



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE FULL COUNCIL MEETING  
HELD AT ST ENDELLION HALL  
ON MONDAY, 13<sup>th</sup> June 2022  
@ 7pm**

| Minute  | AGENDA ITEMS  | Action       |
|---------|---|--------------|
|         | <b>Present</b> – Cllrs Raynor (Chair), Webster, Kirkman (left 20:38), Williams, Arnold, Thomas, Collings, Button, Dawe and County Cllr Mould (left 20:09). and C Jon (CM & S), B Kendall (Clerk)  |              |
|         | <b>Chairman’s Welcome / Public Forum</b> –<br>The Chair opened the meeting and welcomed those present.<br>Public in attendance – None   |              |
| 93/2022 | <b>Apologies</b> – Cllrs Penny (Vice Chair), Cleave, Arnold   |              |
| 94/2022 | <b>Members’ Declarations</b> –<br>a. Pecuniary/Registerable Declarations of Interests – None<br>b. Non-registerable Interests – None<br>c. Declaration of Gifts – None<br>d. Dispensations – None   |              |
| 95/2022 | <b>Minutes of Meetings</b> –<br>a. Full Council Meeting – 9 <sup>th</sup> May 2022 – <b>AGREED</b>  |              |
| 96/2022 | <b>Outside Organisations and Reports</b><br><br>a. Parish Council Chair – Stated that Mr Tozer, Port Isaac Jam Stand had submitted a trading licence to Cornwall Council and as the stand is situated on Cornwall Council land the Parish Council had opted to make no comment. | Cllr. Raynor |

An email was received from an American company wanting to film in the area for 1-3 hours on Wednesday 29<sup>th</sup> June 2022 requesting access to parking and Port Gaverne Main – this was **AGREED**.

The Chair stated that the Metalogical Station was providing some very interesting information.

<https://coastalmonitoring.org/realtimedata/?chart=102&tab=met>.

- b. Cornwall Council Report- County Councillor Mould stated that a review of the Network Panel had provided new mapping and autonomy. An outline of the governance would be provided in due course.

County Cllr  
Mould

Wadebridge Leisure Centre has reached the final stages and a timeframe has been issued for finalisation prior to lease sign over.

County Council Mould reported that there are ongoing discussions regarding the Doctors Surgeries and services.

A local resident has raised concerns to her regarding parking within residential areas including disabled parking. County Councillor Mould will direct correspondence to the Parish Council moving forward.

County Councillor Mould stated there is a small Community Chest fund available for small community groups requesting support with funding of projects and ideas. The Parish Council had a request for new bird tables for the Primary School and this information will be forwarded to the school for application of funds.

- c. Playing Fields Working Group- report had been emailed to members. Cllr Button apologised for previous absence and stated that the public consultation was attended by over 30 residents and 27 questionnaires had been completed and had yielded positive responses. The positivity was concentrated towards the need for a sports and social facility with additional meeting spaces.

Cllr. Button

The next stage was to work with the Parish Councils Planning Lead to secure outline planning permission and progress with RIBA stage 3. Refining the concept and design before further public consultation.

Cllr Williams added that Survey Monkey was available for a further 12 months. A local company is supporting data analysis for the STEND\_HWG.

County Councillor Mould added information regarding different funding options that maybe available for projects involving in communities and youths and that The Arts Council are now working with the Sports Council contact Nema Hart.

STEND\_HWG – A comprehensive Housing Needs Survey would be delivered to residents' homes this week and has been well advertised within the Parish and via social media. The purpose is to provide housing data across all tenure types. Local employers are encouraged to fulfil to identify accommodation difficulties among their staff.

Cllr. Williams

Completion online would enter people in a free prize draw for lunch at Outlaws New Road. The survey closes 10<sup>th</sup> July, and analysis is expected from 18<sup>th</sup> July.

Once analysis is complete STEND-HWG will meet with Sarah Roberts/CC's Affordable Housing Team, and other interested parties. Land enquiries have been initiated by Cornwall CLT on behalf of the HWG.

- d. Wadebridge & Padstow Community Network Pane Meeting – Members emailed agenda next meeting 16<sup>th</sup> June 2022.

97/2022

**Planning Applications** – Members to consider the following, including any received after the agenda had been published.

