



## MINUTES OF THE FULL COUNCIL HELD IN ST ENDELLION HALL

### MONDAY, 13<sup>th</sup> SEPTEMBER 2021 @ 7pm

Minute	AGENDA ITEMS	Action
	<b>Present</b> – Cllrs. Raynor (Chair), Penny (Vice Chair), Williams, Webster, Cleave, Dawe, Kirkman, Collings, Button, Thomas and Arnold; Ms Jon (C&MS) and County Cllr. Mould.	
	<b>Chairman’s Welcome / Public Forum</b> – the Chair opened the meeting and welcomed those present.	
153/2021	<b>Apologies</b> –The Clerk (ill health).	
154/2021	<p><b>Members’ Declarations</b></p> <ul style="list-style-type: none"> <li>a. <i>Pecuniary/Registerable Declarations of Interests</i> – none.</li> <li>b. <i>Non-registerable Interests</i> – Cllrs. Penny and Thomas in 162b[ii]/2021.</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> </ul>	
155/2021	<p><b>Minutes of Meetings</b> –</p> <ul style="list-style-type: none"> <li>a. <i>Full Council Meeting</i> – 9<sup>th</sup> August 2021, <b>AGREED</b> as a true record.</li> <li>b. <i>Playing Field Working Party Meeting</i> – 24<sup>th</sup> June 2021, <b>AGREED</b> as a true record.</li> </ul>	
156/2021	<p><b>Outside Organisations and Reports</b></p> <ul style="list-style-type: none"> <li>a. <i>Parish Council Chairman</i> – Cllr. Raynor reported: This month has been the busiest I have ever seen. I don’t know what I would have done without Clare. Firstly, the confusion caused by AS Parking’s termination could not have come at a worst time</li> </ul> <p>When Clare and I met the representative from Armtrac they said they would carry out all maintenance including replacing tickets, emptying monies, signage etc. Unfortunately, it now appears they did not know how our machines work and we now have to rely on Flowbird for maintenance to the machines.</p> <p>As will be seen from their latest communication they want to install new machines with ANPR. Clare and I have talked about this but feel we need to get to know more about Armtrac and how they operate before such we commit ourselves. Once bitten twice shy.</p> <p>We also had a problem with vandalism to the Kiosk. I duly reported this to the police who took over a week to register it and consider what action should be taken. Following on we had blocked loos resulting in blocked drains again we will talk about this later.</p>	

The Carnival and Shanty Festival were all due to take place and during discussions we were asked if we could supply electricity as we had been by the Farmers Market. We decided to have a 30 Amp socket fitted to the supply cabinet, which is being paid for by the Shanty Festival. This can also be used for the Farmers Market in place of using my electricity. Unfortunately, it was reported during the evening of the Carnival that the trip turned off the supply. Fortunately by turning off some of their cooking devices they were able to turn the supply back on without any further problems. I have since talked to Dee about the Shanty Festival and agreed only one cooking device to be connected and the load kept to a minimum.

We have a very full agenda so I will pass over Mike to give us the playing field update. I have printed some copies of his report giving details of the quotes for the new play equipment in the hope we can make a decision on what we should purchase.

- b. *Playing Field Project Development Working Party (new name agreed)* – Cllr. Button gave a report which included; informing the members that the topographical survey has been completed, there were no concerns in the results. The feasibility report has yet to be submitted, but should be available for the October 2021 meeting. As soon as it's released a meeting for the renamed 'Playing Field Project Development Working Party' will be arranged. Members considered the quotes for the two new items of play equipment and **AGREED** to purchase the items from Educational Play Environments. To include the supply of a basketball hoop, backboard & bracket (for the existing post). And to ask for a 5-10% discount. But to also check with St Minver Lowlands as the parish is in the process of negotiating a purchase from Educational Play Environments before progressing the order, to try and secure further discount.

Cllr. Button

The Terms of Reference were **AGREED** excluding the section i.r.o. running of the facility. The Clerk to amend the T of R and action.

Clerk

It may be possible to apply for the 2<sup>nd</sup> round of 'Levelling Up' funding. There are other streams of funding which could be utilised; second homeowners, Doc Martin Fund and enquiries to Padstow & Looe as to how they achieved their funding.

