



MINUTES OF THE FULL COUNCIL MEETING
HELD IN ST ENDELLION HALL
MONDAY, 11th OCTOBER 2021 @ 7pm

Minute	AGENDA ITEMS	Action
	Present – Cllrs. Raynor (Chair), Button, Collings, Kirkman, Penny (Vice Chair), Thomas, Webster, Williams; Mrs Thompson (Clerk via Zoom).	
	Chairman’s Welcome / Public Forum – the Chair opened the meeting and welcomed those present.	
175/2021	Apologies – Cllrs. Arnold, Cleave, Dawe; County Cllr. Mould and Ms Jon.	
176/2021	Members’ Declarations a. <i>Pecuniary/Registerable Declarations of Interests</i> – none. b. <i>Non-registerable Interests</i> – none. c. <i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds d. <i>Dispensations</i> – none.	
177/2021	Minutes of Meetings – a. <i>Full Council Meeting</i> – 13 th September 2021, AGREED as a true record.	
178/2021	Outside Organisations and Reports a. <i>Parish Council Chairman</i> – Cllr. Raynor reported he had received a note of thanks from Sam Collins at the School for allowing the teachers to use the hardstanding to park their cars, and a letter from Dee Littlechild who organised the Shanty Festival for the use of the playing field and the facilities. Also a very nice letter from Roy Birchwood Chair of Trelights Village Green Committee thanking Members for putting in the bases etc. for their new benches on the green and a thank you to Clare for her organisation of the same. b. <i>Playing Fields Project Development Working Party</i> – Cllr. Button advised Mr Jeal had sent his report. Members were invited to comment. Cllr. Williams said public consultation must come before funding applications. There is a need to manage expectations. The Clerk to check availability of St Endellion Hall for the next meeting of the WP on 28 th October 2021; failing that the school as the venue. The play equipment had been ordered and a deposit paid.	Clerk

