



## MINUTES OF THE VIRTUAL COUNCIL MEETING

### HELD ON MONDAY, 5<sup>th</sup> MAY 2021 @ 7pm

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

Minute	AGENDA ITEMS	Action
	<b>Present</b> – Cllrs. Raynor (Chair), Coles (Vice Chair), Collings, Kirkman, Penny, Webster, Williams; Mrs Thompson (Clerk) and Ms Jon (C&MS).	
	<p><b>Chairman's Welcome / Public Forum</b> – the Chair opened the meeting and welcomed those present.</p> <p>Mrs Cousins was present to answer any questions on her planning appeal (70a/2021 below refers). She pointed out that there was an error on the agenda in that her planning application had been granted but she was appealing against the condition that the slates should be nailed and not clipped. Cllr. Williams explained that this was to conform with the NDP and applies to properties in the Conservation Area.</p>	
65/2021	<b>Apologies</b> – Cllrs. Cleave, Phelps and Dawe and County Cllr. Mould.	
66/2021	<p><b>Members' Declarations</b></p> <ol style="list-style-type: none"> <li>a. <i>Pecuniary/Registerable Declarations of Interests</i> – Cllr. Webster declared an interest in Minutes 69a; 69d and 69e/2021 below.</li> <li>b. <i>Non-registerable Interests</i> – none</li> <li>c. <i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds</li> <li>d. <i>Dispensations</i> – none</li> </ol>	
67/2021	<p><b>Minutes of Meetings</b> –</p> <ol style="list-style-type: none"> <li>a. <i>Full Council</i> – 12<sup>th</sup> April 2021 <b>AGREED</b> as a true record.</li> </ol>	
68/2021	<p><b>Outside Organisations and Reports</b></p> <ol style="list-style-type: none"> <li>a. <i>Parish Council Chairman</i> – Cllr. Raynor reported he and Ms Jon had met with Mr Adam Knuckey from Cormac (Minute 73a/2021 below refers). A meeting to be held to discuss provision of a Weather Station.</li> <li>b. <i>Cornwall Council</i> – no report available.</li> <li>c. <i>Network Panel</i> – next Meeting scheduled for 10<sup>th</sup> June 2021.</li> </ol>	
69/2021	<p><b>Planning Applications</b> – Members considered the following:</p> <ol style="list-style-type: none"> <li>a. PA21/02580, 12 Tintagel Terrace Port Isaac – proposed demolition of existing dwelling and construction of replacement dwelling. Deferred from the April meeting. Cllr. Webster left the Meeting whilst this was discussed.</li> </ol>	

	<p>Cllr. Williams said she felt the proposal was an improvement on the existing property, but she wondered if there would be an overlooking issue for the neighbour. Cllr. Penny did not like the hanging slate. Cllrs. Coles, Collings and Kirkman supported this view. <b>OBJECT:</b> NDP Policy 6H requires new development to reflect 'the existing predominant material palette in the Character Area'. Large areas of imported hung slate do not reflect the dominant palette of Tintagel Terrace, and member feel the dark slate would be overwhelming.</p> <p>a. PA21/03120, Wesley House 18 Middle Street Port Isaac – demolition of existing substandard porch and replacement with sunroom. Cllr. Williams referred to the comments made by the Historic Officer, who had objected to the scale and volume of glazing. <b>OBJECT:</b> Members upheld the comments from the Historic officer with regard to the window proportions. They agree with the principle of a modest extension.</p> <p>b. PA21/03121, Wesley House 18 Middle Street Port Isaac – LBC for demolition of existing substandard porch and replacement with sunroom. As above.</p> <p>c. PA21/03171, Owners Accommodation Port Isaac Pottery Roscarrock Hill Port Isaac – change of use of first floor residential accommodation to retail (Class E). Cllr. Webster left the Meeting whilst this was discussed. Cllr. Williams said the Historic Building Service were happy with the proposal. <b>SUPPORT.</b></p> <p>d. PA21/03172, Owners Accommodation Port Isaac Pottery Roscarrock Hill Port Isaac – Listed Building consent for change of use of first floor residential accommodation to retail (Class E). As above.</p> <p>e. PA21/03148, Central Garage 3 New Road Port Isaac – proposed re-development of former Central Garage site to provide a commercial development of 3 no. Holiday Apartments and undercover and secure parking. Ms Gemma Dunn granted an extension to 14<sup>th</sup> June 2021</p> <p>f. PA21/03463, The Rockies Port Gaverne Hill Port Isaac – remodelling of cottages including new fenestration, re-roofing and new roof windows, plus demolition of outbuildings for new extensions including roof PV panels and landscaping. Ms Gemma Dunn granted an extension to 14<sup>th</sup> June 2021</p> <p>g. PA21/03525, Cleardaze New Road Port Isaac – conversion of garage roof space to studio/office. Ms Megan Arnold granted an extension to 14<sup>th</sup> June 2021.</p> <p>h. PA21/04608, Windrush New Road Port Isaac – non-material amendment to PA18/10842 - window to downstairs bedroom as a means of fire escape. <b>NO COMMENT.</b></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
70/2021	<p><b>Other Planning Matters</b> – including any items received after the agenda had been published.</p> <p>a. <i>Planning Appeal</i> – an appeal had been made against CC's imposition of a condition on application PA20/08444, 34 New Road, Port Isaac – Members were invited to make further comments, which can be done online using the Planning Inspectorate website at: <a href="https://acp.planninginspectorate.gov.uk">https://acp.planninginspectorate.gov.uk</a> Closing date 18<sup>th</sup> May 2021. Members discussed their response and agree to maintain their position with reference to the use of traditional methods within the Conservation Area. Cllr Williams will make the PC representation via PINS.</p>	<p>Cllr. Williams</p>

