



Port Isaac • Trelights • Port Gaverne

## MINUTES OF THE FULL COUNCIL MEETING HELD IN ST ENDELLION HALL ON MONDAY, 8<sup>th</sup> NOVEMBER 2021

Minute	AGENDA ITEMS	Action
	<p><b>Present</b> – Cllrs. Raynor (Chair), Collings, Dawe, Kirkman, Penny (Vice Chair), Thomas, Williams; Mrs Thompson (Clerk), Ms Jon (C&amp;MS) and County Cllr. Mould.</p>	
	<p><b>Chairman’s Welcome / Public Forum</b> – the Chair opened the meeting and welcomed those present.</p> <p>Mary Rayment, Beth Brennan, Laurence &amp; Frances Rose were present regarding 194a/2021 (Glendale). Mr Rose (applicant) read a statement (previously circulated via email) in support of his application. He felt the new design addressed many concerns previously expressed by residents. This would be his permanent residence. Ms Brennan spoke against the application saying there was no proven local need for this property and it was debatable whether this could be termed infill. She referred Members to the objection she had submitted to CC.</p> <p>Ms Megan Rees spoke against this application 194b/2021 (Overcliff). She had concerns about the close proximity to her own property of this proposed dwelling which she said would block much of the sunlight to her home. She said it would disrupt the skyline. Mr Guy Sibley was present regarding this application. His letter had previously been emailed to Members.</p> <p>Sarah &amp; Aaron McLeod were present to listen to the debate on 194c/2021.</p>	
190/2021	<p><b>Apologies</b> – Cllrs. Arnold, Button, Cleave and Webster.</p>	
191/2021	<p><b>Members’ Declarations</b></p> <ol style="list-style-type: none"> <li>a. <i>Pecuniary/Registerable Declarations of Interests</i> – none.</li> <li>b. <i>Non-registerable Interests</i> – Cllr. Williams declared an interest and requested a dispensation to speak as Planning Lead (see [194d/2021] below). she asked the record to note, she’d address the conflict with NDP Policy 1 <i>only</i>, leaving the meeting for the vote. Cllr. Penny declared an interest but will leave the meeting. Cllr. Dawe declared an interest in 194c/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> – Cllr. Williams was <b>GRANTED</b> a dispensation to speak on Minute 194b/2021 below.</li> </ol>	
192/2021	<p><b>Minutes of Meetings</b> –</p> <ol style="list-style-type: none"> <li>a. <i>Full Council Meeting</i> – 11<sup>th</sup> October 2021, <b>AGREED</b> as a true record.</li> </ol>	

	<p>b. <i>Playing Fields Working Party</i> – 28<sup>th</sup> October 2021. The comment about consulting Julian Harris about funding was deleted. With the amendment the Minutes were <b>AGREED</b> as a true record.</p>	
193/2021	<p><b>Outside Organisations and Reports</b></p> <p>a. <i>Parish Council Chairman</i> – Cllr. Raynor said there had been two occasions when two of the large bins in the Main car park were full of more household rubbish. The cost of this to the Parish Council is in the region of £35.00. It was <b>RESOLVED</b> to write to the resident concerned</p> <p>b. <i>Playing Fields Project Development Working Party</i> – a meeting had been held on 28<sup>th</sup> October 2021. It was <b>AGREED</b> to undertake public consultation to establish what residents want. Cllr. Williams advised that Sport England must be notified.</p> <p>c. <i>Cornwall Council</i> — County Cllr. Mould reported the Chair of CC wants each Parish to sow a small area of land with red, blue and white seeds to commemorate the Queen’s Jubilee in 2022. CC would like local residents to plant something in these colours in their own gardens. The Clerk to add to the PC’s TRIO report. Cllr. Mould was hopeful there would be a future for Wadebridge Leisure Centre. The new waste contract would not be implemented until 2023. Cllr. Penny said there was still an anti-social behaviour problem. He asked if it was possible to have the Housing Officer “rotated”, i.e. have someone new to support residents. Cllr. Mould will take this forward.</p> <p>d. <i>Network Panel</i> – next meeting is scheduled for Thursday 11<sup>th</sup> November 2021, 6.30pm via Microsoft Teams. Cllr. Penny to attend.</p> <p>e. <i>Police</i> – previously emailed.</p> <ul style="list-style-type: none"> <li>• Vision Zero SW Road Safety Partnership – small fund open for applications. See: <a href="https://visionzerosouthwest.co.uk/call-for-ideas/">https://visionzerosouthwest.co.uk/call-for-ideas/</a>. Further information will be at the seminar taking place at St Mellion 10.30am and 2.30pm on Monday, 8<sup>th</sup> November 2021.</li> <li>• Bodmin/Wadebridge Neighbourhood Police Team Newsletter – October 2021.</li> </ul>	<p>Cllr. Raynor / Clerk</p> <p>Cllr. Button</p> <p>Clerk</p> <p>Cllr. Mould</p> <p>Cllr. Penny</p>
194/2021	<p><b>Planning Applications</b> – Members considered the following:</p> <p>The order of the applications was changed as follows:</p> <p>a. PA21/09869, Glendale Trelights – erection of a new 1-bedroom dwelling on the land adjacent to Glendale Cottage and provision of 1 no. car parking space to Glendale Cottage.</p> <p>Members <b>SUPPORT</b> but request conditions:</p> <ul style="list-style-type: none"> <li>• Slates to be nailed not clipped/reognising the proposal sits in the historic heart of Trelights/ conformity with local vernacular</li> <li>• Boundary planting to be retained and enhanced with native evergreen species/prevention of overlooking</li> <li>• Restriction of exterior up lighting to downlight units/retention of dark skies in this elevated. position as per AONB Management Plan</li> <li>• Suspension of permitted development rights/retention of site proportions.</li> <li>• A principle residency condition is needed.</li> </ul> <p>b. PA21/09246, Land S of 2 Overcliff Port Isaac – proposed holiday accommodation unit. Cllr. Penny left the meeting whilst this item was discussed. Cllr. Williams spoke, as Planning Lead, but did not vote.</p>	<p>Clerk</p>