- c. *Cornwall Council* — County Cllr. Mould reported that Council House covenants, 2<sup>nd</sup> homes & Council Tax, the Budget for the County and Devolution for Cornwall are all currently being discussed. Cllr. Mould drew attention to 20/9/21 as the start date for the consultation period for the possible closure of Wadebridge Leisure Centre. She also informed Members that a packet of wildflower seeds has been secured for the parish in celebration of Queen Elizabeth's Platinum Jubilee, next year. There will be a tree planting scheme to celebrate the Jubilee. County Cllr. Mould will forward details to the Clerk.

Cllr. Mould

- d. *Network Panel* – next meeting to be held on 16<sup>th</sup> September 2021, 6.30pm. Cllr. Penny said that he would be attending the meeting.

Cllr. Penny

- e. *Police* – previously emailed.

- Police and Crime Plan – survey can be found on: [Safe, resilient and connected communities – Alison Hernandez launches survey into Police and Crime Plan · Devon & Cornwall Police & Crime Commissioner \(devonandcornwall-pcc.gov.uk\)](#).
- Bodmin/Wadebridge Neighbourhood Police Team Newsletter – August 2021.

157/2021	<p><b>Planning Applications</b> – Members considered the following:</p> <p>a. PA21/00077, Tre-Pol-Pen 8 New Road Port Isaac – demolition of existing structure and construction of four townhouse style dwellings.</p> <p><b>OBJECT:</b> Members recognise the applicants adjustments made with reference to their previous comment and continue to support the principle of re-development of the site in line with NDP Policy 1, but consider the proposal for four dwellings an overdevelopment of the site. The design remains monolithic in form despite the addition of hips and new slate cladding. The changes fail to fulfil the objective to visually integrate the proposal with its setting which remains uncharacteristic of the immediate vicinity, where varied rooflines and built forms assist the Castle Rock development to sit modestly in its setting. Members conclude the proposal is contrary to both CLP Policy 23 'sustaining local distinctiveness and character and where possible enhance the environment'; and CLP Policy 2 which requires development to 'respect and enhance quality of place'. Members find the proposal, in respect of the volume of glazing at odds with NDP Policy 6 which supports development 'which will be visually well integrated with nearby structures', and 'protects the night sky as far as possible' in full support of the AONB comment.</p> <p>NDP Policy 5, supports new housing proposal inclusive of those which are market led, which include a mix responding to the greatest need in the parish of one, two and three bedroomed dwellings. The applicant should be aware Principle Residency conditions will be requested with ref NDP Policy 3, to be applied to the three new build open market elements of the proposal responding to greatest local need</p> <p>b. PA21/05810, Saint Endellion Barn Port Isaac – erection of utility outbuilding. Decision deferred.</p> <p>c. PA21/06026, White House Cottage 3A Roscarrock Hill Port Isaac – two-storey extension to the rear of the property with glazed link between the existing summer room and dwelling (Revision to previously approved planning application PA19/09978) footprint made larger. <b>OBJECT</b> as for PA21/08420.</p> <p>d. PA21/08420, White House Cottage 3A Roscarrock Hill Port Isaac – Listed Building Consent for a two-storey extension to the rear of the property with glazed link between the existing summer room and dwelling (Revision to previously approved planning application PA19/09978).</p> <p><b>OBJECT:</b> Members note a multitude of conflicting and overlapping applications, amendments and adjustments to permissions and realisation of the proposals which have not been regularised by permission. We are critical of the planning services failure to pin down the applicant and their agents to tie in all the adjustments into a single understandable format. Cumulatively the adjustments to the permitted footprint of PA19/09978 constitute an increased dwelling footprint from 60.5sq.m originally to 80+ sq.m, which members find renders substantial harm to this Listed Heritage asset within the Conservation Area in a highly prominent harbour side location. We were unanimous in our objection to PA19/09978 in advance of the adoption of our NDP, but were not supported in a Planning Committee referral by our divisional member when protocol was issued. We now have the full support of our divisional member to recommend refusal on the basis that the proposal fails to conserve or enhance the CA, with reference to NDP Policy 6A, The Harbour and Port Isaac Conservation Area Management Plan (CAMP).</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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	<p>e. PA21/06285, The White House and Cottage 3 and 3A Roscarrock Hill Port Isaac – building of existing stone retaining walls and steps and retrospective consent to retain existing element previously constructed without consent. Decision deferred. Extension requested.</p> <p>f. PA21/06286, The White House and Cottage 3 and 3A Roscarrock Hill Port Isaac – Listed Building Consent for building of existing stone retaining walls and steps and retrospective consent to retain existing element previously constructed without consent. Decision deferred. Extension requested</p> <p>g. PA21/07379, 7 Silvershell View Port Isaac – proposed remodelling of interior and extension.</p> <p><b>OBJECT:</b> Members find the proposal an improvement over the recently withdrawn proposal, but still find the new design at odds by reason of overlooking, with NDP Policy 6L (b) where proposal are support providing they:...'respect the scale and positioning of neighbouring buildings and maintains the established visual interrelationship that exists between the buildings, the streetscape and wider views'.</p> <p>Should the officer be minded to recommend approval, members request a condition for the use of non-reflective glass in the balustrading.</p> <p>h. PA21/07472, 3 and 7-9 Middle Street Port Isaac – change of use to convert shop to bakery and residential space to guest accommodation. Replacement single-storey rear extension, works to roofs, windows and doors. Decision deferred. Extension requested</p> <p>i. PA21/07473, 3 and 7-9 Middle Street Port Isaac – Listed Building Consent for change of use to convert shop to bakery and residential space to guest accommodation. Replacement single-storey rear extension, works to roofs, windows and doors. Decision deferred.</p> <p>j. PA21/07962, Lowarth House 52 New Road Port Isaac - relocate stairs to decking and infill old stair position and replacement of timber balustrade with glass.</p> <p><b>SUPPORT:</b> due to the position of Lowarth in relation to the CA, Members are of the opinion the glazing does not constitute significant harm. Members request a condition that any new glazing is non-reflective</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
158/2021	<p><b>Other Planning Matters</b> – including any items received after the agenda had been published.</p> <p>a. Draft Cornwall AONB Management Plan 2022-2027 – circulated via email. See: <a href="https://letstalk.cornwall.gov.uk/aonb-management-plan-review">https://letstalk.cornwall.gov.uk/aonb-management-plan-review</a>. Deadline 8<sup>th</sup> October 2021. Cllr. Williams to complete the online form.</p> <p>b. Bude and Stratton Town Council – Members consider a proposal (previously emailed) but it was <b>RESOLVED</b> that the Clerk should respond outlining that the Devolution process already includes the issues raised and therefore will not be supporting this details proposal.</p>	<p>Cllr. Williams</p> <p>Clerk</p>
159/2021	<p><b>Planning Applications Approved by CC</b> – information only.</p> <p>a. PA21/01859, Sunny Corner 32 Dolphin Street Port Isaac – Listed Building Consent for the replacement of three sash windows, to use the same materials and measurements as the original. The new windows are proposed to be like for like in all respects possible.</p> <p>County Cllr. Mould left at this point.</p>	

