



**MINUTES THE FULL COUNCIL MEETING  
HELD AT ST ENDELLION HALL  
ON MONDAY 16<sup>th</sup> JANUARY 2023  
@ 7.03pm**

Minute	Agenda Items	Action
	<p><b>Present:</b> Cllrs Raynor (Chair), Webster, Cleave, Arnold, Collings, Kirkman. Dawe, Williams, Divisional Member Mould (left 7.50pm), Ms Jon (C&amp;M Supervisor) 7:05pm Mrs Kendall (Clerk)</p>	
	<p><b>Chairman’s Welcome / Public Forum</b></p> <p>Chair welcomed everyone present including members of public.</p> <p>Mr Harkner referenced Community Supported Agriculture and stated they wanted to encourage community growing initiatives in the area. Mr Harkner also addressed the Parish Council about the possibility of utilising the land below the play area/football field. Mr Harkner had two members of public present to support him.</p> <p>Cllr Williams explained the Parish Council land below the Playing fields may be available as there had been a suggestion to earmark it as a community garden, and advised he email the Parish Clerk with details of their proposal. Cllr Mould expressed interest, with mention of social prescribing, where medical advice might be to engage in growing projects.</p> <p>Mr Symons from Trevathan Farm introduced himself and declared an interest in observing the meeting and submitting application for co-option as a Cllr.</p>	
23/1	<b>Apologies-</b> Cllr Button	
23/2	<p><b>Members’ Declarations</b></p> <ul style="list-style-type: none"> <li>a. <b>Pecuniary/Registerable Declarations of Interests</b> – None</li> <li>b. <b>Non-registerable Interests</b> – None</li> <li>c. <b>Declaration of Gifts</b> – None</li> <li>d. <b>Dispensations</b> – None</li> </ul>	
23/3	<p><b>Minutes of Meetings</b></p> <ul style="list-style-type: none"> <li>a. <b>Full Council Meeting</b> – 12<sup>th</sup> December 2022 – <b>AGREED</b></li> </ul>	
23/4	<p><b>Organisations and Reports</b></p> <ul style="list-style-type: none"> <li>a. <b>Parish Council Chair</b> –all points to be addressed within the agenda.</li> </ul>	Cllr Raynor

	<p>b. <b>Cornwall Council Report-</b> Cllr Mould reported: Wadebridge and Padstow Community Network meeting was well attended and the next Full Council Meeting was due Tuesday 17<sup>th</sup> January 2023. Wadebridge Leisure Centre was moving forwards well despite recent funding challenges. A Paper for 12 Community Networks rather than 17 would be passed before the Council next week, with a hopeful deadline for commencement of this coming Spring. A decision on Surgery provision was making slow progress and it was hoped more information would be available next meeting. Cllr Williams raised the question if the Port Isaac surgery pharmacy would be retained. County Cllr Mould confirmed it to be a separate process due to regulations, so no decision had been made at this stage. Port Isaac Community Primary School academisation is progressing and updated details are to be requested from all schools to help create profiles for Councils.</p> <p>c. <b>Playing Field Development Working Party-</b> Cllr Button not present, Cllr Williams confirmed outline planning was being submitted within the next week, with an improved statement and no visuals. The Clerks details have been given as a point of contact.</p> <p>d. <b>STEND_HWG</b> – Cllr Williams explained that the feasibility funding application process was not yet live but hoped for some movement before next meeting.</p> <p>e. <b>Wadebridge &amp; Padstow Community Network Panel Meeting – 12<sup>th</sup> January 2023 6.30pm via Teams</b> – Attended by Cllrs Kirkman and Williams online. The focus on the Big Deal – Mayor for Cornwall. Some Parish Councils have asked whether there should be a referendum. Cllr Collings felt that the PC should make a formal response. Cllr Williams said it was up to each Cllr to do their own research and the PC could agenderise a discussion for Feb. Cllr Mould stated that she believes the position will bring continuity and guaranteed funding. She requested everyone researches and reads the entirety of the proposal before completing the consultation feedback. Consultation closes 17<sup>th</sup> February 2023.</p>	<p>Cllr Mould</p> <p>Cllr Button</p> <p>Cllr Williams</p> <p>Cllrs Kirkman / Williams</p>
23/5	<p><b>Planning Applications</b> – Members to consider the following, including any received after the agenda had been published.</p> <p>a. PA22/10501-Wheel Barn The Mill Port Isaac Cornwall PL29 3RX Listed Building Consent: To remove existing leaking slate roof and replace with new slate roof with additional insulation, install a Stuv 30 wood burning stove with flue, install 3 Velux 'conservation' windows. <b>SUPPORT</b>-in line with the HPS comments, the roof light number is reduced to two, the slates shall be nailed, not clipped, and the flue painted black.</p>	
23/6	<b>Other Planning Matters</b> – including any items received after the agenda had been published. - None	
23/7	<p><b>Planning Applications Approved by CC – <u>information only.</u></b></p> <p>a. <b>PA22/09379 S52/S106</b> and discharge of condition apps The Chalet Rear Of 31 Fore Street Port Isaac Cornwall PL29 3RE Proposal Submission of details to discharge conditions 4 and 5 in respect of decision notice PA20/11484 dated 23/02/2021  Cllr Williams stated that the recommendation on this has been for screwed not dug piles and a floating foundation.</p> <p>b. <b>PA22/10535 Prior approval required</b> Treore Dairy Ltd, Treore Treore Lane Port Isaac Cornwall PL29 3TB Proposal Prior approval notification to determine if planning permission is required for: Excavation of land to provide a sloping sided pit for slurry storage</p> <p>c. <b>PA22/09103 APPROVED</b> 96 Fore Street Port Isaac Cornwall PL29 3RF Proposal Proposed ground floor extension</p> <p>d. <b>PA22/10604 Decided not to make a TPO</b> -Valencia House 13 Trewetha Lane Port Isaac Cornwall PL29 3RN Tree works within a Conservation Area: Fell one Leyland cypress tree and one evergreen oak tree.</p>	

