



MINUTES OF THE VIRTUAL MEETING

HELD MONDAY, 8th FEBRUARY 2021 @ 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), Williams, Penny, Dawe, Cleave, Collins, Webster, Kirkham, Ms Jon (C&MS), County Cllr Mould.	
	<p>Chairman's Welcome / Public Forum – the Chair opened the meeting and welcomed those present.</p> <p>Ms Chloe Pitt, Lauren Associates to meet with Members regarding Minute 22a/2021 below. She referred to the extensive alterations to the property. The changes to the construction shape, glazing and incorporation of traditional materials.</p> <p>Mr Johnny Bamford spoke re: filming sequel to the Fisherman's Friends. He elaborated on proposals previously sent to the Clerk regarding safety protocols put in place in order to be able to carry out filming for a five-and-a-half-week period, commencing 22nd March 2021. Providing information on suggested locations, Covid testing, local shopping time slots.</p> <p>Ms Alexandra Breede was present re: Fisherman's Friends 2 filming to further assist Mr Bamford.</p>	
17/2021	Apologies – in the absence of the Clerk (ill health) Ms Jon kindly took the Minutes.	
18/2021	<p>Members' Declarations</p> <ol style="list-style-type: none"> <i>Pecuniary/Registerable Declarations of Interests</i> – Cllr. Cleave in Minute 21d/2021. <i>Non-registerable Interests</i> – none <i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds <i>Dispensations</i> – none 	
19/2021	<p>Minutes of Meetings –</p> <ol style="list-style-type: none"> <i>Full Council</i> – 11th January 2021. The addition of "1st February 2021" (as the date for Clare Jon to be furloughed from) was added to Minute 15/2021. With that amendment the Minutes were AGREED as a true record. 	
20/2021	Outside Organisations and Reports	

	<p>a. <i>Parish Council Chairman</i> – Cllr. Raynor reported: “I hope you are all aware that should a Council member be absent from Council meetings for a period of six or more months they are automatically disqualified.</p> <p>I asked our Clerk to check with CALC if this rule still applied to virtual meetings, the answer is yes. I am sorry to say that after checking the Minutes it appeared that Cllr. Bell had not attended meetings for the last six months. This has resulted in his disqualification.</p> <p>If a member finds it difficult to log into virtual meetings, they must contact either myself or the Clerk before they reach the sixth monthly meeting. We have two such members Cllr. Phelps who has a problem with his computer and Cllr. Dawe who due to his living circumstances also finds it difficult. It was RESOLVED to grant them both leave of absence up to the elections to be held on the 6th May 2021.</p> <p>I am grateful to Cllr. Williams for bringing to the attention of Cllr. Mould, Cllr. Coles, the Clerk and myself regarding the proposed filming. The Clerk and myself have received several emails from residents concerned about the filming during lock down which is why I asked Mr Bamford to come and explain their proposals for the filming in the village.</p> <p>I have also received details of another matter that I would like to discuss under any other business. I mention it now to give you time to think about it. Dee Littlechild has asked if we would consider allowing the Shanty Festival to be held on the playing field. The proposed date is September 17th -19th.</p> <p>Finally, unless the Government change the ruling our meetings will go back to physical meetings from the end of May 2021.”</p> <p>b. <i>Cornwall Council</i> – Cllr. Mould thanked Kay Roberts from Cornwall Council (Public Open Space Officer – Events & Filming) for her help with information regarding the Fisherman’s Friends 2 filming. She mentioned how difficult it will be under the current conditions along with; small village, Easter (should we be out of lockdown), public, local concern, Covid testing.</p> <p>The future of PC Meetings was addressed. Whether the format continues virtually or reverts to pre-Covid times. There is an option for the meetings to be a hybrid of the two formats. Opinions can be forwarded to Scott Mann either on behalf of the PC or individually.</p> <p>SLAs – Cllr. Mould suggested that St Endellion Parish Council continue to hook up with St Minver Lowlands and St Minver Highlands to share an enforcement officer. She will be liaising with Zoe Hall regarding this and perhaps it should be added to next month’s agenda.</p> <p>Polzeath now has an employed Beach Ranger. A levy on the car park has enabled this to become a paid role. The position will be commencing 1st April 2021.</p> <p>Rock Health Hub can now offer a Podiatrist once a week.</p> <p>c. <i>Network Panel</i> – meeting held on 21st January 2021.</p> <p>d. <i>Police</i> – this web page had been set up centrally, for members of the public to report suspected Covid-19 breaches to the police. https://www.police.uk/tua/tell-us-about/c19/v7/tell-us-about-a-possible-breach-of-coronavirus-covid-19-measures/.</p>	Cllr. Mould / Clerk
21/2021	Planning Applications – Members considered the following, including any received after the agenda had been published.	