160/2021	<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>Public WCs</i> – Members to receive updates on the following:</p> <ul style="list-style-type: none"> <li>• <i>Main WC</i> – Members discussed the options for fitting contactless payment system and maintenance of the toilets. It was <b>AGREED</b> that the installation of contactless payment system will be offered to Hi-Tec.</li> <li>• <i>Roscarrock WC</i> – at the previous meeting it was agreed to install a landline for the contactless payment system. However, further research showed that the monthly cost would be significantly more than the router that’s already installed.</li> </ul> <p>b. <i>Allotments</i> – Mrs Jill O’Grady, St Endellion PCC advised she had spoken with members of the clergy and the PCC regarding this. It is our understanding that the past Bishop of St. Germans, Bishop Roy, consecrated the whole plot for burials after the church graveyard was closed. It cannot therefore be used for allotments. It’s a legal obligation to be able to offer land for allotments. A piece to be published in the TRIO to ask landowners if they have any suitable land that could be utilised.</p> <p>c. <i>Car Park</i> – Amtrac had sent a proposal, previously emailed. Members discussed the possibilities to upgrade to ANPR, but concluded that it would be prudent to wait to see how the new contract with Amtrac works out. Although, research into updating machines to require number plate details to be recorded. As well as costs into connecting two machines to mains electricity.</p> <p>d. <i>Play Area</i> – Members considered the issue of dogs roaming the football and playing field. In order to enforce the exclusion of dogs it is necessary to check if a by-law exists. Following this a program of measures will be introduced. To include announcements in TRIO and Facebook giving information as to what to expect. This will start with preventing access from playing field to the already accepted dog walking field, signage and enforcing the by-law, if necessary.</p> <p>e. <i>Catering Kiosk</i> – Members discussed the tenants ’request for a rent reduction for September, following flooding caused by damaged WCs. It was <b>AGREED</b> to pay the plumbing bill.</p> <p>f. <i>Tree Preservation Order</i> – Members discussed the relocation of the salt box. Cllr Dawe agreed to find a suitable site. Once this has been done Cornwall Council will be asked to relocate it.</p>	<p>Ms Jon</p> <p>Clerk</p> <p>Ms Jon</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr. Dawe</p>
161/2021	<p><b>Farmers Market (FM)</b> – Members to receive an update regarding:</p> <p>a. <i>Licence</i> – Ms Melissa Luffarelli, Sproull Solicitors had been asked to draw up a licence at a cost of £250+VAT. She advised that this should not be finalised until the FM had been set up as a Community Interest Company. However, she later agreed the licence could be issued in the name of KerENZA Ball. There was no further information available for the timescale.</p>	
162/2021	<p><b>Highway Matters</b> –</p> <p>a. <i>Feasibility Study</i> – Minute 41a/2021 refers. Members were shown diagrams of the proposals and discussed the merits of them. It was <b>AGREED</b> to contact Highways as to how to move the project forward. Also, if possible to implement the three raised humps at Hilson, Co-op and Daisy Hick’s Corner (opposite the P-Pod), along with moving the school sign and the coloured paved surface at the top of Back Hill.</p> <p>b. <i>Residents Parking Zone</i> – Members received the following updates:</p>	<p>Clerk</p>