**OBJECT.** The applicant presents no evidence to justify determination of the proposal as anything other than a Class 3 dwelling, therefore subject to a Principle Residency Condition under **NDP Policy 2**, applied to all new dwellings within the settlement boundary (**Appeal Ref: APP/D0840/W/16/3160559; JR/ CO/2241/2016**).

Members note a total of 7 public objections and determined the site unsuitable for infill due its proposed location and scale which would have an overbearing and unneighbourly effect on the surrounding properties. The design is not visually well integrated with its surroundings and is not a continuum of build form infill anticipates, sitting apart and breaking the skyline for users of the SW Coastal Path. Loss of light to number 63 Fore St is a statement of fact, loss of amenity is palpable for the garden of 59 Fore St, which would be enclosed along with the other gardens of the terrace. In summary members find the proposal contrary to **NDP Policy 1**: Location and scale for new housing development.

The proposal sits in the former garden of number 63, an open aspect for all the surrounding residential properties and occupies an uncomfortable proportion of the site failing to provide appropriate dwelling amenity space contrary to **NDP Policy 6**, Design Principles.

The D&A describes the first floor dormers as 'picture windows' which are on a scale contrary to the NDP which urges applicants to respect conformity with both ridge heights/window openings and avoids the use of inappropriate extensive glazing. The proposal fails to comply both with the AONB management plan (which requires the preservation of the night sky from light spillage particularly from public aspects), and **NDP Policy 6E (a), (f)**, Character Area Coastal Headland.

Saman.  
Hewitt

- c. PA21/10058, Land NW of Park Villa Road from Long Cross to The Barton Trelights – reserved matters following outline approval PA20/05111 dated 18.11.2020 for live/work unit including demolition of barn/stable on site. Cllr. Dawe left the meeting whilst this was discussed. Members **SUPPORT** but request conditions:

- Slates to be nailed not clipped/conformity with local vernacular.
- Restriction of exterior up lighting to downlight units / retention of dark skies in this elevated position as per AONB Management Plan.

.Mark  
Wigley

- d. PA21/05810, Saint Endellion Barn Port Isaac – erection of utility outbuilding. Cllr. Williams explained that the new access cannot be added to a householder application. Members await an update from the case officer i.r.o. this application.

Megan  
Arnold

- e. 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. No new plans received to date. Deferred until revised plans are received.

Megan  
Arnold

- f. 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. No new plans received to date. Deferred until revised plans are received.

- g. 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.