	<p>a. PA20/11484, The Chalet rear of 31 Fore Street, Port Isaac – demolition of existing buildings and construction of a dwelling. SUPPORT: Conditions are requested, slate roofing and hanging are to be sized Delabole, nailed not clipped. As per Historic Environment comment, the boundary wall as shown to be conditioned to ensure any changes are assessed in this highly sensitive location, St Endellion NDP policy 6D refers.</p> <p>b. PA21/00168, 21 Rose Hill, Port Isaac – replace render and remove soil vent pipe to front elevation of dwelling. SUPPORT: St Endellion policy 6 C refers.</p> <p>c. PA21/00208, Tolraggott Bungalow Trelights – variation of Condition 2 (approved plans) of Decision Notice PA19/02561 dated 10th May 2019 (Proposed rear ground floor extension and replacement front porch). SUPPORT.</p> <p>d. PA20/11442, Withy Garden, Access to Port Gaverne – proposed detached annex with garage. SUPPORT: Members request a condition as per Annexe Guidance note (May 2020), to ensure: The Annex shall only be used as ancillary accommodation. The Annex shall only be occupied by members of the family or by non-paying guests of the occupiers of the dwelling, and shall not at any time be used as a separate residential unit of accommodation</p> <p>e. PA21/00077, Tre-Pol-Pen 8 New Road Port Isaac – demolition of existing structure and construction of four townhouse style dwellings. Ms Aimee Williams had granted an extension, deferred to March meeting.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
22/2021	<p>Planning Applications Approved by CC – information only.</p> <p>a. PA20/06449, Stargazy Inn, 1 The Terrace, Port Isaac – demolition of existing staff accommodation and the construction of a two-storey side extension, single storey rear extension with minor external alterations.</p> <p>b. PA20/08444, 34 New Road, Port Isaac – proposed various works to dwelling (re-design of Application No. PA18/09549).</p> <p>c. PA20/09434, Marshalls Field, Trelights – erection of detached garage.</p> <p>d. PA20/11163, 92 Fore Street, Port Isaac – Non Material Amendment to Application No. PA19/09694 dated 8th January 2020 for a Single storey extension of porch area between the kitchen and bathroom; removal of porch glazing and installation of flat roof with skylight; removal and re-use of existing kitchen sash window namely to change the material of pitched roof covering from slate to lead - section of pitched roof between flat roof and neighbouring property (immediately under neighbour's window).</p> <p>e. PA20/10019, Magpie Cottage, Trelights – works to a tree covered by a Tree Preservation Order namely large ash tree in rear garden again requires pollarding to remove excess growth, avoid overhanging and maintain shape.</p>	
23/2021	<p>Environmental / Amenity Matters – including items received after the agenda had been published and the Contract & Maintenance Supervisor Report.</p> <p>a. <i>Cemetery Bench</i> – The tree bench has now been ordered and should be delivered to Cllr Raynor's address sometime in March 2021. Phil Burnard has been asked to take the bench to St Endellion Cemetery and place it around the tree.</p>	

<p>b. <i>Car Park</i> –</p> <ul style="list-style-type: none"> • <i>Car Park Telephone Provider</i> – Parkonomy will make a £100 administration charge to move to different contactless ticket provider. A check with Just Park to ensure the offer made is still current before changing companies. • Electric Vehicle Charging Points – the first criteria to establish are whether there's a need within the area and which type of charging system is suitable. Cllr. Williams enquired of Cllr. Cleave as to the possibility of Trelawney Garage installing a charging point. Cllr. Cleave said that they had been considering it. It was suggested that Ms Jon and Cllr. Cleave liaise over this. Cllr. Raynor also pointed out that it's imperative to discover which electrical output is required in order to know if it's compatible for any suggested sites. 	<p>Ms Jon</p> <p>Cllr. Cleave / Ms Jon</p>
<p>c. <i>Public WCs</i> –</p> <ul style="list-style-type: none"> • <i>Roscarrock WC</i> – A representative from Healthmatic visited the WC block and will make some proposals for how to improve them and provide contactless payment. Cllr. Williams suggested that enquiries into a telephone line should be pursued. Members agreed Ms Jon to investigate costs. Hi-Tech Washroom Solutions Ltd. Will be making a visit to the village soon date to be confirmed. Phil Burnard has commenced the redecorating of both the lobbies. • New Road - Darren Milner has installed new flushes which will reduce the amount of time it takes for them to refill and allow them to flush more efficiently. 	<p>Ms Jon</p>
<p>d. <i>Play Area</i> – the crossbar on the swings has been replace. February's inspection has been carried out and a copy circulated to Members.</p>	
<p>b. <i>War Memorial Additional Names</i> – having followed up Cornwall Council, Historic England it's advised to try the Land Registry. Cllrs. agreed that Ms Jon should be made able to access their records. 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>Ms Jon</p>
<p>e. <i>Water Station, Little Hill</i> – Cllrs. agreed the location in the lobby at Roscarrock WCs would be a good site for the water station. This site is on the coast path and the cost of installation will be minimised. Cllr. Raynor is waiting for a reply to his recent email.</p>	<p>Ms Jon</p>
<p>f. <i>Car Park Overflow area</i> – a representative from Find a Fence has provided a quote for replacing 21 posts & 5 rails. Another quote is being sought <i>Overflow entrance</i> – Still waiting for Terry Harris & Sons to provide a date for work to begin: <i>Hard standing</i> – Still waiting for Terry Harris & Sons to provide a quote</p>	<p>Ms Jon</p>
<p>g. <i>Port Isaac Roadside Banner</i> – Having measured the space on the fence next to the Hard Standing a banner of 1220mm x 1220mm (4' x4') would be more suitable. A new quote has been requested.</p>	
<p>h. <i>Social Inclusion Fund</i> – there are suitable avenues to explore however it might be more sensible to pursue this once the Covid restrictions are eased.</p>	<p>Ms Jon</p>

