



**MINUTES OF THE FULL COUNCIL MEETING
HELD IN ST ENDELLION HALL
MONDAY, 9th AUGUST 2021 @ 7pm**

| Minute | AGENDA ITEMS | Action |
|----------|---|------------|
| | Present – Cllrs. Raynor (Chair), Arnold, Button, Cleave, Collings, Penny (Vice Chair), Webster, Williams (via Zoom); Mrs Thompson (Clerk via Zoom), Ms Jon (C&MS). | |
| | Chairman’s Welcome / Public Forum – Cllr. Raynor opened the meeting and welcomed those present. Mr Mr Nick Woolfenden spoke on behalf of the residents of Trelights see Minute 139a/2021 below. | |
| 135/2021 | Apologies – Cllrs. Dawe, Kirkman, Thomas and County Cllr. Mould. | |
| 136/2021 | Members’ Declarations a. <i>Acceptance of Office Form</i> – Cllr. Dawe to provide his Financial Interest form to the Clerk. b. <i>Pecuniary/Registerable Declarations of Interests</i> – none. c. <i>Non-registerable Interests</i> – none d. <i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds e. <i>Dispensations</i> – none. | Cllr. Dawe |
| 137/2021 | Minutes of Meetings – a. <i>Full Council Meeting</i> – 12 th July 2021, AGREED as a true record. Minute 122/2021, Parking Enforcement amended to read: – “ <i>Cllr. Raynor explained that Alliance Parking Ltd. had breached the terms of their agreement and the company had subsequently terminated their contract w.e.f. 8th August 2021...</i> ” b. <i>Extraordinary Council Meeting</i> – 22 nd July, AGREED as a true record. | |
| 138/2021 | Outside Organisations and Reports a. <i>Parish Council Chairman</i> – Cllr. Raynor reported: <ul style="list-style-type: none"> • Armtrac had now taken over the car park. • Defibrillators – Duchy Defibrillators had written regarding the four public access defibrillator cabinets within the parish. Members were asked to consider funding the annual fee for the two cabinets at Port Gaverne and Trelights. Deferred to the September meeting. | Clerk |

| | | |
|----------|---|---|
| | <ul style="list-style-type: none"> • Possible Enforcement – details had been logged with CC as a possible enforcement case. The Clerk to pursue. • Clothing Bank – Members DECLINED a request to host a clothing bank in The Main car park to raise funds for <i>Hope for Tomorrow</i> charity. The Clerk to advise the applicant. <p>b. <i>Playing Field Working Party</i> – Cllrs. Button and Penny had met with Mr Tony Jeal. Members RESOLVED to proceed with Phase I of a Feasibility Study (£1,760) and with a Topographical Survey (£925). Cllr. Williams said we must be careful to abide by the PC's Standing Orders and Financial Regulations.</p> <p>It was RESOLVED that this group is a Working Party and all decisions are to be put to the PC. This can be revisited as the project proceeds. Terms of Reference will be drawn up by the WP.</p> <p>A scheme for new play equipment had been circulated via email. It was AGREED that this was the type of equipment wanted. Additional quotes will be obtained.</p> <p>c. <i>Cornwall Council</i> – in the absence of Cllr. Mould there was no report.</p> <p>d. <i>Police</i> – previously emailed.</p> <ul style="list-style-type: none"> • Bodmin/Wadebridge Neighbourhood Police Team Newsletter – July 2021. <p>Minute 150/2021 and 151/2021 were taken at this point, after which Cllr. Williams left the meeting.</p> | <p>Clerk</p> <p>Clerk</p> <p>Cllr. Button</p> <p>Cllr. Button</p> <p>Cllr. Williams</p> |
| 139/2021 | <p>Planning Applications – Members considered the following:</p> <p>a. PA21/02070/PREAPP, Land S of Brentons Park Trelights – pre-application advice for 20m electronic communications monopole mast complete with 6 antennas, 2 radio equipment cabinets and development works thereto. Members had consulted with residents of Trelights and it was AGREED to send a list of the points they raised to the case officer, Mr Mark Wigley.</p> | <p>Clerk</p> |
| 140/2021 | <p>Other Planning Matters – including any items received after the agenda had been published.</p> <p>a. <i>St Endellion NDP</i> – there had been a 40% turnout for the NDP referendum, resulting in 89.9% voting to approve the NDP.</p> <p>b. PA21/00625/PREAPP, <i>On the Village Green Trelights</i> – request for a Tree Preservation Order on Large Chestnut Tree. Ms Jon had met with CC Tree Officer. He had advised the tree does need some attention, but it is for adjacent landowners to protect their property from the tree, not the other way around. The Clerk to advise the affected residents. Further discussion deferred to the September meeting.</p> <p>NOTE – Ms Gemma Old, CC had been asked to reconsider her determination not to serve a TPO.</p> <p>c. <i>Enforcement in the AONB</i> – St Gennys PC had put on hold their draft letter to Scott Mann MP (previously circulated). In principle Members are in support of the sentiment.</p> <p>d. <i>New Development</i> – Members APPROVED Mr Jon Cleave's proposal that the road from Rose Hill onto his property be named Tnowi Lane. Tnowi is Cornish for valley bottom. The properties will accordingly be, prior to naming, nos.1-3 Tnowi Lane. Clerk to advise Mr Cleave.</p> | <p>Clerk</p> <p>Clerk</p> |