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<p>Peter Daines</p> <p>Megan Arnold</p>	<p>Members continue to uphold their objections reference the colour of the proposed stonework and have unanimously voted to ‘disagree’ ignoring the shortened protocol to agree. Members repeated their request for a site meeting/teams meeting to discuss the applications pertaining to The White House as a whole. County Cllr. Mould will speak to Mr Gavin Smith, CC and request a meeting.</p> <p>h. 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.</p> <p>As above, members uphold their objections and are dissatisfied with the Historic Environment Planning services assessment of the proposal as acceptable. Members repeat their request for a site meeting/teams meeting to discuss the applications pertaining to The White House as a whole.</p> <p>i. 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. Discussed in October, no further action.</p> <p>j. PA21/09675, Sea Glass Port Gaverne – Variation of Condition 2 (approved plans) of Application No. PA20/03092 dated 2nd June 2020 (Roof extension over garage to first and second floor to include rear flat roof dormer and two traditional pitched dormers to front. Construction of new access steps to rear terrace). <b>SUPPORT.</b></p> <p>k. PA21/10132, Waituna 31 Trewetha Lane Port Isaac – formation of a vehicular access and associated works. <b>SUPPORT.</b></p>	<p>Cllr. Mould</p> <p>Cllr. Mould</p> <p>NFA</p> <p>Clerk</p> <p>Clerk</p>
<p>195/2021</p>	<p><b>Other Planning Matters</b> – including any items received after the agenda had been published.</p> <p>a. <i>Social Housing</i> – Cllr. Williams had sought expression of interest from residents with a view to forming a Community Land Trust. It was <b>RESOLVED</b> the Clerk would apply for the PC to join the national Community Land Trust:  <a href="https://www.communitylandtrusts.org.uk/membership/">https://www.communitylandtrusts.org.uk/membership/</a>. See also:  <a href="https://www.communityledhomes.org.uk/resource-index">https://www.communityledhomes.org.uk/resource-index</a>.</p> <p>b. <i>Planning Presentations</i> – Cllr. Williams said she hadn’t had time to do anything about this, but it was <b>AGREED</b>, in principle, to purchase a portable screen to present planning proposals.</p> <p>Cllr. Thomas and County Cllr. Mould left the meeting at this point.</p> <p>c. <i>Article Four Direction</i> – Cllr. Williams had spoken to David Slatter author of NDP Townscape Assessment and his advice was that it was not necessary to initiate setting up an article four direction to limit permitted development rights in support of our Conservation Area.</p> <p>There was a general discussion about the planning system and there is a feeling NDPs are being ignored. Cllr. Penny will raise this at the Network Planning Meeting.</p> <p>d. <i>Planning Newsletter</i> – <a href="#">Planning News for Local Councils and Agents - October 2021 (cornwall.gov.uk)</a>.</p> <p>e. <i>Getting design right now and setting our ambitions for the future</i> – CC online training session. 30<sup>th</sup> November 2021, 9.30-10.30pm.</p>	<p>Clerk</p> <p>Cllr. Williams</p> <p>Cllr. Penny</p>

196/2021	<p><b>Planning Applications Approved by CC</b> – information only.</p> <p>a. 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>	
197/2021	<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 received updates on the following:</p> <ul style="list-style-type: none"> <li>• <u>Main WC</u> – contactless payment system fitted, up and running, however, there had been teething problems, which resulted in a complete breakdown of the electrical door mechanisms on two cubicles. Resulting in over a week of no revenue. Hi-Tec have offered to provide financial compensation. Details not yet known. Work is underway to find a means to provide electricity to replace the solar supply to the ticket machines.</li> <li>• <u>Roscarrock WC</u> – Hi Tec &amp; Healthmatic are putting together proposals for total refurbishments of the WC block.</li> <li>• <u>New Road WC</u> – issues with coin machines resolved.</li> <li>• <u>Port Gaverne WC</u> – toilets are now closed. Meters have been read and the information sent to the National Trust.</li> </ul> <p>b. <i>The Main Car Park Ticket Machines</i> –</p> <ul style="list-style-type: none"> <li>• Flowbird had provided a quote for upgrades to all machines including vehicle registration. The electrical requirements needed to support the new equipment will also have to be upgraded with each new solar panel costing £790.00+VAT.</li> <li>• Julian Harris had been asked for a quote to supply the lower ticket machines with mains electricity supply. With the idea that the supply may be utilised for an electric charge point for vehicles too.</li> <li>• Armtrac offer to replace all the ticket machines for free to vehicle registration input which would be connected to Just Park rather than Flowbird. It has been mentioned that the percentage agreement might have to be increased if the contract is renewed.</li> </ul> <p>c. <i>Play Area</i> – the Clerk had circulated a letter from the Dept. of Communities and Local Government outlining what action is needed to create a bylaw to ban dogs from the play area. Ms Jon is in touch with Mr Adrian Fitzgerald, CC to establish if it is possible to add the play area to CC’s “dog exclusion” bylaw.</p> <p>d. <i>Public Rights of Way (PROWs)</i> –</p> <ul style="list-style-type: none"> <li>• <u>Pine Awn</u> – a tree had fallen and broken the footbridge in the valley at the top of Pine Awn. CC had subsequently removed the tree, but the bridge requires further work and is a little dangerous at present. CC had carried out a temporary repair.</li> <li>• <u>Postman’s Walk</u> – Ms Jon had contacted Western Power about a power cable which could present a H&amp;S issue.</li> <li>• <u>Additional Cuts</u> – Ms Jon to advise Members of any PROWs in need of additional cuts. The Clerk to then advise Ms Katie Jose, Countryside Access Team (CAT). Minute 183d/2021 refers.</li> </ul> <p>NOTE – Ms Jose is seeking to amend the Cutting Schedule to include additional cuts for Path No.2</p>	Ms Jon

