



MINUTES OF THE VIRTUAL MEETING

HELD MONDAY, 9th NOVEMBER 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), Cleave, Coles (Vice Chair), Collings, Kirkman, Penny, Webster, Williams; Mrs Thompson (Clerk), Ms Jon (C&MS).	
	<p>Chairman's Welcome / Public Forum – the Chair opened the meeting and welcomed those present.</p> <p>Ms Melanie Cousins addressed Members regarding her planning application (PA20/08444) Minute 191a/2020 below refers. She explained the proposal is for a change to the rear elevation only. Ms Cousins said the current building is not sustainable and has a poor energy rating.</p> <p>Cllr. Williams said she did not see any problem with the proposal.</p>	
187/2020	Apologies – Cllrs. Bell, Dawe, Phelps; County Cllr. Mould.	
188/2020	<p>Members' Declarations</p> <p>a. <i>Pecuniary/Registerable Declarations of Interests</i> – none.</p> <p>b. <i>Non-registerable Interests</i> – Cllr. Penny in the New Road shop lease due to a family connection with the applicants (Minute 204/2020 below).</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>	
189/2020	<p>Minutes of Meetings –</p> <p>a. <i>Full Council</i> – 12th October 2020, AGREED as a true record.</p>	
190/2020	<p>Outside Organisations and Reports</p> <p>a. <i>Parish Council Chairman</i> – Cllr. Raynor said he had nothing to report that is not already on the agenda.</p> <p>b. <i>Cornwall Council</i> — in the absence of Cllr. Mould there was no report.</p> <p>NOTE - <i>Local Governance Review</i> – CC recommend no change is made to the boundary of this Parish Council</p> <p>c. <i>Network Panel</i> – the next meeting is scheduled for 12th November 2020, 6.30pm on Microsoft Teams. NOTES of the meeting held on 10th September 2020 previously emailed.</p>	

191/2020	<p>Planning Applications – Members considered the following:</p> <ul style="list-style-type: none"> a. <i>PA20/08444, 34 New Road, Port Isaac</i> – proposed various works to dwelling (re-design of Application No. PA18/09549). Cllr. Williams recommended approval. As per our emerging NDP guidance for the Conservation Area we request a condition that the slates should be nailed, not clipped. SUPPORT. b. <i>PA20/08993, The Annexe Stonelands, Trewetha, Port Isaac</i> – single storey extension to side of property. SUPPORT provided the permission is conditioned to remain an adjunct to the main dwelling as an ‘annexe’. 	Clerk Clerk
192/2020	<p>Other Planning Matters – including any items received after the agenda had been published.</p> <ul style="list-style-type: none"> a. <i>Buildings at Risk</i> – Minute 175b/2020 refers. Consideration regarding applying for listed building status (LBS) on the Liberal Club and parts of Longcross Hotel was deferred to the December meeting. Buildings at Risk Newsletter No.1 previously circulated via email. b. <i>Local Council Planning Conferences</i> – details of the invitation to the next event on 26th November 2020 was circulated via email. c. <i>Neighbourhood E-Bulletin for October</i> – previously emailed. 	Cllr. Williams
193/2020	<p>Planning Applications Approved by CC – information only</p> <ul style="list-style-type: none"> a. <i>PA19/11260, Gwel Arvor, Tintagel Terrace, Port Isaac</i> – re-submission of Reserved Matters application PA18/09791 following Outline Approval PA17/09691 dated 12th December 2017 for access, appearance, landscaping, layout and scale. b. <i>PA20/03608, Long Cross, Trelights</i> – change of use of hotel (Use Class C1) to residential (Use Class C3). 	
194/2020	<p>Farmers’ Market Committee – Minute 171/2020 refers. Ms Jon reported the market was held on Sunday 25th October. The weather was fine and there were a good number of stalls and customers. The November market had been cancelled due to the recent lockdown restrictions. Cllr. Raynor said there will be no further markets until the Spring.</p>	
195/2020	<p>Contract & Maintenance Supervisor Report – report previously circulated. Ms Jon had provided H&S reports for the play equipment.</p> <ul style="list-style-type: none"> a. <i>Catalogue Public Seating</i> – Minute 119d/2020 refers. Ms Jon had completed the Bench Catalogue and a copy is on file. b. <i>Cemetery Bench</i> – Ms Jon’s April 2020 report refers. It was RESOLVED to purchase a semi-circular teak bench. Ms Jon to obtain a price for the December meeting. An alternative proposal from Cllr. Bell to provide standard benches was not carried. c. <i>Car Park Telephone Provider</i> – Minute 162a/2020 refers. Ms Jon had obtained some information from Parkonomy and Just Parking. She will report further to the next meeting. d. <i>Roscarrock WC</i> – high water usage. Ms Jon said the water meter screen is very scratched and may need replacing. She will pursue this with SW Water. 	Ms Jon Ms Jon Ms Jon