- a. **PA22/04538** 6 Mayfield Road Port Isaac Cornwall PL29 3RT  
Proposed extension [https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RBT\\_EHUF9D00](https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RBT_EHUF9D00) -**SUPPORT**
- b. **PA22/04607** 6 New Road Port Isaac Cornwall PL29 3SB  
1st floor and side stairwell extensions to existing restaurant. Internal alterations and changes to window sizes and positions.  
[https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RBZ\\_F9XFGL6000](https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RBZ_F9XFGL6000) -**OBJECT**: Members welcome the proposed additions to the restaurant enabling accessibility for all, and are generally supportive of the expansion of the business as a prime local employer. However, we have two reservations which prevent us from fully supporting the proposal. Located at the juncture of two distinct NDP Character Areas 6E and 6F, and adjacent to the SW Coastpath, members advise a scheme which subdivides the much-expanded areas of glazing overlooking Character Area 6E the Coastal Headland would be preferable. We urge the applicants to consider how the impact of lighting on the coastal headland may be managed to preserve the night skies.  
We regret the loss of a parking space, moreover as the expansion of the business will provide 2 more full time jobs. We suggest the applicants outline how they can make offsite provision to replace the lost space. NDP Policy 6F (f) refers.
- c. **PA22/04703 / 04** 6 Church Hill Port Isaac Cornwall PL29 3RQ  
Replacement of the roof coverings, introduction of rear dormers to replace Velux roof lights and internal 2nd floor alterations.  
[https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RC3\\_A80FGG5N00](https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RC3_A80FGG5N00) **OBJECT**: Members concur with the HEP service comments, with particular reference to the rear dormers and the justification of the loss of a traditionally laid rag slate roof. The scale of the proposed dormers are at odds with those of the street elevation contrary to NDP Policy 6A (f) The Harbour.

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|          | <p>d. <b>PA22/04725</b> Long Cross Hotel Trelights Port Isaac Cornwall PL29 3TF<br/>Variation of Condition 2 (approved plans) of Application No. PA21/09929 dated 20th December 2021 (Conversion of existing Love Shack and Vinery into an annexe and existing Stable into Gym/Study. Remove the various C20th extensions and re-ordering with new single story extension to form Basement under terrace and rear dining room. Construction of 2No. detached garages with associated landscaping and swimming pool) <a href="https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=RC4QSSFGH4100">https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=RC4QSSFGH4100</a> -<b>SUPPORT</b></p>   |                           |
| 98/2022  | <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 – Not discussed, moved to next meeting.</p>   | Cllr Williams             |
| 99/2022  | <p><b>Planning Applications Approved by CC – <u>information only.</u></b></p> <p>a. <b>PA22/01495 APPROVED</b> 11 Rose Hill Port Isaac Cornwall PL29 3RL Listed Building Consent for the replacement of roof slates and associated lead flashings, with repair of existing timbers and installation of bat-friendly underfelt.</p> <p>b. <b>PA22/02090 / Approved (Statutory/one condition only)</b> 3 Dolphin Street Port Isaac PL29 3RJ Listed building consent for rebuilding of rear dormer. Replacement of existing window. Changing flat dormer roof to pitched dormer roof.</p>  |                           |
| 100/2022 | <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. Public WCs –Members to receive updates on the following:</p> <p style="padding-left: 40px;">Main WC - Corserv Facilities Cleaning Services - Service Level Agreement 2022 – 2023 – only two agreements received, members agreed to await the remaining agreements and review the agreement for next meeting.</p> <p style="padding-left: 40px;">Roscarrock WC – Agreed to commission Bamble Design to proceed to planning on behalf of the PC.</p> <p style="padding-left: 40px;">Port Gaverne WC – Corserv Facilities Cleaning Services - Service Level Agreement 2022 – 2023 – has been returned for update of details and to be amended to the term of the lease agreement. – only two agreements received, members agreed to await the remaining agreements and review the agreement for next meeting.</p> <p>b. Licensing of commercial activities on The Main, Port Gaverne – insurance company response regarding liability was read to members and discussion regarding contacting the companies utilising the area to</p> | <p>Clerk</p> <p>Clerk</p> |