	<p>i. Proposal to provide free parking to residents in The Main car park. It was <b>RESOLVED</b> to disregard this as there had been no interest shown.</p> <p>Cllr. Kirkman left at this point.</p> <p>ii. Access to decorative gravel area – proposal to offer a grant to full-time residents to lower the kerbs outside their homes to create access to decorative gravel area. NOTE – Cllr. Penny’s dropped kerb access report had been circulated via email. Nineteen is the likely maximum that could apply for the grant. Cllr Penny to prepare criteria and document this with Cllr Button.</p> <p><i>Dropping Kerb Licence</i> – the Clerk had contacted Lyndsay Cowl, Permit and NRSWA Streetworks who advised it was not possible for them “to do a deal”. Within the process of applying for a Vehicle crossing the owner of the property would also need to complete the ‘Do I need planning permission’ form before submitting the application, without this they would not be able to process the licence.</p> <p>iii. Proposal to request the removal of the unused pavement outside No.9 Hartland Road to make room for more parking. The proposal provides the remaining pedestrian routes to 10, 11.12 and Twotrees would be at least as good as the access afforded by the footway particularly wheelchair users, pushchair users and other groups that may have trouble with the alternative routes. And provides traffic does not park so as to block the junction. Cllr Penny will confirm the relevant addresses and the Clerk to contact them for their views.</p> <p>c. <i>Hedge, Trewetha</i> – Members considered a proposal that the PC removes the hedge along the B3267 Road from the stile next to Trewetha Farm to the bend in the road, which would bring the hedge in line with the stile which is set back from the roadway. It was <b>AGREED</b> to ask A1 Tree Surgery to cut back the hedge tightly, so as to ascertain the condition of the wall, which will then help to decide the best course of action.</p> <p>d. <i>Road Closures</i> – details previously emailed:</p> <ol style="list-style-type: none"> <li>i. Tintagel Terrace, Port Isaac – 20<sup>th</sup> to 27<sup>th</sup> September 2021 (09:30 to 16:30 hours daily) Details emailed.</li> <li>ii. Port Isaac carnival – 11<sup>th</sup> September 2021 17:45 to 19:15.</li> <li>iii. Back Hill, Port Isaac – 21<sup>st</sup> to 22<sup>nd</sup> October 2021 (21:00 to 06:00 hours)</li> </ol> <p>e. <i>Port Gaverne Hotel</i> – Mr Andy Hoskin, Highways advised: <i>It is apparent the tables and chairs are causing no additional concerns that they have for a number of years, they are set in a wider section of the carriageway and are suitably managed without incident as I am aware, therefore we will not be taking any further action at this time.</i> Photo evidence might back up any future issues.</p>	<p>Cllr. Raynor / Ms Jon</p> <p>Cllrs. Penny / Button</p> <p>Cllr. Penny / Clerk</p> <p>Clerk</p>
163/2021	<p><b>Financial Matters</b> – including any items received after the agenda is issued</p> <p>a. <i>Accounts for Payment</i> – Schedule No.07/2021-22 to a value of £24,725.83 was <b>APPROVED</b> 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>2020/21 Accounts</i> – Members <b>AGREED</b> and <b>ACCEPTED</b> the External Auditors report (previously emailed). The only comments were:</p>	<p>Cllrs. Raynor / Webster Clerk</p>