	<p>e. <i>Trewetha Lane and Back Hill</i> – Members <b>RESOLVED</b> to accept a quote from Craig Hampson to cut these hedges at the beginning of December; at a cost of £360 for 3 days work.</p> <p>f. <i>War Memorial</i> – Members <b>RESOLVED</b> to take responsibility for the memorial. Members <b>AGREED</b> to remove poppy wreaths a month after Remembrance Day.</p> <p>g. <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. It is possible that to fulfil the net environmental benefit required by Sport England for the Playing Field development, allotment/garden space could be included in the plan.</p> <p>h. <i>CCTV</i> – additional signage had been arranged to be put up on all sides of the Main WC block.</p> <p>i. <i>Salt Box</i> – Cllr. Dawe advised there was no alternative suitable site. The Clerk to contact Highways and ask for the grit bin to be removed.</p> <p>j. <i>Trelights Village Green (TVG)</i> – Cllrs. Williams and Kirkman had provided additional information, which will be submitted to Mr Daniel Sproull i.r.o. registration of the land with the Land Registry.</p> <p>St Peter's Walk – Ms Jon will arrange for the vegetation to cut back.</p> <p>k. <i>Rural Community Energy Fund programme</i> – further details: <a href="https://www.swenergyhub.org.uk/energy-fund/">https://www.swenergyhub.org.uk/energy-fund/</a>.</p> <p>l. <i>Tree Warden Scheme</i> – Ms Jon will fulfil this position for St Endellion.</p>	<p>Ms Jon</p> <p>Ms Jon</p> <p>Clerk</p> <p>Cllr. Williams / Kirkman</p> <p>Ms Jon</p>
198/2021	<p><b>Farmers Market (FM)</b> – Members to receive an update.</p> <p>Pending the formation of a Community Interest Company, Mr Daniel Sproull had been asked to draw up a licence in the name of Ms Karenza Ball for the FM. At his request, Members considered the extent of the land covered by the lease and <b>AGREED</b> it should be the hardstanding area only.</p>	Clerk
199/2021	<p><b>Highway Matters</b> –</p> <p>a. <i>Residents Parking</i> – Members received an update regarding:</p> <p>i. Access to decorative gravel area – Cllr. Penny had circulated the criteria document to permanent resident householders. It was <b>AGREED</b> that he will now print and circulate to interested parties. Cllr. Penny had provided a list of CC's approved contractors.</p> <p>ii. Unused Pavement Outside No.9 Hartland Road + Separate Area – Cllr. Penny to provide addresses of householders affected by the proposals and the Clerk to contact them for their views.</p> <p>b. <i>Hedge, Trewetha</i> – Members to consider any response from the landowner regarding a proposal to create a walkway to the village. Deferred to the December meeting. Cllr. Williams said planning permission would be needed if hedging were to be removed.</p> <p>c. <i>Pinch point, Church Hill</i> – one of the of the bollards is badly split and needs to be replaced. It was <b>RESOLVED</b> the PC to purchase a new bollard, which Highways department will install. The cost will be in the region of £200 for a rebound socketed bollard.</p> <p>d. <i>Free Parking</i> – notification there will be free parking in Cornwall Council car parks on Saturday 4<sup>th</sup> December 2021.</p>	<p>Cllr. Penny</p> <p>Cllr. Penny / Clerk</p> <p>Ms Jon</p>