23/8	<p><b>Environmental / Amenity Matters</b> – including the Contract &amp; Maintenance Supervisor Report and any items received after the agenda was issued:</p> <ul style="list-style-type: none"> <li>a. <b>Public WCs</b> – <ul style="list-style-type: none"> <li>I. Roscarrock Hill WC – Cllr Williams and Ms Jon stated a specification required drawing up, before the tender process could be initiated.</li> <li>II. Main Car Park WC – Ms Jon confirmed that the PC tenants have indicated interest in tendering for the cleaning contract of the Trewetha Lane toilet block. Ms Jon to request that they supply a specification and quotation.</li> </ul> </li> <li>b. <b>War Memorial</b> – Ms Jon requested assistance in applying for listed building consent for the additional stone and plaque. It was recommended she spoke with Ann Reynolds for advice on a suitable agent to make the application and complete Heritage Statement.</li> <li>c. <b>Car Park</b> – Cllr Raynor fed back findings from charge analysis and PCN reports. Rates were found to be in line with surrounding areas apart from other sites having a 1-hour charge.  Implementation of an 'Up to 1 Hour' charge was <b>AGREED</b> on a trial and review basis to be implemented before Easter and monitored monthly.</li> <li>d. <b>Waste Removal</b>- Ms Jon requested permission to contact self-catering holiday accommodation agents with regard to commercial household rubbish collection services in place. Cllr Williams raised concerns over those still using residential waste collection. Cllr Mould stated that an email to the CC identifying a non-compliant holiday let would lead to enforcement action. Ms Jon to follow up.</li> </ul>	
23/9	<p><b>Highway Matters</b></p> <ul style="list-style-type: none"> <li>a. <b>Residents Parking</b> – Quotations have been revised and the project exceeds the earmarked budget. Further communication with the residents was recommended. Members voted to <b>ACCEPT</b> TH Harris &amp; Sons quote.</li> <li>b. <b>Bus Shelters</b> –The Trelights shelter arrives this week and a site meeting is due to be held to ensure all specifications for the base fit the shelter. Cllr Arnold questioned the timeframe, due to children waiting for school transport in dark, cold and wet weather conditions.</li> <li>c. <b>Port Isaac Highways Scheme</b> – Awaiting update of schedule due to original proposal for April 2023 and Members concerns for Easter Holiday congestion.</li> </ul>	
23/10	<p><b>Port Isaac Community Primary School</b>–</p> <ul style="list-style-type: none"> <li>a. <b>Update Meeting</b>- Meeting to be held Tuesday 24<sup>th</sup> January 2023 4.30pm at Port Isaac Community Primary School.</li> <li>b. <b>Security Project</b> – a request was received from the school for additionally funding for secure onsite storage. <b>AGREED</b></li> </ul>	
23/11	<p><b>Financial Matters</b> –</p> <ul style="list-style-type: none"> <li>a. <b>Accounts for Payment</b> – members to review accounts previously emailed for approval <b>AGREED</b></li> <li>b. <b>Budget 2023/24</b> –Moved to Closed Session</li> <li>c. <b>Source for Business</b> – Clerk requests payments transfer to Direct Debit and online billing to prevent monthly arrears notifications. <b>AGREED</b></li> </ul>	
23/12	<p><b>Administrative Matters</b></p> <ul style="list-style-type: none"> <li>a. <b>Appointment of an Acting Vice Chair</b> – Cllr Williams proposed Cllr Cleave <b>AGREED</b> Additional bank signatory required Cllr Dawe <b>AGREED</b>,</li> </ul> <p><b>Election / Co-option for vacant Parish Council positions</b>- Notice of Vacancy was issued by the Returning Officer on the 16th December 2022 and instruction received to proceed with</p>	