	<p>e. <i>Kissing Gate, Playing Field</i> – Mr Phil Burnard had provided a kissing gate. Ms Jon pointed out that small dogs can get under this. She will liaise with Mr Burnard and seek a solution.</p> <p>f. <i>War Memorial Additional Names</i> – Minute 28b/2020 refers. Cllr. Raynor will obtain some further costings from Drew Memorials.</p> <p>Noted Ms Reynolds, Senior Archaeologist, CC had provided information regarding how to add names to the listed memorial: http://www.warmemorials.org/uploads/publications/115.pdf</p> <p>g. <i>Little Hill</i> – Minute 163d/2019 refers. Ms Jon to provide quotations for the refurbishment of the melamine information panels for the December meeting.</p> <p>h. <i>Water Station, Little Hill</i> – Minute 192/2019 refers. This item was not discussed at the meeting.</p> <p>i. <i>Swings</i> – Ms Jon said it was difficult to get funding for replacement swings. It was RESOLVED to purchase a replacement. Ms Jon to provide quotations for the next meeting.</p> <p>She had completed her first H&S inspection of the play equipment.</p>	<p>Ms Jon</p> <p>Cllr. Raynor</p> <p>Ms Jon</p> <p>Ms Jon</p>
196/2020	<p>Environmental / Amenity Matters – including any items received after the agenda had been published</p> <p>a. <i>Co-op Footpath</i> – there had been no response to the letter sent to the Co-op HQ requesting the waste bin is replaced with one with a lid, despite a reminder.</p> <p>NOTE – Ms Donna Latham, CC advised this footpath is not publicly maintained and does not fall within the street cleansing contract. She queries how much of an issue the littering is. Biffa had confirmed that occasionally their operative will walk down the pathway and will cleanse if required even though this is not required of them under the contract. For information the area nearby is classed as a Zone 2.</p> <p>b. <i>Port Isaac Roadside Banner</i> – Minute 28c/2020 refers. Cllr. Raynor reported Mrs Caroline Cleave’s preferred location for the siting of the banner is on Trewetha Lane adjacent to the fence by the side of the hard standing. Cllr. Raynor will provide the details to Ms Jon. For further discussion at the December meeting.</p> <p>c. <i>Light Pollution on the B3314</i> – Minute 168a/2020 refers. The Clerk had contacted the owners and asked they consider reducing the light levels of their property.</p>	<p>Cllr. Raynor / Ms Jon</p>
197/2020	<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. The Study will include a possible pavement between Back Hill and New Road. The Clerk had chased for an update and will do so again</p> <p>b. <i>Residents’ Parking Zones (RPZ)</i> – Minute 180b/2020 refers. Cllr. Penny said he was unable to carry out a survey during the second lockdown. Each location had its own problems and will need to be treated separately. Cllr. Penny said he would like to meet with Mr Oliver Jones to discuss the implications of RPZ hopefully we could combine this meeting with one when we get the report on the measures for traffic calming.</p>	<p>Clerk</p> <p>Cllr. Penny</p> <p>Clerk</p>

198/2020	<p>Financial Matters – including any items received after the agenda is issued</p> <ul style="list-style-type: none"> a. <i>Accounts for Payment</i> – Schedule No.08/2020-21 to a value of £32,976.37 was APPROVED for payment. A copy of the Schedule to be placed on the website. Cheque No.594 had been mislaid a replacement to be raised in December. b. <i>Online Banking</i> – Cllrs. Coles, Penny and Raynor are now authorised to make BACS payments. Financial Regulation 6.10 refers: 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment. c. <i>External Audit 2019/20</i> – the Auditor had signed off the accounts but commented on the level of reserves and had pointed out the AGAR had not been accurately completed. Report emailed to Members. 	Clerk
199/2020	<p>Documentation / Correspondence – not covered elsewhere on the agenda, including any items received after the agenda had been issued.</p> <ul style="list-style-type: none"> a. <i>OPCC's Cllr Advocate Scheme</i> – it was agreed the Clerk should act as a point of contact for the scheme. b. <i>Christmas Parking</i> – Members nominated Saturday, 19th December 2020 when parking in CC's New Road car park will be FOC. c. <i>Police Newsletter</i> – Wadebridge and Bodmin, October 2020. Previously emailed. d. <i>Cornwall Area of Outstanding Natural Beauty</i> – AONB consultation on: https://letstalk.cornwall.gov.uk/aonb-management-plan-review. Deadline 6th December 2020. Details previously emailed. e. <i>Re-opening High Streets Safely Fund</i> – details previously emailed f. <i>Covid Information Packs</i> – aimed at [1] businesses (incl. schools and charities; [2] community groups (incl. parish councils) and [3] individuals. Details previously emailed 	Clerk Clerk
200/2020	<p>Diary Dates – including any dates received after the agenda had been published. Details previously emailed</p> <ul style="list-style-type: none"> a. <i>Main Council Meeting</i> – 14th December 2020. b. <i>Secondary Council Meeting</i> – TBC. c. <i>Probationary Review</i> – Cllr. Raynor to 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. d. <i>CC Budget Consultation Event</i> – 19th November 2020. Details emailed 	Clerk
201/2020	<p>Information Only / Future Agenda Items –</p> <ul style="list-style-type: none"> a. None. 	
202/2020	<p>Closed Session – 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>	
203/2020	<p>Pentus Wall – it was RESOLVED to accept a quotation from Mr John Mac to repair the wall at an approximate cost of £350. Ms Jon to liaise with the contractor.</p>	Ms Jon

204/2020	<p>Cllr. Penny left the meeting at this point.</p> <p>New Road Shop Lease – Minute 173a/2020 refers. Members considered two tenders for the lease. It was RESOLVED to offer the contract to Ms Laura Sloan, provided she agreed not to act as a point for the collection of shellfish.</p> <p>The Clerk to advise both candidates and Mr Daniel Sproull and to make to clear the parking space cannot be sublet.</p>	Clerk
205/2020	Meeting Closed – 20.02.	

Signature: (Cllr. David Raynor)
Parish Council Chair

Date: 14th December 2020