	<p>Terms of Reference amended to include: <i>Advisory Member: Cllr. Williams (when the project gets to the design and planning stage).</i> Updated T of R circulated via email.</p> <p>c. <i>Cornwall Council</i> – in the absence of Cllr. Mould there was no report.</p> <p>d. <i>Network Panel</i> – Minutes of the meeting held on 16th September 2021 had been circulated via email. Next meeting is scheduled for Thursday 11th November 2021, 6.30pm via Microsoft Teams.</p> <p>e. <i>Police</i> – details of the following had been previously emailed.</p> <ul style="list-style-type: none"> • Bodmin/Wadebridge Neighbourhood Police Team Newsletter – September 2021. • Potential Changes to the Licensing of Firearms and Shotguns – survey: Have your say on potential changes to firearms licensing . Devon & Cornwall Police & Crime Commisioner (devonandcornwall-pcc.gov.uk). • Home \Office Initiative – residents are invited to complete a survey to indicate where they feel unsafe www.police.uk/streetsafe 	
179/2021	<p>Planning Applications – Members considered the following:</p> <p>a. PA21/05810, Saint Endellion Barn Port Isaac – erection of utility outbuilding. Cllr. Williams said the Case Officer Mr Mark Wigley, advised the access had changed from the original permission, therefore the proposal had been incorrectly registered as a householder application. The PC have registered an enforcement investigation, to encourage the applicant to regularise the application. Deferred to November meeting.</p> <p>b. 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. Cllr. Williams felt strongly that multiple, and in this case overlapping planning proposals should be dealt with by the same planning officer.</p> <p>OBJECT until the Heritage Officer is happy with the proposals. Cllr. Penny had concerns about the style of walls and felt a site meeting with the planning officer would be beneficial.</p> <p>c. 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. OBJECT as above.</p> <p>d. 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. Deferred until revised plans are received.</p> <p>e. 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. Deferred until revised plans are received.</p> <p>f. PA21/08617, 53A Fore Street Port Isaac – Certificate of Lawful Development for an existing use of 53A Fore Street as a separate unit of residential occupation. NO COMMENT.</p>	<p>Cllr. Williams / Clerk</p> <p>Cllr. Williams / Clerk</p> <p>Cllr. Williams / Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>g. PA21/06605, 1 Cliffside, Port Isaac – enlargement of dormer extension to north elevation and addition of a first-floor window to east elevation. OBJECT on the grounds it is contrary to NDP Policy 6e.</p> <p>h. PA21/07962, Lowarth House 52 New Road Port Isaac – revised plans. Ms Arnold, case officer advised: <i>It was originally proposed to replace the existing timber balustrade with glass, the heritage officer was not supportive of this approach and as such the applicant has amended the drawings to a vertical wire balustrade instead.</i> SUPPORT.</p>	Clerk
180/2021	<p>Other Planning Matters – including any items received after the agenda had been published.</p> <p>a. <i>Chestnut Tree, Treights</i> – a report had been circulated to Members following the site visit with the Tree Officer. CC were insistent that a Tree Preservation Order (TPO) was not needed as the PC is managing the tree.</p> <p>b. <i>Planning Appeal</i> – PA20/08444, 34 New Road, Port Isaac. Appeal dismissed. Details previously emailed.</p> <p>c. <i>Let's Talk Homes</i> – Members are invited to complete a questionnaire: https://letstalk.cornwall.gov.uk/housing-strategy. Details emailed.</p> <p>d. <i>Social Housing</i> – Cllr. Williams was AUTHORISED to actively seek partners to develop social housing proposals for the Parish.</p> <p>Cornwall Community Land Trust Seminar – 20th October 2021, 10am-2.30pm. To register: https://www.eventbrite.co.uk/e/homes-for-locals-communities-doing-it-for-themselves-tickets-182553852487</p> <p>e. <i>Planning Presentations</i> – Cllr. Williams was AUTHORISED to actively engage assistance and advice to enable the PC to purchase a screen and training (for her?) to use to present planning proposals. The Clerk to seek the views of ICT Connect Ltd.</p> <p>f. <i>Wadebridge Leisure Centre</i> – agenda 181f/2021 was taken at this point. Cllr. Kirkman had attended the meeting seeking to secure the future of the Centre. The meeting felt that CC should do more to ensure the facility did not close.</p> <p>Cllr. Williams left the meeting at this point.</p>	<p>Cllr. Williams</p> <p>Cllr. Williams / Clerk</p>
181/2021	<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 received updates on the following:</p> <ul style="list-style-type: none"> • <i>Main WC</i> – Hi-Tec due to fit contactless payment system on 13/14th October 2021. • <i>Roscarrock WC</i> – Meeting arranged with Hi-Tec to discuss proposed refurbishment of toilet block and possibility of upgrading payment to contactless as the first refurbishment phase. • <i>New Road WC</i> – issues with coin machines resolved. • <i>Port Gaverne WC</i> – toilet block will close at the end of October. <p>b. <i>Allotments</i> – there had been no response from landowners following the item in the TRIO asking if they have any suitable land that could be utilised for allotments.</p> <p>c. <i>Play Area</i> – the play area is not included in CC's Dog Exclusion Order 2020. Cllr. Raynor will arrange for "No dog" signs to be placed in the play area and adjacent lane. The Clerk to establish what is involved in attaining a Bylaw.</p>	<p>Cllr. Raynor Clerk</p>