	<p>e. <i>30mph Signs, Trelights</i> – the Clerk had requested an update as to when the re-siting of the signs would be carried out.</p>	
200/2021	<p><b>Financial Matters</b> – including any items received after the agenda is issued</p> <p>a. <i>Accounts for Payment</i> – Schedule No.09/2021-22 to a value of £35,784.67 was <b>APPROVED</b> for payment.</p> <p>Cllrs. Cleave/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>Bank reconciliation</i> – copy previously circulated via email.</p> <p>c. <i>Defibrillators</i> – there had been no response from local businesses regarding sponsorship of the units in Port Gaverne and outside John Bray. Deferred to the December meeting.</p>	<p>Cllrs. Cleave / Raynor Clerk</p> <p>Clerk</p>
201/2021	<p><b>Administrative Matters</b> –</p> <p>a. <i>Catering Kiosk / New Road Shop</i> – the Clerk had contacted the tenants and asked what their plans are for the coming financial year.</p> <p><u>New Road Shop</u> – Ms Sloan advised she is happy to continue with the tenancy for the full 3 years.</p> <p><u>Catering Kiosk</u> – Ms Fulton advised she and her partner do not wish to continue with the Kiosk next year. The Chair and Clerk had checked the lease which stipulates three months' notice should be given. The Clerk to advise Ms Fulton. Further discussion deferred to December meeting.</p> <p>b. <i>Meeting Venue</i> – Port Isaac School is now available for meetings, if required.</p>	<p>Clerk Clerk</p>
202/2021	<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>DWP Household Support Fund</i> – more information on: <a href="https://www.gov.uk/government/news/government-launches-500m-support-for-vulnerable-households-over-winter">https://www.gov.uk/government/news/government-launches-500m-support-for-vulnerable-households-over-winter</a></p> <p>b. <i>Clean Cornwall</i> – survey to better understand what people think about litter. Deadline 14<sup>th</sup> November 2021. Details previously emailed. See: <a href="https://www.surveymonkey.co.uk/r/letstalkrubbish">https://www.surveymonkey.co.uk/r/letstalkrubbish</a>.</p>	
203/2021	<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> December 2021.</p> <p>b. <i>Secondary Council Meeting</i> – 22<sup>nd</sup> November 2021. TBC.</p> <p>c. <i>C&amp;MS's Leave</i> – 12<sup>th</sup>-14<sup>th</sup> December 2021 (inclusive)</p> <p>d. <i>Site Meeting</i> – with County Cllrs. Carol Mould and Dominic Fairman to “find out from each other experiences on running toilets and managing on-site commercial pop ups from car parks”.</p> <p>e. <i>Clerk's Leave</i> – 9<sup>th</sup> November 2021.</p>	<p>Cllr. Raynor / Ms Jon</p>
204/2021	<p><b>Information Only / Future Agenda Items</b> –</p> <p>a. Nil.</p>	

205/2021	<b>Closed Session</b> – in view of the confidential nature of the business about to be transacted, it was <b>RESOLVED</b> that it is advisable in the public interest that the press and public be excluded and they were instructed to withdraw.	
206/2021	<p><b>Highway Improvements</b> – Cllr. Raynor will speak to Mr Adam Knuckey, Highways regarding start / finish times to avoid peak holiday periods. Members <b>RESOLVED</b> the Clerk to sign the project plan and provide a purchase order for the following works at a cost of £12,121.79:</p> <ul style="list-style-type: none"> <li>• 4.1 a/b: Hillson Close crossing point and flat top road hump</li> <li>• 4.1 d: Relocation of school warning sign</li> <li>• 4.3: Co-op crossing point and flat top road hump</li> <li>• 4.4a/b: Crossing point outside 7a New Road (including anti-skid)</li> <li>• 4.4c: Breaking/removal of footway outside 5 New Road</li> <li>• 4.4d: Back Hill virtual footway.</li> </ul>	Cllr. Raynor Clerk
207/2021	<b>Meeting Closed</b> – 21:08pm.	

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

Date: 13<sup>th</sup> December 2021