Engineering Design Group. Mr Jones, Highways had been asked for the cost to add a pavement between Back Hill and New Road to the feasibility study.</p> <p>b. <i>Residents' Parking Zones</i> – Minute 158b/2020 refers. Members to hold a local consultation to establish if residents are in favour of this proposal. Cllr Penny is putting together information to use in order to consult the residents that will be affected by residents parking. He made it clear the net effect would be to reduce available public on street parking spaces overall, and that in the interests of clarity the reduction should make that clear in any ongoing consultations.</p> <p>c. <i>Mobile Flashing Speed Signs</i> – Minute 158c/2020 refers. Mr Oliver Jones, Highways had agreed to include St Endellion in this scheme. Cllr. Raynor had previously advised Mr Jones the only suitable location is outside the school on Trewetha Lane.</p>	Cllr. Penny

	<p>d. <i>Parking Enforcement</i> – Minute 164a/2020 refers. Members received a breakdown of Penalty Notices issued previously circulated via email.</p> <p>e. <i>The Terrace</i> – Members considered a complaint regarding parking opposite The Terrace but drew no conclusion. The road is restrictive in some spots, but it was felt there’s enough room for emergency services to get through.</p> <p>f. <i>Approved Road Closure Order</i> – Back Hill, Port Isaac, 19th to 23rd October 2020 (24 hours). Details previously emailed.</p> <p>g. <i>Road Access Sign</i> – Cllr. Penny had offered to deal with the sign outside Secrets that is getting blown around into the road. He will return it as soon as the stormy, windy weather has subsided.</p> <p>Cllr. Mould left the meeting at this point.</p>	
181/2020	<p>Financial Matters – including any items received after the agenda is issued</p> <p>a. <i>Accounts for Payment</i> – Schedule No.07/2020-21 to a value of £29,955.46 was APPROVED for payment. A list of payments is available on the PC’s website.</p> <p>b. <i>Budget Monitor</i> – a copy was circulated via email. The end of year balance is regarded as adequate at present for this time of the year.</p> <p>c. <i>Internal Audit</i> – copy of Mr Steve Hudson’s interim report was previously circulated via email. Members were more than satisfied with the report.</p> <p>d. <i>Contract & Maintenance Supervisor Expenditure</i> – Members RESOLVED to extend Section 4.5 of the Financial Regulations to include the C&MS. The Clerk to amend Financial Regulations and issue a revised copy to Members and place on the website.</p> <p>e. <i>Online Banking</i> – Cllr Raynor was able to update Members that online banking should be possible and is in the process of establishing the Parish Council bank account to operate online. He checked that additional signatories were happy to continue to be in reserve should they be required. NOTE – the Financial Regulations will need to be amended.</p>	<p>Clerk</p> <p>Clerk</p>
182/2020	<p>Administrative Matters –</p> <p>a. <i>Website Accessibility</i> – changes had been made to the style of the agenda and future Minutes to ensure compliance with the Website Accessibility Regulations.</p> <p>NOTE – the Clerk to amend Minutes and other documents from September 2018. As this will entail considerable work it will be done as and when time permits</p>	
183/2020	<p>Documentation / Correspondence – not covered elsewhere on the agenda, including any items received after the agenda had been issued</p> <p>a. <i>Drive-through Flu Vaccination Scheme</i> – volunteers sought to help marshal the proposed new drive-through sites. Details previously emailed.</p> <p>b. <i>Community Governance Review</i> – the Governance arrangements of various Parish Councils will be discussed at three meetings of Cornwall Council’s Electoral Review Panel.</p> <p>c. <i>September Police Newsletters</i> – for Bodmin and Wadebridge sent via email.</p>	

	<p>d. <i>Tree Charter Newsletter</i> – September 2020. Previously emailed.</p> <p>e. <i>Dogs on Beaches</i> – survey open until 21st October 2020. See: https://www.netigate.se/a/s.aspx?s=915065X244919879X80623. Members discussed dog issues within the village and it was agreed for Ms Jon to investigate costing of placing a kissing gate at the entrance to the dog amenity field, below the Main car park. Cllr Raynor will place some signage near the football field with ‘dogs are not allowed’ message. The hedge between the two fields below the Main car park needs repairing to prevent dogs and owners taking the short cut</p> <p>f. <i>Anti-Dog Fouling Campaign</i> – applications are invited to join Cornwall’s Autumn 2020 “We’re Watching You” Anti-Dog Fouling Campaign. Details previously emailed. Members felt there is no specific area with a problem, however, Cllr. Coles suggested that we get a gate fitted to the entrance to the dog walking field. Ms Jon was asked to get a quote from Mr Phil Barnard to get a gate fitted.</p>	<p>Ms Jon Cllr. Raynor</p> <p>Ms Jon</p>
184/2020	<p>Diary Dates – including any dates received after the agenda had been published. Details previously emailed</p> <p>a. <i>Main Council Meeting</i> – 9th November 2020.</p> <p>b. <i>Secondary Council Meeting</i> – TBC.</p> <p>c. <i>Probationary Review</i> – It was AGREED Cllr. Raynor would set a date for Ms Jon’s probationary review (Contract of Employment, Clause 2.2 refers) in mid-December. NOTE – Working Party Members are Cllrs. Raynor; Coles, Williams and Webster.</p> <p>d. <i>Cornwall Community Flood Forum</i> – 2020 conference to be held on Friday 6th November to explore past, present and future. To enrol: https://www.eventbrite.co.uk/e/cornwall-community-flood-forum-digital-conference-tickets-120175324631?aff=ebdssbeac</p>	Cllr. Raynor
185/2020	<p>Information Only / Future Agenda Items –</p> <p>a. None.</p>	
186/2020	Meeting Closed – 8.26pm.	

Signature: (Cllr. David Raynor)
Parish Clerk

Date: 9th November 2020