	<ul style="list-style-type: none"> <li>The smaller authority should ensure that it has regard to the level of reserves held when considering future precept requests, and</li> <li>Any earmarked reserves should be considered and formally approved by the smaller authority.</li> </ul> <p>The Clerk had posted a copy of the Auditor's report to the website.</p> <p>c. <i>Budget Monitor</i> – copy circulated prior to the meeting.</p> <p>d. <i>Bank reconciliation</i> – copy circulated prior to the meeting.</p> <p>e. <i>Defibrillators</i> – Minute 138a/2021 refers. Members considered funding the annual fee for the two cabinets at [1] John Bray and [2] Port Gaverne. The annual fee is £160+VAT per cabinet, with the set-up fees of £125+VAT per cabinet. It was <b>RESOLVED</b> to ask the Clerk to enquire with local business (names to be provided) to see if they would be interested in supporting the defibrillator maintenance.</p> <p>Cllr. Arnold left the meeting at this point.</p>	Members / Clerk
164/2021	<p><b>Administrative Matters –</b></p> <p>a. <i>Climate Literacy Training Course</i> – details previously emailed: <a href="https://vimeo.com/502214146">https://vimeo.com/502214146</a></p> <p>b. <i>Learning Hub Accounts</i> – two free accounts will also provide access to the other online training that is available within the Council's Learning Hub, including: Equality and Diversity Awareness; Information Governance; An Introduction to The Human Rights; Safeguarding in Cornwall; Cyber Security; and Workplace H&amp;S. Details emailed.</p> <p>c. <i>Cornwall Association of Local Councils</i> – applications are invited to fill 2 vacancies on the CALC Executive Board. Details previously emailed.</p> <p>d. <i>Business Rates</i> – information had been provided to the Valuation Office Agency i.r.o. "car park, public convenience and premises".</p>	
165/2021	<p><b>Documentation / Correspondence</b> – not covered elsewhere on the agenda, including any items received after the agenda had been issued</p> <p>a. Shaping Future Support: The Health and Disability Green Paper – consultation deadline is 11<sup>th</sup> October 2021. Details previously emailed.</p> <p>b. Cornwall's Local Transport Plan – details previously circulated. To comment, please see: <a href="http://www.cornwall.gov.uk/connectingcornwall">www.cornwall.gov.uk/connectingcornwall</a></p> <p>c. Wellbeing and Public Health at Cornwall Council – details of availability of mental health and suicide prevention training previously circulated, see: <a href="https://www.healthycornwall.org.uk/training/">https://www.healthycornwall.org.uk/training/</a></p> <p>d. Kernow Connect – leaflet previously circulated outlining support services for young people</p>	
166/2021	<p><b>Diary Dates</b> – including any dates received after the agenda had been published. Details previously emailed</p> <p>a. <i>Full Council Meeting</i> – 13<sup>th</sup> September 2021.</p> <p>b. <i>Secondary Council Meeting</i> – TBC.</p> <p>c. <i>C&amp;MS Leave</i> – 4<sup>th</sup> to 11<sup>th</sup> October 2021 inclusive.</p> <p>d. <i>Royal Cornwall Hospitals</i> – Annual Public Meeting have now been published on our website, ahead of the meeting next Thursday, 2<sup>nd</sup></p>	

	September at 4.30pm. You can find the papers, including our annual report and accounts, on: <a href="https://doclibrary-rcht.cornwall.nhs.uk/">https://doclibrary-rcht.cornwall.nhs.uk/</a>	
167/2021	<b>Information Only / Future Agenda Items –</b> a. Parish Boundary Walk – Cllr Williams suggested a walk of the parish boundary in support of Children in need 2021. She will provide more details.	Cllr. Williams
168/2021	<b>Meeting Closed – 9.38pm.</b>	

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

Date: 11<sup>th</sup> October 2021