71/2021	<p><b>Environmental / Amenity Matters</b> – including the Contract &amp; Maintenance Supervisor Report and any items received after the agenda was issued:</p> <p>a. <i>Car Park</i>– Members considered:</p> <ul style="list-style-type: none"> <li>• Electric Charging Points – Just Park will take over this facility on 9/5/21. The signage had been ordered. Flowbird and Alliance Parking had been kept up to date with progress. There was some discussion regarding the type of connection needed and Ms Jon was asked to provide further details for the June meeting.</li> </ul> <p>b. <i>Hard Standing Area</i> – the work had been completed.</p> <p>c. <i>Public WCs</i> –</p> <ul style="list-style-type: none"> <li>• <i>Roscarrock WC</i> – Both Hi-Tech &amp; Healthmatic had been given permission to install their contactless equipment for a trial period to test the reliability of the mobile signal. Gents has had a loo seat replaced and a new closer mechanism on the Ladies installed.</li> <li>• <i>Port Gaverne WC</i> – The facilities are currently closed. The agreement between Dave Barnard (Port Gaverne Hotel &amp; Pilchards) and Ben Spicer (Rock Tors) reached last year is not agreeable to both parties for the coming season.</li> <li>• <i>Cash Collections</i> – had recommenced.</li> </ul> <p>d. <i>Play Area</i> – Members to receive an update to include:</p> <ul style="list-style-type: none"> <li>• RoSPA Report – previously emailed. The items mentioned in the report have been further checked and a new padlock ordered</li> <li>• There is hand sanitizer at the play area and regularly checked to make sure it's not broken and full.</li> <li>• David Cornish has sorted out the mole problem at the football field.</li> </ul> <p>e. <i>War Memorial</i></p> <ul style="list-style-type: none"> <li>• Additional Names – The War Memorial Trust had provided advice on assuming, the ownership of the memorial, however, it is unlikely that any funding would be available for this project from War Memorial Trust. Ms Jon said the cost is likely to be high, she estimated more than £5K. She was asked to obtain a quotation for an additional, separate plaque. Cllr. Williams said she believed the seven additional names were also commemorated elsewhere. Cllr. Raynor said the names are read out during the annual Remembrance Service.</li> <li>• Raised Bed – BT had provided plans which show where the cables are around the green. The licence from CC had not yet been issued. Cllr. Raynor reported the raised beds are to be moved away from the memorial. The Clerk to chase Mr Oliver Jones, Highways regarding a licence to carry out the work.</li> </ul> <p>f. <i>Signage</i> – Mr Oliver Jones, Highways, Cornwall Council answered enquires regarding over 20 road signs, nameplates etc. Ms Jon to liaise with Mr Burnard regarding repainting the fingerpost signs.</p> <p>g. <i>Trees</i> – Members considered:</p> <ul style="list-style-type: none"> <li>• Tree T2 / T1 – request from residents to fell a Sycamore at their cost. Letter previously emailed. Cllr. Kirkman had provided photographs of the tree. She advised that it was really T1 and according to CC's Interactive map it does have a TPO. Planning permission will, therefore, be needed. The Clerk to advise the resident who raised the matter.</li> </ul>	<p>Ms Jon</p> <p>Ms Jon</p> <p>Clerk</p> <p>Ms Jon</p> <p>Clerk</p>
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	<ul style="list-style-type: none"> <li>• Mr Andie Crawford (Qualified Tree Surgeon) from Birch Utilities had advised the PC to apply for a blanket TPO for all the trees in the parish. The item to be clarified on the June agenda for further discussion.</li> </ul> <p>NOTE – a request had been submitted to create a TPO on the Horse Chestnut Tree on Trelights Village Green (PA21/00625/PREAPP). A location plan for the tree had been provided to Ms Jayne Stimson.</p> <p>h. <i>New Road Car Park</i> – Ms Jon said the banks had now been strimmed.</p> <p>i. <i>Risk Assessments (RA)</i> – Members <b>RESOLVED</b> to approve the following RAs. The Clerk to place a copy on the website:</p> <ul style="list-style-type: none"> <li>• Revised RA i.r.o. Ms Jon’s working environment during Covid (previously emailed).</li> <li>• Raised Beds by War Memorial.</li> </ul> <p>j. <i>Festival of Fixed Seat Rowing</i> – Ms reported the PI Rowing Club were, in principle, in favour of participating in an International Festival of Fixed Seat Rowing.</p> <p>k. <i>Jam Sales Stand</i> – Ms Terianne Findlay, CC Licensing Dept. had been given details of the location of the stand. She advised that whether street trading consent is needed or not depends on the location.</p>	<p>Clerk</p> <p>Clerk</p> <p>Ms Jon</p>
72/2021	<b>Farmers Market</b> – the market is due to re-open on Sunday, 30 <sup>th</sup> May. Ms Jon reported no further update was available.	Ms Jon
73/2021	<p><b>Highway Matters</b> –</p> <p>a. <i>Feasibility Study</i> – Minute 41a/2021 refers. Mr Adam Knuckey, Cormac Senior Technician had met with Cllr. Raynor and Ms Jon on site. It will be 2-3 months before they give their proposals.</p> <ul style="list-style-type: none"> <li>• The three pedestrian road crossing options;</li> <li>• The pavement on New Road OPPOSITE Back hill on the inside of the right-angle bend.</li> </ul> <p>b. <i>Residents Parking Zone</i> – the residents’ survey seeking views on parking restrictions had been delivered. The Clerk is collating the responses.</p> <p>c. <i>Traffic Management</i> – Cllr. Raynor and the Clerk had sought advice from Police and Highways regarding parking and traffic management for visitors’ vehicles entering Port Isaac. The response from Mr Oliver Jones, Highways had been circulated via email. No further action.</p> <p>d. <i>Parking Enforcement SLA</i> – it had been confirmed via email to accept that Enforcement will be charged at a monthly rate of £800 per calendar month, in accordance with the agreed contribution of each PC. NOTE – a dedicated officer will be supplied for a total of 12.5 hours per week over a seven-day rolling rota. CC were unable to provide additional hours. Members had seen the enforcement officer in the village.</p>	Clerk
74/2021	<p><b>Financial Matters</b> – including any items received after the agenda is issued</p> <p>a. <i>Accounts for Payment</i> – Schedule No.01/2021-22. Cllrs. Coles and Raynor authorised to make the payments by BACS. The Clerk to place a copy of the Schedule on the website.</p>	Cllrs. Coles / Raynor Clerk