| | | |
|----------|--|---|
| 141/2021 | <p>Planning Applications Approved by CC – information only.</p> <p>a. PA20/11093, Waves End 42 Fore Street Port Isaac – Listed Building Consent for proposed repairs to windows and secondary glazing.</p> <p>b. PA21/05232, Northcliffe 5 Roscarrock Hill Port Isaac – Non-Material Amendment (2) to Application No. PA19/01461 dated 8th April 2019 for proposed partial demolition, extension, renovation, remodelling and structural repairs, namely, additional fencing to East and West boundaries.</p> | |
| 142/2021 | <p>Environmental / Amenity Matters – including the Contract & Maintenance Supervisor Report and any items received after the agenda was issued:</p> <p>a. <i>Public WCs</i> – Members to receive updates on the following:</p> <ul style="list-style-type: none"> • <i>Roscarrock WC</i> – a router had been installed as a trial. The signal seems to be fairly good. • <i>Main WC</i> – the sanitary waste collections were late. Healthmatic had installed round toilet roll holders and repaired the broken entrance door mechanism. • <i>Contactless Payments</i> – Minute 133/2021 refers. Further information is needed i.r.o. contactless payments to the New Road and Main toilet blocks, to include costings. <p>b. <i>Trees</i> – Ms Jon said she had spoken to a planning officer and a blanket TPO would not be granted.</p> <p>c. <i>Allotments</i> – there had been no response from the PCC i.r.o. their views on a proposal to use part of the cemetery for allotments and to establish if there are any restrictions on the use of the land. The Clerk to pursue.</p> <p>d. <i>Waste Collection</i> – Cllr. Raynor and Ms Jon had met with Mr Tony Milton, Biffa. The calculations for the invoices were agreed. Going forward; the three fence-mounted dog poo bins in the play area to be removed, and an additional larger one installed. A schedule of collections to be drawn up and sent to Biffa. Ms Jon to liaise with Tony Milton on frequency of emptying and to make a schedule to cover the rest of the summer and winter emptying going into next year. Ms Jon advised she had been provided with a wheelie bin (240 Litre), which would be for beach waste that is washed in. The cost of the bin as quoted from Biffa is £14.00 per fortnight plus 50p per bin bag.</p> <p>e. <i>Car Park</i> – Ms Jon is liaising with Armtrac, new enforcement company. The Clerk had requested Flowbird Ltd. remove access to their website for Alliance Parking and ex-Cllr. Mike Coles and to add Armtrac.</p> <p>Two new CCTV cameras had been fitted to cover the areas not already covered and Sovereign Security provided extra signage, to be erected in the overflow area of the Main car park.</p> <p>f. <i>New Road Car Park</i> – CC advised the cost of re-wilding the banks would be in the region of £25,000. They had suggested the PC might wish to take this on as there are no funds available at County level. Members felt this was too expensive. Alternative quotations to be obtained.</p> <p>g. <i>Pop-Up Businesses</i> – New Road and elsewhere. Members did not like to see such enterprises encouraged, but the PC has no control over it.</p> | <p>Clerk</p> <p>Ms Jon</p> <p>Ms Jon</p> <p>Clerk</p> |

| | | |
|----------|---|---|
| | <p>The Clerk to report again the Stall trading at the corner of Tintagel Terrace and New Road.</p> <p>h. <i>Rat Problem</i> – residents of Trelights reported rats coming from an abandoned property opposite Merrywood and Chapel Villa. The Clerk had reported the issue to CC's Environment property and the response from Mr Mike Thompson circulated to Members and residents. The Clerk to request that CC contact the landowners direct or provide the contact details to the PC.</p> | Clerk |
| 143/2021 | <p>Farmers Market – Members received an update regarding:</p> <p>a. Installation of electric sockets had been completed.</p> <p>b. Draft lease with the FMC – Ms Jon to draw up a draft lease. A Christmas Market is to be held on 5th December instead of a November market.</p> <p>A copy of the FMC Constitution had been circulated via email. CiC is being applied for.</p> | Ms Jon |
| 144/2021 | <p>Highway Matters –</p> <p>a. Fingerpost at the Junction of Trewetha Lane and New Road – Members decided the 'Port Isaac Harbour ¼' should be kept in the position it's currently occupies; directing traffic along New Road.</p> <p>b. <i>Feasibility Study</i> – Minute 41a/2021 refers. Mr Adam Knuckey, Highways advised the report is drafted and it is just now going through their internal approval processes. It should be possible to issue the report in 2-3 weeks.</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. • Means of discouraging motorists from trying to park at the bottom of the village. Minute 96a/2021 refers. <p>c. <i>Residents Parking Zone</i> – Members received an update:</p> <p>i. Residential parking zone in Hartland and Mayfield Roads – Mr Oliver Jones, Highways advised that residents' parking will only be considered as part of a wider transport strategy for a Town as introducing it with a piecemeal approach can result in commuter or other visitor parking migrating to neighbouring residential areas. Cllr. Penny said this did not have CC's support. No further action.</p> <p>ii. Proposal to provide free parking to residents in The Main car park after 5pm was deferred to September to allow Cllr. Raynor and Ms Jon talk to Armtrac to find out the possibilities.</p> <p>iii. Proposal to offer a grant to full-time residents to lower the kerbs outside their homes to accommodate off road parking. Highways had been unable to quote. Terry Harris and Sons: <i>The cost to drop a typical section of pavement to create a new entrance would be £2,100.00+VAT. If there were several we should be able to improve on this cost.</i> Members felt it would be possible to set an annual fund. Phase I of the fund would be to offer residents of Mayfield and Hartland Roads a means of parking their vehicles off road, prioritising the disabled.</p> <p>Dropping Kerb Licence – the Clerk to contact Streetworks regarding the cost of do a licence and see if it is possible "to do a deal", as in many cases properties in Mayfield and Hartland</p> | <p>Cllr. Raynor / Ms Jon</p> <p>Clerk</p> |

