



Port Isaac • Trelights • Port Gaverne

MINUTES OF THE FULL COUNCIL MEETING HELD IN ST ENDELLION HALL ON MONDAY, 14th March 2022 @ 7pm

Minute	AGENDA ITEMS	Action
	Present – Cllrs Raynor (Chair), Penny (Vice-Chair), Cleave, Williams, Dawe, Collings, Kirkman and Ms. Jon (C&MS)	
	Chairman’s Welcome / Public Forum – the Chair opened the meeting and welcomed those present. In the absence of the Clerk, Ms. Jon kindly took the Minutes.	
41/2022	Apologies – Cllrs Arnold, Thomas, Webster, County Cllr Mould and Clerk	
42/2022	Members’ Declarations- <ul style="list-style-type: none"> a. Pecuniary/Registerable Declarations of Interests – none. b. Non-registerable Interests – none. c. Declaration of Gifts – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds d. Dispensations – none 	
43/2022	Minutes of Meetings – <ul style="list-style-type: none"> a. Full Council Meeting - 14th March 2022 - two amendments: <ul style="list-style-type: none"> item 29/2022 a. iii. Daisy Hicks Corner proposal of planters’, Cornwall Council suggested placing planters along the stretch of pavement on this corner. Members rejected this idea and would prefer the pavement to be removed. Item 30/2022 LMP Maintenance Contract – Members AGREED to accept an offer of £1,394.63 to cut the PROWs in 2022/23. b. Playing Field Project Development Working Party – 5th March 2022 - amendment, to be added Mike Button asked Jeremy Bradley (CAD Architects) if he would contact Sport England to which Jeremy agreed. c. St Endellion Housing Working Party – 7th March 2022 - Correction required to the abbreviations to clarify which personal or organisation is being referenced. 	Cllr. Button Cllr. Williams
44/2022	Outside Organisations and Reports <ul style="list-style-type: none"> a. Parish Council Chair – Report – All points discussed in minutes. b. Playing Fields Project Development Working Party – request permission to go ahead with a public consultation, with the assistance of CAD Architects. Members AGREED, to be advertised in April’s 	Cllr. Raynor Cllr. Button

	<p>Policy 1, 3, and CLP Policy 7 Housing in the Open Countryside. Members debated premise of the economic benefit the applicants propose with reference to NDP Policy 10, and found the policy wanting in support. Policy 11 refers to fully catered accommodation, therefore does not apply. The clear separation of the dwelling from its host asserts the proposal as an open market dwelling, subject to NDP Policy 3, Principal Residency. Members unanimously RESOLVED to recommend REFUSAL with reference to NDP Policies 1, 3, and CLP Policy 7.</p> <p>Cllr Williams added that the withdrawal of PA21/11710 Westaway was aided by Cllr Penny's additional information thanking him for his contribution.</p> <p>e. PA21/12033 / APPROVED, 3 Overcliff, Port Isaac- Replacement of four windows on northwest elevation plus one window southeast elevation.</p>	
48/2022	<p>Environmental / Amenity Matters –</p> <p>a. Public WCs – Members to receive updates on the following: Roscarrock WC – Cllr Raynor has the lease for Roscarrock toilets. This should be checked before any work takes place to refurbish the facilities. Cllr Williams would be prepared to assist Ms Jon on proposals for the facilities. Port Gaverne WC – Members AGREED to take on the lease from the National Trust again this year, April 2022 - October 2022. Permission was given to look into how to provide a donation system via a contactless payment equipment.</p> <p>b. Ticket machines upgrade and Electricity Supply – The upgrade for all 3 machines is scheduled for Thursday 17th March. All machines are now connected to mains electricity supply.</p> <p>c. Fly-tipping in Main car park - Cllr Penny & Collings asked for more information regarding the waste dumped. The items included large pieces of thermal insulation, broken plastic crates etc. Cllr Penny suggested looking into trying to cover this area with cctv.</p> <p>d. Risk Assessments – Minute 27d/2022 refers. Amended / updated risk assessments to be uploaded to website Slate Quay, Main, Port Gaverne - Cllr Raynor and Ms Jon will take a look at the condition of the quay and make comparisons with historic photographs.</p> <p>e. Trelight Village Green - 45 'stepping' stones have been purchased to make a path across the village green to the benches. Members AGREED Phil Burnard should be asked to lay them.</p>	
49/2022	<p>Port Isaac Community Artisan Market –</p> <p>a. Members considered the License drawn up by Mr Daniel Sproull and Members decided to wait the formation of the CIC before signing - there's no update from representative K Ball.</p>	
50/2022	<p>Highway Matters –</p> <p>a. Residents Parking – Members received an update regarding:</p> <p>i. Access to decorative gravel area - there are now 4 applicants who have submitted partially filled in forms. Only 1 has obtained information regarding the requirement or not for planning permission. Without this</p>	