	<p>Noted it had been agreed to use Mr James Toulson of 1 Less Worry Payroll Services Ltd. to manage future payrolls at a cost of £25.00 + vat per month.</p> <p>b. <i>Grant Request</i> – details emailed previously.</p> <ul style="list-style-type: none"> <li>• Women’s Centre Cornwall – it was <b>RESOLVED</b> to make a grant of £100.</li> <li>• Alzheimer's Society – united against dementia appeal.</li> <li>• Grant Policy – Members to consider at the June meeting.</li> </ul> <p>c. <i>Budget Monitor</i> – copy to follow, after Internal Audit had been completed.</p> <p>d. <i>Insurance Renewal</i> – details previously circulated. It was <b>AGREED</b> the Schedule was accurate and the policy was renewed. The Clerk to advise Came &amp; Co. accordingly.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
75/2021	<p><b>Documentation / Correspondence</b> – not covered elsewhere on the agenda, including any items received after the agenda had been issued</p> <p>a. <i>Great British Spring Clean 2021</i> – now launched. Details emailed. Cllr. Williams proposed a litter pick. For further consideration.</p> <p>b. <i>Citizens Advice Cornwall Newsletter</i> – Spring 2021. Details emailed.</p> <p>c. Bodmin and Wadebridge Neighbourhood Police Team Newsletters, April 2021.</p>	<p>Clerk</p>
76/2021	<p><b>Diary Dates</b> – including any dates received after the agenda had been published. Details previously emailed</p> <p>a. <i>Annual Council Meeting</i> – 17<sup>th</sup> May 2021.</p> <p>b. <i>Secondary Council Meeting</i> – TBC.</p> <p>c. <i>Clerk’s Leave</i> – 29<sup>th</sup> May – 6<sup>th</sup> June 2021 (inclusive).</p>	
77/2021	<p><b>Information Only / Future Agenda Items</b> –</p> <p>a. None.</p>	
78/2021	<p><b>Meeting Closed</b> – 20:16pm.</p>	

Signature: ..... (Cllr. ....)  
Parish Council Chair

Date: 17<sup>th</sup> May 2021