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|          | <p>provide proof of public liability took place. C Jon to speak with Cornish Rock Tors Ltd to get the names of the other Coast steering Companies. Ms Jon also received a response from the National Trust providing an Active Outdoors Providers Scheme leaflet. It was agreed all other avenues have been exhausted and checked.</p> <p>c. Trelights Village Green- HR Land Registry requires a valuation. This was provided to Sproull Solicitors to proceed.</p>   | C Jons  |
| 101/2022 | <p><b>Port Isaac Community Artisan Market –</b></p> <p>a. Copy of Licence received from Sproull Solicitors and emailed to the members for review – including a change to notice period to 28 days. Sproull Solicitors to proceed with this. Market lead to be contacted regarding provision of notice for their AGM.</p>   | Clerk   |
| 102/2022 | <p><b>Highway Matters –</b></p> <p>a. <b>Residents Parking</b> – Contractor TH Harris &amp; Sons reviewing applications, to provided quotation and timeframes.</p> <p>b. <b>Bus Shelters</b>– Information emailed to the members, discussions regarding installation requirements including planning permission, drop kerbs and hard standings. C&amp; M Supervisor to look into the requirements for progression and gain quotations. Trelights shelter required to have side panels.</p> <p>c. <b>Port Isaac Highways Scheme</b> – Information emailed to the members for discussion included a revised quotation. Members raised queries of the details of the drawings, requesting more in depth detail. Cllr Williams pointed out the report had suggested that due to the volume of footfall a full crossing is recommended, she said we should approach highways for a copy of the report &amp; suggested seeking support from our divisional member for Highways funding. Cllr Raynor agreed he would raise the matter with Cormac Project Manager prior to the next meeting and that a public consultation is required. Cllr Williams added that County Council Mould should be consulted and her support requested and that Survey Monkey &amp; Freepost Survey are both available to the PC on an annual subscription funded by STEND_HWG budget.</p> | <p>C Jons / Cllrs Raynor / Penny</p> <p>C Jons</p> <p>Cllr Raynor</p> |
| 103/2022 | <p><b>Financial Matters</b> – including any items received after the agenda is issued</p> <p>a. Accounts for Payment - <b>AGREED</b></p> <p>b. Brooks &amp; Jeal have taken on the accounts and payroll- all information provided to them and progression with software and set up continues for the 2022-23 accounts and review of VAT payments and Q1 payment, followed by 2023-24 budgeting once set up is complete. Pension Regulator requirements to be met through Brooks &amp; Jeal - <b>AGREED</b></p> <p>c. Annual Governance Statement 2021/2022 – Sent to Brooks &amp; Jeal to reconfigure spreadsheets- members to receive update as soon as possible – exceptional circumstances extension applied for.</p> <p>d. Accounting Statement for 2021/2022 – Members to receive update as soon as complete with Brooks &amp; Jeal.</p>  | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>                   |

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|          | e. CIL receipts and spend 2021/22 Report - Members to consider and approve the report. - <b>AGREED</b>  | Clerk   |
| 104/2022 | <b>Administrative Matters –</b><br>a. <b>Parish Website</b> - Appointment of new web designer and website management -Gavin Tyler- <b>AGREED</b><br>b. <b>Insurance –</b> New play equipment added to renewal- Long term 3 year agreement option – allows a level of rate stability over that period to be discussed. - <b>AGREED</b>   | Clerk<br><br>Clerk                                  |
| 105/2022 | <b>Documentation / Correspondence –</b> not covered elsewhere on the agenda, including any items received after the agenda had been issued<br>a. <b>The White House, Cottage 3 and 3A Roscarrock Hill, Port Isaac –</b> alleged non-compliance with condition 2 of planning approval PA21/06286 Planning Lead and County Cllr Mould to follow up discussion and emails, along with the property on corner of Lundy Road.<br>b. <b>Emergency Plan Meeting Update-</b> access for fire tenders Church Hill, Items for report, Items for update and communication with the Fire Service re. lower village access and risks- Clerk to request measurements of the new tender from Delabole Fire Station and to request the Emergency Plan meeting move to beginning of July 2022 to accommodate attendance by members and C&M Supervisor. | County Cllr Mould / Clerk to Follow Up<br><br>Clerk |
| 106/2022 | <b>Diary Dates –</b> including any dates received after the agenda had been published. Details previously emailed<br>a. <i>Full Council Meeting – Monday 11<sup>th</sup> July 2022</i>  |   |
| 107/2022 | <b>Information Only / Future Agenda Items –</b><br>a. Notice of Intention of Road Closure:<br>Long Cross to Quin Cross, Port Quin<br>3 <sup>rd</sup> August 2022 09:30 – 16:00 hours<br>Utility Services Ltd 01884763100<br>Link for map:<br><a href="https://one.network/?tm=128712668">https://one.network/?tm=128712668</a>  |   |
| 108/2022 | <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.  |   |
| 109/2022 | <b>Meeting Closed –</b> 9pm   |   |

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

Date: 21/6/2022