	<p>a Co-option. Notices to be placed locally. All interested persons asked to email <a href="mailto:stendellionpc@gmail.com">stendellionpc@gmail.com</a> by 12pm Monday 13<sup>th</sup> February 2023.</p> <p>b. <b>Policies and Procedures</b> –Clerk explained timeframe and reasoning for updating documents and with Ms Jon’s support those available for review will be circulated in advance of the next meeting by email.</p> <p>c. <b>Website</b> – Cllr Williams confirmed the website is still undergoing development and positive feedback had been received. Cllr Williams asked members to consider commissioning David Spink for website photography. He provided the images for the CLT_HWG. Cllr Raynor requested a list of recommended shots be put together. Ms Jon asked about the offer from Dronescope to photograph aerial shots, Cllr Williams said they awaited clement weather. Cllr Webster asked if it was intended to be a ‘1 stop shop’ for residents and visitors. With Historical detailing, links to organisations and other relevant links. She recommended a link to Port Isaac Historical Association and to look up St Tudy Parish Council Website, as she finds it very informative and easy to navigate. Cllr Williams said it was a work in progress.</p> <p>d. <b>New Road Kiosk</b> – 3 year updated lease is with Sproull Solicitors, but the changeover is already in effect. Ms Jon to investigate meter servicing requirements and PAT testing dates.</p> <p>e. <b>Volunteer Drivers</b> – Cllr Williams explained an advert for Volunteers to support Polzeath and Area Residents Association (PARRA) will be in the February Trio. The Parish Council will fund DBS checks. PARRA funding is available for added insurance. Cornwall Council are preparing a revision of the Cornwall Council scheme and will provide further information February 2023.</p>	
23/13	<p><b>Documentation / Correspondence</b> – not covered elsewhere on the agenda, including any items received after the agenda had been issued.</p> <p>a. <b>CALC AGM</b> – Members invited to CALC AGM Tuesday 21<sup>st</sup> February 2023 7pm Shire Hall, Bodmin. Details previously emailed to members RSVP required for attendees.</p>	
23/14	<p><b>Diary Dates</b> – including any dates received after the agenda had been published. Details previously emailed.</p> <p>a. <b>Full Council Meeting</b> – Monday 13<sup>th</sup> February 2023</p> <p>b. <b>Clerk</b> – Training CiLCA introductory Tuesday 17<sup>th</sup> January 2023</p>	
23/15	<p><b>Information Only / Future Agenda Items</b></p> <p>a. <b>Cornwall Council – Big Deal</b> Get involved and have your say by 17<sup>th</sup> February 2023 – <a href="http://letstalk.cornwall.gov.uk/bigdeal">letstalk.cornwall.gov.uk/bigdeal</a> or call 0300 1231 118</p> <p>b. <b>Understanding Your GP Practice</b> – The John Betjeman Centre Wednesday 8<sup>th</sup> February 2023 2pm. Any questions should be emailed to <a href="mailto:manager@concernwadebridge.org.uk">manager@concernwadebridge.org.uk</a> before Wednesday 18<sup>th</sup> January 2023.</p> <p>c. <b>Village Millenium Clock</b> - Cllr Webster requested an agenda entry for next month reference funding support. Repair costs have been estimated at £6000. She confirmed this would additionally be raised at the next Doc Martin Fund meeting.</p>	
23/16	<p><b>Closed Session</b> – in view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and they are instructed to withdraw.</p> <p>a. <b>Budget 2023/24 – AGREED</b></p>	
23/17	<p><b>Meeting Closed</b> –8.54pm</p>	

Signature: ..... D Raynor (Chair)

Date: 19/01/2023