	<p>there can be no progress. Clerk to contact the other applicants to ask them to follow this up.</p> <p>ii. Unused Pavement Outside No.9 Hartland Road + Separate Area - Before this proceeds a further area of unused pavement should be confirmed with the residents of the nearest property.</p> <p>b. Bus Shelter – Members to consider the provision of a shelter - As Cllr Arnold was unable to attend Cllr Kirkman explained there are up to 8 school children who catch the school bus at the junction of B3314 and the turning to Trelights. At present there's no cover for them during bad weather. Therefore would it be possible to have a bus shelter erected? There are other younger children living in Trelights who will be coming through during the next few years and would benefit from a shelter. It was also suggested that bus shelters could also benefit the residents of Port Isaac, near to the War Memorial grass verge. Ms Jon to make enquiries with Cornwall Highways.</p> <p>c. Preliminary designs for Port Isaac Highways Scheme – details emailed. Cllr Williams displayed the various crossings on the projector for Members to see in detail. Starting at the proposed crossing near Daisy Hicks Corner. The scheme proposes leaving the pavement in place but creating a surface unsuitable for walking over. The Members felt that signage along the lines of 'no pedestrian access' would be required for pedestrians coming from the Central Garage direction, so that they cross the road before getting to the corner. The recommendation to remove a sign with 'village Centre', as this detracts from the commercial area at the top of the village.</p> <p>The positioning of the crossings were checked. There is potential for driveways to houses becoming blocked by pedestrians, but with the placement of three crossings throughout the top part of the village this should be mitigated.</p> <p>The crossing nearest to the Main car park may benefit from the 'village centre' signage as it would encourage visitors to cross at this point rather than further down the road.</p> <p>d. Daisy Hicks Corner – pavement removal/no planters - already discussed in c.</p>	
51/2022	<p>Financial Matters –</p> <p>a. Accounts for Payment –AGREED</p> <p>b. Members to consider taking on an accountancy firm to formalise software, bookkeeping and payroll - Three accountancy companies were approached for quotes to carry out this work for the Parish Council. Only one was able to take the work on. Members AGREED to go with them and review the competence in due course.</p>	
52/2022	<p>Administrative Matters –</p> <p>a. Annual Leave cut off dates to be clarified & Bank Holiday allocation - Members agreed that leave should be calculated as specified in Ms Jon's contract i.e. from January through to December.</p>	
53/2022	<p>Documentation / Correspondence –</p> <p>a. BT – confirm the Church Hill telephone box has been added to the 2022 painting programme including a new door. Dates to be confirmed but normal completion April to September. Cllr Williams was given permission to engage Mark Meacher to prepare the phone box for the scheduled painting and to seek confirmation that the missing windows will be replaced.</p>	

	<ul style="list-style-type: none"> b. Email on behalf of Friends of Wadebridge Leisure Centre CIC regarding the threatened closure of the facility in Wadebridge – Support agreed by members post meeting and response sent to appropriate officer. 	
54/2022	<p>Diary Dates –</p> <ul style="list-style-type: none"> a. Parish Meeting – 11th April 2022 will follow a presentation by Springbourne Properties. Allowing 5 minutes for the presentation. b. Full Council Meeting – 11th April 2022, following the Parish Meeting. c. Secondary Council Meeting – TBC. 	
55/2022	<p>Information Only / Future Agenda Items –</p> <ul style="list-style-type: none"> a. STEN HWP 4/4/22 b. Social Media - email correspondence, email addresses & website c. Licensing of commercial activities on The Main, Port Gaverne d. Springbourne Homes – Central Garage, New Road, Port Isaac to attend April meeting (54/2022) as previously proposed meeting prior to council meeting was deemed inappropriate ref. email content. 	
56/2022	<p>Closed Session –</p> <ul style="list-style-type: none"> a. NALC National Salary Award 21/22 - Cllr Raynor provided information regarding the most recent pay increase, from NALC, which was to be backdated to April 2021. Following this with information regarding the previous Clerk and Ms Jon's salary. Confirmation of the payment details will be sought from One Less Worry Payroll. 	
57/2022	Meeting Closed – 8.40pm	

Signature: (Cllr. David Raynor)
Parish Council Chair

Date: 21st March 2022