	<ul style="list-style-type: none"> d. CCTV – Cllr. Penny said there is a need to purchase and display additional CCTV signs to leave members of the public in no doubt as to the CCTV coverage in the main car park and play fields. Cllr. Raynor will liaise with Ms Jon. e. <i>Trelights Salt Box</i> – there was no update regarding a suitable site. Once this is known Cornwall Council will be asked to relocate it. f. <i>Wadebridge Leisure Centre</i> – covered by 180f/2021 above. g. <i>Car Park</i> – two coin only machines have had new batteries installed and both have needed vital repairs. h. <i>Trelights Village Green (TVG)</i> – Minute 115h/2019 refers. A copy of the Decision Notice from the Commons Commissioners had been provided to Mr Daniel Sproull to complete registration of the land with the Land Registry. The Clerk to seek an update. i. <i>War Memorial</i> – Ms Jon had contacted Mr Malcolm Lee to assist in progressing this into the public domain. j. <i>Trelights Village Green</i> – Mr Burnard had installed two teak benches, with concrete and paving slab bases. 	<p>Cllr. Raynor / Ms Jon</p> <p>Cllr. Dawe</p> <p>Clerk</p>
182/2021	<p>Farmers Market (FM) – the market was held on the usual Sunday at the end of the month. However, due to shortages in fuel and other seasonal issues there were fewer stalls. 24 had been booked, but only 12 were able to attend. Cllr. Martin Thomas left the meeting at this point.</p>	
183/2021	<p>Highway Matters –</p> <ul style="list-style-type: none"> a. <i>Feasibility Study</i> – Cllr. Raynor had met Mr Adam Knuckey, Highways. Mr Knuckey virtually. Mr Knuckey advised that as the PC will be funding the project the next step is to develop a project plan and design fee quotation for the parish council's consideration, regarding: <ul style="list-style-type: none"> i. Implement the three raised humps at Hillson, Co-op and Daisy Hick's Corner (opposite the P-Pod). ii. Move the school sign, and iii. Move the coloured paved surface at the top of Back Hill. b. <i>Residents Parking</i> – Members received an update regarding: <ul style="list-style-type: none"> i. Access to decorative gravel area – it was AGREED Cllr. Penny would circulate the criteria document, to permanent resident householders. It was agreed to make applicants aware that a parking ticket can be given for parking by a dropped kerb. The Clerk to circulate the quotation. ii. Unused Pavement Outside No.9 Hartland Road –Cllr. Penny will provide addresses of householders affected by the proposals, incl. additional site, and the Clerk to contact them for their views. c. <i>Hedge, Trewetha</i> – Cllr. Raynor advised that the vegetation had been cut back and revealed a solid wall. The landowner will be asked for his views / co-operation to create a walkway to the village. Cllr. Raynor said the alternative would be a pedestrian crossing. d. <i>Public Rights of Way</i> – Ms Katie Jose, Countryside Access Team (CAT) is seeking to amend the Cutting Schedule to include additional cuts for Path No.2. Ms Jon to advise Members of any other PROWs also needing additional cuts. 	<p>Cllr. Penny</p> <p>Clerk</p> <p>Cllr. Penny / Clerk</p> <p>Cllrs. Cleave / Raynor</p> <p>Ms Jon</p>
184/2021	<p>Financial Matters – including any items received after the agenda was issued.</p>	

	<p>a. <i>Accounts for Payment</i> – Schedule No.08/2021-22 to a value of £23,465.21 was APPROVED for payment. Cllrs. Cleave 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>Bank reconciliation</i> – copy was circulated prior to the meeting.</p> <p>c. <i>Interim Audit</i> – Mr Steve Hudson’s Interim Report showed there are no issues. The Clerk was congratulated.</p> <p>d. <i>Defibrillators</i> – the Clerk to contact two local businesses and ask if they would be interested in sponsoring the defibrillator maintenance, perhaps, with a plaque. It was AGREED to pay the costs as an interim measure pending a response to the above.</p> <p>Cllr. Kirkman left the meeting at this point.</p>	<p>Cllrs. Cleave / Raynor Clerk</p> <p>Clerk Clerk</p>
185/2021	<p>Administrative Matters –</p> <p>a. <i>CALC AGM</i> – the deadline to call for an is 3rd November 2021. Details previously emailed.</p>	
186/2021	<p>Documentation / Correspondence – not covered elsewhere on the agenda, including any items received after the agenda had been issued</p> <p>a. <i>Inclusion Matters</i> – partnership project for the benefit and support of anyone with health and wellbeing needs. Details previously emailed</p> <p>b. <i>Citizens Advice</i> – Autumn Newsletter. Details previously emailed</p>	
187/2021	<p>Diary Dates – including any dates received after the agenda had been published. Details previously emailed</p> <p>a. <i>Full Council Meeting</i> – 8th November 2021.</p> <p>b. <i>Secondary Council Meeting</i> – TBC.</p> <p>c. <i>C&MS Leave</i> – 4th–11th October 2021 (inclusive).</p> <p>d. <i>Cornwall Community Flood Forum conference</i> – Friday 5th November. To register: https://www.eventbrite.co.uk/e/cornwall-community-flood-forums-annual-conference-at-heartlands-tickets-170150471641?aff=ebdssbeac. You can choose to attend in person at Heartlands Visitor Attraction, Redruth or via Zoom when you register.</p>	
188/2021	<p>Information Only / Future Agenda Items –</p> <p>a. <i>Catering Kiosk / New Road Shop</i> – the Clerk to contact the tenants and ask what their plans are for the coming financial year.</p> <p>b. <i>Travel Expenses</i> – it was AGREED to pay the Clerk’s travel expenses.</p> <p>c. <i>Playing Field Working Party</i> – there was a general discussion about membership of the WP and access shown on the plans for delivery vehicles.</p>	<p>Clerk</p>
189/2021	<p>Meeting Closed – 20.41pm.</p>	

Signature: (Cllr. David Raynor)
Parish Council Chair

Date: 8th November 2021