



**MINUTES OF THE FULL COUNCIL MEETING  
HELD AT ST ENDELLION HALL  
ON MONDAY, 11<sup>th</sup> JULY 2022**

Minute	AGENDA ITEMS	Action
	<p><b>Present</b> – Cllrs Raynor (Chair), Penny (Vice Chair), Button (left 8.10pm), Arnold, Webster, Williams, County Cllr Mould (left 8.10pm), Beth Kendall (Clerk), Clare Jon (C &amp; M S), Kim – Cornwall Council Parking Enforcement Officer (left 7.45pm)</p> <p>Minutes kindly taken by Ms Jon</p>	
	<p><b>Chairman’s Welcome / Public Forum</b> –</p> <p>The Chair opened the meeting and welcomed those present.</p> <p>Public in attendance – None</p>	
110/2022	<p><b>Apologies</b> – Mike Collings, Penny Kirkman, Gemma Cleave, Richard Dawe</p>	
111/2022	<p><b>Members’ Declarations</b> –</p> <p>a. Pecuniary/Registerable Declarations of Interests – NONE</p> <p>b. Non-registerable Interests – NONE</p> <p>c. Declaration of Gifts – NONE</p> <p>d. Dispensations – NONE</p>	
112/2022	<p><b>Minutes of Meetings</b> –</p> <p>a. Full Council Meeting – 13<sup>th</sup> June 2022 <b>AGREED</b></p>	
113/2022	<p><b>Outside Organisations and Reports</b></p> <p>a. <b>Parish Council Chair</b> – Headlands Hotel, email correspondence with the owners regarding concerns over the lack of action on the derelict building resulted in a response that they were consulting their architect. Under the building act of 1984 Cornwall Council could force the owners to either renovate or demolish the ruin. It was suggested that we should put a time limit on as to how long we should wait, Cllr Williams was asked to contact Cornwall Council regarding any files on the building and</p>	<p>Cllr. Raynor</p> <p>Cllr Williams</p>

which Dept. is responsible for monitoring derelict buildings and report back.

Police presence Port Isaac- Following the recent damage to the Heritage exhibition in the Church and the attempted fire damage to the Toilet building, plus the random parking in peoples drive ways, cutting chains in parking places and the motor bike without a silencer travelling far too fast along Trewetha Lane, It was raised that we should have a regular visit from our Constabulary.

- b. **Cornwall Council Report-** Friends of Wadebridge Leisure Centre will be taking over the running from September 2022, but will work with GLL until then.

Another church in the area has had criminal damage to it recently, so County Cllr Mould agreed to contact Reggie Bulter, but needs the crime log numbers.

Royal Cornwall Museum - relied on funding from Cornwall Council's Cultural Revenue Grant, which has been replaced with the Culture and Creative Investment Programme. It was explained that the criteria for the new funding was different from the old stream and the museum hadn't met the new guidelines. However, this could be seen as a positive as it provides an opportunity for changes in stakeholders going forward. The Stadium for Cornwall was also raised. Cllr Mould described the project as 'dead in the water'. There had never been a business plan produced, therefore, funding would not be available for it. Two of the major stakeholders had pulled out and added to that, the siting of the stadium was also a controversial issue which hadn't fully been thought through.

County Cllr Mould reported that the discussions regarding the Doctors Surgeries and services is still ongoing and could be for some considerable time. However, there is little to report at this stage.

- c. Kim Cornwall Council Parking Enforcement Officer explained her role which involves her patrolling both St Minver and St Endellion Parish for. She offered assistance with anything that would benefit the parish e.g., dog waste and littering and offered to answer queries from the floor:

Cllr Penny raised a problem which had been brought to his attention by residents at Port Gaverne. There have previously been issues with tables and chairs along the side of the highway outside the Port Gaverne Hotel. Highways have inspected the stretch of road and felt there was no case for them to become involved. However, residents have encountered further problems with the furniture, which seems to have been replaced with larger items, therefore taking up more space on the highway, along with customers spreading across the road preventing residents from accessing their homes. Previous attempts to resolve the issue with the hotel owners have been unfruitful.

Cllr Penny also asked if anything could be done to prevent vehicles regularly being parked in the 'keep clear' area outside The Old School. There are recurrent vehicles in the space, which prevents others from being able to swing right at the bottom of Back Hill to access Fore Street. Cllr Raynor enquired about the cost of a Penalty Charge Notice; this is set at £70.00, but reduced to £35.00 if paid within 14 days. In some cases this is little incentive to pay to park.

Cllr Webster asked if there was still a problem with parking outside the Slipway Hotel. Kim knew that a couple of vehicles used to park there regularly, but this seems to have stopped.