| | | |
|----------|--|----------------------------------|
| | <p>Roads belong to CC/Cornwall Housing. Further discussion deferred to the September agenda.</p> <p>NOTE – Ms Sarah Mason CALC had advised: <i>The Council can contribute towards the cost of all the curbs being lowered if it can persuade the highways authority to support the work. Even with GPOC [General Power of Competence] I think it would be hard to justify grants to individual households who would benefit directly and solely from the expenditure. If the council creates this precedent it should also be aware of where other residents and businesses might make the same request.</i></p> <p>iv. Proposal to request the removal of the unused pavement outside No.9 Hartland Road to make room for more parking was. Highways had declined to quote.</p> <p>Mr Julian Harris of Terry Harris and Sons advised: <i>I measured the sections of pavement proposed to be removed at Hartland Rd and on the corner of New Rd ^[1] To remove these and lay new tarmac finished flush with the carriageway to highway spec with these two sections done together would be £5,180.00 +VAT. ^[1] This forms part of the Feasibility Study (a) above.</i></p> <p>The Clerk to clarify with Mr Jones, Highway that permission would be granted for this work.</p> <p>d. <i>Community Enforcement</i> – July and August reports circulated via email</p> | |
| 145/2021 | <p>Financial Matters – including any items received after the agenda is issued</p> <p>a. <i>Accounts for Payment</i> – Schedule No.06/2021-22 to a value of £30,014.84 was APPROVED for payment. Cllrs. Webster and Raynor were authorised to make the payments by BACS. The Clerk to place a copy of the Schedule on the website.</p> <p>b. <i>Budget Monitor</i> – the Clerk apologised as this was her first day back from leave, she had not had time to produce this document. It would be available for the next meeting.</p> <p>c. <i>Bank reconciliation</i> – copy previously circulated via email.</p> | Cllrs. Raynor / Webster Clerk |
| 146/2021 | <p>Administrative Matters –</p> <p>a. <i>Code of Conduct Training</i> – all Members and the Clerk had now undertaken the training.</p> | |
| 147/2021 | <p>Documentation / Correspondence – not covered elsewhere on the agenda, including any items received after the agenda had been issued</p> <p>a. None.</p> | |
| 148/2021 | <p>Diary Dates – including any dates received after the agenda had been published. Details previously emailed</p> <p>a. <i>Full Council Meeting</i> – 13th September 2021.</p> <p>b. <i>Clerk's Leave</i> – 21st to 30th August 2021 (inclusive).</p> | |
| 149/2021 | <p>Information Only / Future Agenda Items –</p> <p>a. None.</p> | |
| 150/2021 | <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> | |

| | | |
|----------|---|-------|
| 151/2021 | <p>New Road Shop – Members considered whether changes in the terms of the lease of the New Road shop are required, following the decision to permit the sale of hot food and additional seating.</p> <p>Cllr. Williams said that such a decision would mean the lease and the planning permission would need to be changed. She spoke of the request for an additional chairs and table and maintained that it would breach Building Regulations.</p> <p>Cllr. Penny said he had spoken to the tenants and clarified that any chairs and tables must conform with Planning / Building Regulations.</p> <p>Cllr. Collins had no problem with the concept of selling hot food, but he was adamant there should be no cooking on the premises.</p> <p>Cllr. Cleave suggested waiting until the end of the first year’s trading before considering this further. It was RESOLVED to permit the sale of hot pasties and sausage rolls and to revisit the decision.</p> | Clerk |
| 152/2021 | Meeting Closed – 21.05pm. | |

Signature: (Cllr. David Raynor)
Parish Council Chair

Date: 13th September 2021