	<p>i. <i>Cycling on PROWs</i> – No cycling signs have been put up at the ends of footpath 537/1/2 Overcliff & 537/33/1 Roscarrock Hill.</p>	Ms Jon
24/2021	<p>Highway Matters –</p> <p>a. <i>Feasibility Study</i> – Minute 215a/2020 refers. No update was available from Mel Thomas, Cormac Engineer/Project Manager i.r.o.:</p> <ul style="list-style-type: none"> • The three pedestrian road crossing options; • The pavement on New Road OPPOSITE Back hill on the inside of the right-angle bend. <p>b. <i>Residents Parking Zone</i> – Cllr. Penny has devised questionnaires for residents to fill in and return in order to show their preferences and opinions. NOTE – this proposal is not included in the Traffic Survey (above). Cllr Williams has received further suggestions for discussion from Matt Maine. She will forward to Cllr. Penny</p>	Cllrs. Penny / Williams
25/2021	<p>Financial Matters – including any items received after the agenda is issued</p> <p>a. <i>Accounts for Payment</i> – Schedule No.11/2020-21 to the value of £8,762.05 was APPROVED for payment. Cllrs. Coles and Raynor were authorised to make the payments by BACS. The Clerk to place a copy of the Schedule on the website.</p> <p>c. <i>PROW Maintenance Grant</i> – Mr David Woods, CC has offered £1,337.86 to cut Public Right of Ways (PROWs) in the parish during 2021/22. A third cut of footpath 537/16/2 Gold should be added to this amount this was agreed after the new footpath was cut. A hardcopy had been requested 26th January 2021.</p>	<p>Cllrs. Coles / Raynor Clerk</p> <p>Clerk</p>
26/2021	<p>Administrative Matters –</p> <p>a. <i>Procedures</i> – Members RESOLVED to re-adopt the following policies, with the following amendments. The Clerk to amend and circulate revised policies.</p> <p>i. <u>Asset Register</u> – revised copy attached.</p> <p>ii. <u>Financial Risk Management</u> – revised copy attached.</p> <p>iii. <u>Statement of Internal Control</u> – there is a typo/repeated phrase/and the frequency of our meetings requires altering to reflect bi-monthly plus Clare's on demand meetings re: financial matters.</p> <p>iv. <u>Standing Orders</u> – no change since last adopted.</p> <p>v. <u>Financial Regulations</u> – no change since last adopted.</p> <p>vi. <u>Anti-fraud and Corruption Policy</u> – copy attached.</p> <p>vii. <u>Press Policy</u> – copy attached.</p> <p>viii. <u>Bench Policy</u> – in agreement with the purchaser we will now provide a low maintenance plastic bench as an alternative.</p> <p>ix. <u>Grant Policy</u> – copy attached.</p> <p>x. <u>Reserve Policy</u> – delete reference to Car Park & Finance Committee.</p> <p>xi. <u>Risk Assessments</u> – the C&MS will deal with the risk assessments:</p> <ul style="list-style-type: none"> ▪ <i>Car Park</i> ▪ <i>Cemetery</i> 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<ul style="list-style-type: none"> ▪ <i>WCs</i> ▪ <i>Playing Field</i> ▪ <i>The Main incl. Slate Quarry</i> ▪ <i>Trelights Village Green</i> ▪ <i>Benches – new.</i> <p>b. <i>CALC FAQ 17</i> – Members agreed collectively to support the campaign for virtual meetings by contacting Scott Mann MP. Details previously emailed. Deferred to the March meeting.</p>	Cllr. Williams
27/2021	<p>Documentation / Correspondence – not covered elsewhere on the agenda, including any items received after the agenda had been issued</p> <p>a. Cornwall Area of Outstanding Natural Beauty – is conducting a Monumental Improvement Community Survey. Details emailed. See: https://letstalk.cornwall.gov.uk/cornwall-aonb-monumental-improvements</p>	
28/2021	<p>Diary Dates – including any dates received after the agenda had been published. Details previously emailed</p> <p>a. <i>Main Council Meeting</i> – 8th March 2021.</p> <p>b. <i>Secondary Council Meeting</i> – TBC. 22nd February 2021.</p>	
29/2021	<p>Information Only / Future Agenda Items –</p> <p>a. Shanty Festival – Members RESOLVED to grant permission to use the playing Field in association with the Carnival Committee. Cllr Raynor said there would have to be limitations as to when the Music had to stop late evening.</p>	Cllr. Raynor
30/2021	Meeting Closed – 20.26pm.	

Signature: (Cllr. David Raynor)
Parish Council Chair

Date: 8th March 2021