County Cllr  
Mould

	<p>Clare Jon enquired about cars parking at the top of the hill at Port Gaverne, near the old Headlands Hotel. Kim explained that this is regularly patrolled, however, if vehicles aren't on the highway there's no jurisdiction for Parking Charge Notices to be issued. Kim was thanked for her work and left the meeting.</p> <p>d. <b>Playing Fields Working Group</b>- Cllr Button gave an update informing the members CAD Architects are proceeding with the pre-planning application. Now would be the time to introduce Cllr Williams into the process. He mentioned the requirement for a ground investigation and ecological search. Members agreed CAD could instruct the business who would be able to carry out the survey with the shortest lead time. The application should be met favourably by Cornwall Council as it fulfils many criteria in favour of this kind of development, but is prepared for any necessary tweaking that may be required before full planning is sought.</p> <p>e. <b>STEND_HWG</b> – Cllr Williams informed the Members that The Housing Need Survey has now ended and once the results have been collated they will provide a snapshot in time to provide the basis of evidence to be presented to Cornwall Council. Cllr Williams has arranged a meeting with Steve Morgan of Cornwall Council's Estates Management Team for 18th July. However, if the survey details are still unavailable by then she will rearrange the date.</p> <p>f. <b>Wadebridge &amp; Padstow Community Network Panel</b> – Cllr Penny had not attended the Teams meeting, but will be attending the next face to face meeting which is scheduled for 29<sup>th</sup> September 2022 at 6.30pm</p>	<p>Cllr. Button</p> <p>Cllr. Williams</p> <p>Cllr Penny</p>
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114/2022	<p><b>Planning Applications</b> – Members to consider the following, including any received after the agenda had been published.</p> <p>a. <b>PA22/03401</b> Central Garage 3 New Road Port Isaac Cornwall Revised re-development of Central Garage to provide a ground floor commercial unit, replacement ground floor garaging and a replacement four bed residential apartment on the upper floors. <b>SUPPORT</b> We congratulate both the agent and planning service for working together to reach an acceptable design. In line with to VOA Guidance updated in May 2021: <a href="https://www.gov.uk/government/publications/council-tax-domestic-properties-in-disrepair-or-derelict/council-tax-domestic-properties-which-are-in-disrepair-or-are-derelict#where-a-property-is-in-severe-disrepair-or-dereliction">https://www.gov.uk/government/publications/council-tax-domestic-properties-in-disrepair-or-derelict/council-tax-domestic-properties-which-are-in-disrepair-or-are-derelict#where-a-property-is-in-severe-disrepair-or-dereliction</a> As the Council Tax Band for this property is deleted, the proposal will be banded as a new property, and therefore NDP Policy 3/ (a) Principle Residency Condition should be applied which has the effect of fully aligning the proposal with NDP Policy 6F/Upper Village Core. We are emphatic that the Principal Residency must be integral to the proposal, and therefore request the condition is applied.</p> <p>b. <b>PA22/03863 /05194</b> 26 Dolphin Street Port Isaac Cornwall PL29 3RJ Replacement of roof tiles. <b>SUPPORT</b> We note the agent makes no reference to reusing the rag slate on the street elevation, but refers to wholesale replacement with Welsh slate. We support the use of Welsh slate, on the rear elevation, but</p>	
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	<p>recommend all the rag is retained from stripping the roof and reused on the street elevation in compliance with the Port Isaac Management Plan (CAMP). We request a condition to that effect, all slates to be nailed not clipped.</p> <p>c. <b>PA22/05353</b> 6 New Road Port Isaac Cornwall PL29 3SB Introduction of new entrance porch, railings and sculpture <b>SUPPORT</b></p>	
115/2022	<p><b>Other Planning Matters</b> – including any items received after the agenda had been published.</p> <p>a. <b>Conservation Area Assessment and Management Plan (CAMP)</b> –Update on Cornwall Council part funding to support creating a template for other parishes going forward – follow up September 2022</p>	Cllr Williams
116/2022	<p><b>Planning Applications Approved by CC – <u>information only.</u></b></p> <p>a.</p>	
117/2022	<p><b>Licensing Applications</b> – Members to consider the following, including any received after the agenda had been published.</p> <p>a. <b>LI22_003339</b> Fees 4 Fore Street, Port Isaac, PL29 3RB Sale by retail of alcohol <b>SUPPORT</b></p>	
118/2022	<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. <b>Public WCs</b> –Cormac (now rebranded Corserv) have sent 2 contracts for the cleaning service provided at the Main car park and Port Gaverne WCs. These have been forwarded to Cllr Button to review. There are two other contracts; Roscarrock Hill and New Road toilets requested, but yet to be forwarded.</p> <p>b. <b>Roscarrock WC</b> – Bamble Designs have yet to send their designs for the refurbishment of the toilet block.</p> <p>c. <b>Horse Chestnut Tree;</b> Tree Management Plan - The Members were informed that A1 Tree Surgery have provided a Tree Management plan for the Horse Chestnut. At a recent site meeting it was noticed that two Ash trees, on the edge of the village green, are suffering from Ash Dieback and should be removed. One is on the boundary, the other adjacent tree is on land adjoining the green. The land owner has been contacted and agrees to have the work carried out at the same time. A1 Tree Surgery also felt that the boundary trees would benefit to being cut back. This would encourage growth of the small, planted samplings and benefit the overall appearance of the space. Members agreed to pay for the work to be carried out. (Not including the Ash tree, next door).</p>	
119/2022	<p><b>Port Isaac Community Artisan Market</b> –</p>	

	<ul style="list-style-type: none"> <li>a. Members to vote on the requirement for a guarantor of the obligations of the CIC – reference Sproull’s email previously circulated to members. Members decided not to request a guarantor.</li> <li>b. Update on the requested notice of the AGM - The Clerk had written to Kerensa Ball asking for a date for the AGM. But has received no reply. The Clerk to write again. An AGM is required as part of the CIC regulations.</li> </ul>	
120/2022	<p><b>Highway Matters –</b></p> <ul style="list-style-type: none"> <li>a. <b>Residents Parking</b> – members to receive update regarding timeframes and quotations provided by TH Harris. – No update available</li> <li>b. <b>Bus Shelters</b>– members to receive update on the requirement for planning permission, drop kerbs and hard standings and quotations. Ms Jon has been in contact with Cornwall Council and the shelter providers. Waiting for responses.</li> <li>c. <b>Port Isaac Highways Scheme</b> – Information emailed to the members for discussion. Cllr Raynor confirmed a full traffic survey was not carried out. The info in their recommendations was from observations by members of the team on a site visit. Cormac will be carrying out full public consultations on the scheme. Pedestrian crossings can be installed as per the design and upgraded to full Zebra Crossings at a later date, should that be necessary. The outline road makings at the top of Back Hill can be in whatever material the Parish Council would prefer.</li> <li>d. <b>Port Isaac Highways Scheme</b> – Members to vote on the formation of a working party for the Port Isaac Highway Scheme. Members felt there was no need for this.</li> <li>e. Cllr Penny enquired regarding whether Port Isaac could have 20mph signage through the top of the village. If this was agreed it might be possible to have 30mph signage at Trewetha. Cllr Raynor agreed to contact Olive Jones at Cornwall Council’s Highway’s Dept.</li> <li>f. Cllr Penny also enquired as to the installing of the 30mph signs in Trelights; Ms Jon to follow this up.</li> </ul>	
121/2022	<p><b>Financial Matters</b> – including any items received after the agenda is issued</p> <ul style="list-style-type: none"> <li>a. <b>Accounts for Payment</b> - this was <b>AGREED</b>. However the format is not how it should be presented to the Members. The Clerk will ask Brooks &amp; Jeal accountants to change the format for the next meeting.</li> <li>b. <b>End of Year Accounts 2021/22</b> <ul style="list-style-type: none"> <li>i) <b>Internal Auditor report</b> – Members to consider the Internal Auditor’s report and any recommendations. Members <b>ACCEPTED</b> the report.</li> <li>ii) <b>Annual Governance Statement 2021/2022</b> – Members to consider and approve the statement. Members <b>ACCEPTED</b> the statement.</li> <li>iii) <b>Accounting Statement for 2021/2022</b> – Members to receive and accept the 2021/22 accounts. Members <b>ACCEPTED</b> the accounts.</li> </ul> </li> </ul>	Clerk

122/2022	<p><b>Administrative Matters –</b></p> <p>a. <b>Proposal/New Website:</b> Cllr Williams proposes A small working party to comprise no more than 4 members + contractor, to include herself and Clare as most frequent users of the site to advise/appraise &amp; make recommendations. Clare’s input is critical having undertaken an exhaustive review of required corrections and updates. NB our contractor will be using this guidance: <a href="https://www.gov.uk/service-manual/helping-people-to-use-your-service/understanding-wcag">https://www.gov.uk/service-manual/helping-people-to-use-your-service/understanding-wcag</a> Progress updates for feedback be emailed to members (and the clerk for her input) with a defined response period to enable fluid progress. The first meeting to follow within a week at a date to be agreed. Our contractor to define the whole construction period. <b>AGREED</b> a working party of Cllr Williams &amp; Ms Jon will engage with Gavin Tyler would has accepted the work to create a new website for the Parish Council. Cllr Williams to arrange an initial meeting.</p>	
123/2022	<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>Emergency Plan Meeting -</b> Meeting lead contacted for date &amp; contact attempted with Delabole Fire Service re. tender dimensions. Member to receive update - a meeting is still to be arranged. Cllr Raynor will try to contact Nathan Smith of Delabole Fire Services.</p>	
124/2022	<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 – Monday 8<sup>th</sup> August 2022 at 7pm</i></p>	
125/2022	<p><b>Information Only / Future Agenda Items –</b></p> <p>a. Cllrs Webster &amp; Williams commented on how good the play area looking at the moment. Along with how well utilised it is.</p> <p>b. Port Isaac Annual Carnival - event road closure request has been received.</p> <p>Port Isaac carnival - 10th September 2022 Time :17:45 to 19:15</p> <p>link for Intention Notice and map : <a href="https://one.network/?tm=129573716">https://one.network/?tm=129573716</a></p>	
126/2022	<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>	
127/2022	<b>Meeting Closed – 8.49pm</b>	

Signature: ..... (Cllr Raynor)

Chair

Date:

18/07/2022