



Port Isaac • Trelights • Port Gaverne

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

| Minute | AGENDA ITEMS | Action |
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| | Present – Cllrs Raynor (Chair), Penny (Vice-Chair), Collings, Button, Williams, Dawe, Cleave, Webster, Arnold, 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 took the Minutes. | |
| 20/2022 | Apologies – Cllr Kirkman, County Cllr Mould and Clerk. | |
| 21/2022 | Members’ Declarations a. <i>Pecuniary/Registerable Declarations of Interests</i> – Cllr Penny in Minute 24b/2022. b. <i>Non-registerable Interests</i> – none c. <i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds d. <i>Dispensations</i> – none. | |
| 22/2022 | Minutes of Meetings – a. <i>Full Council Meeting</i> – 10 th January 2022, AGREED as a true record. b. <i>St Endellion Community Land Trust</i> – 4 th February 2022, AGREED as a true record. | |
| 23/2022 | Outside Organisations and Reports a. <i>Parish Council Chair</i> – Cllr. Raynor reported that Gillian Thompson is stepping down as Clerk from 6 th March 2022. She been our Clerk for the last seven years. Since that time we have taken over the running of three sets of toilets, the kiosk and an extension to the car park bringing with it a great deal of work. He invited Members to join him in thanking Gillian for the years she has worked guiding us through all that we have achieved. Interviews for her replacement will be held on 21 st February 2022. Three applications had been received from residents regarding dropping of their curbs. Unfortunately, this is not as simple as first envisaged. Finally, Cllr. Raynor has been in touch with Mr Andy Crawford of Birch Utilities regarding the chestnut tree on Trelights Green. It is understood that Mr Crawford had told Cllr. Williams they would trim the tree whilst working in Trelights. Unfortunately, this had not happened. | Cllr. Raynor |

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| | <p>b. <i>Playing Fields Project Development Working Party</i> – Cllr Button reported on the correspondence from CAD Architects. Explaining the company understands the situation of the PC and would be able to hold our hand through the process. Being able to provide an overview from concept to planning with the quote coming in under £30,000. First phase would be public consultation; until that’s done can’t go any further as it would include a business plan which would avoid creating a ‘white elephant’.</p> <p>Cllr Williams explained that CAD propose taking the scheme too far at this early stage. Sports England has to be approached with any projects and would assist with the process of pre-planning. Where the process is under £8,000 it has to be opened up to three companies for a quote. Cllr Button challenged this statement.</p> <p>Cllr Button and Penny felt that CAD is a good fit, with proven experience and competence in delivering similar projects. Cllr Button highlighted that we had discretion under our Financial Regulations to proceed without obtaining three quotes if the spend was for ‘Specialist Services’ under R 11.1.a and if its considered ‘reasonable and practicable to do so under R. 10.1.3. These reasons were considered an acceptable recommendation under R .11.1.d.</p> <p>It was RESOLVED to accept the quote for RBI Stage 1, subject to quotes from other companies.</p> <p>c. <i>Cornwall Council</i> — in the absence of Cllr. Mould there was no report.</p> <p>d. <i>Network Panel</i> – Cllr Penny had sent his apologies, there was nothing relevant on the agenda. Details of the Network Highway Scheme emailed.</p> <p>e. <i>Police</i> – previously emailed.</p> <ul style="list-style-type: none"> • Bodmin/Wadebridge Neighbourhood Police Team Newsletter – January 2022 • Community and voluntary groups are now invited to apply for a share of almost £170,000 from the Police and Crime Commissioner’s community grant scheme: Commissioner launched community grant scheme to support organisations in the fight against drugs · Devon & Cornwall Police & Crime Commissioner (devonandcornwall-pcc.gov.uk) • Project Wingspan – Police campaign to highlight the national wildlife crime priorities. Document outlining the principles of the project had been circulated via email | |
| 24/2022 | <p>Planning Applications – Members to consider the following, including any received after the agenda had been published.</p> <p>a. PA21/12033, 3 Overcliff Port Isaac – replacement of four windows on northwest elevation plus one window on southeast elevation. SUPPORT</p> <p>b. PA21/12801, 8 Dolphin Street Port Isaac – Listed building consent to demolish garden wall and rebuild with dwarf stone wall with railings and a metal gate. Cllr Penny withdrew from the discussion.</p> <p>Members SUPPORT with reference to HEP service requested condition: All stonework pointing shall be carried out using a lime based mix, the specification of which shall be submitted to and approved in writing by the Local Planning Authority. Details of the colour, texture, type of bond and joint, finish, and a small trial area shall be prepared in a non-prominent location for inspection and approval by the Local Planning Authority prior to commencement of the works. Reason - To safeguard the architectural and historic character of the building and wider conservation area.</p> <p>c. PA21/12143, The Rectory St Endellion – works to trees covered by a Tree Preservation Order,, namely, 1 mature Holm Oak adjacent to the main house needs light cutting back (T2) and 1 mature Holm Oak</p> | <p>Clerk</p> <p>Clerk</p> |

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| | <p>adjacent to boundary with the church yard requires light removal of low branches (T1). SUPPORT</p> <p>d. PA22/00405, 2 Lundy Road Port Isaac – single storey rear extension. SUPPORT</p> <p>e. PA22/00421, Tregenna Trelights Port Isaac – 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 storey extension to form Basement under terrace and rear dining room. Construction of 2No. detached garages with associated landscaping and swimming pool. SUPPORT</p> <p>f. PA22/00234, Tolraggott Bungalow St Endellion – installation of an Air Source Heat Pump to run central heating and UFH at the property. SUPPORT</p> | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |
| 25/2022 | <p>Other Planning Matters – including any items received after the agenda had been published.</p> <p>a. <i>St Endellion Community Land Trust</i> – Q&A session went well and Members had received a report. Twitter & Instagram accounts are live and gaining followers. Three more local volunteers had come forward including someone with professional experience. Mr Andrew George (CCLT) had been requested to set up a meeting with Ms Sarah Roberts, Affordable Housing officer at CC. Request listing under Outside Organisations reportage in future.</p> <p>b. <i>Conservation Area Assessment and Management Plan (CAMP)</i> - Post a meeting and walk around the CA with Ms Tammy White of the Historic Planning Service (HEP), (report previously emailed). Following HEP advice that the CAMP requires updating to reflect new risks, Cllr Williams contacted the agent who prepared the Townscape Assessment supporting the NDP. She requested approval in principle for the framework to be established with the CC's HEP service to commission an updated CAMP at cost to the PC. Members AGREED.</p> <p>c. <i>PA20/09912, Land at Bodieve</i> – the Public Inquiry will commence at on 22nd February 2022 i.r.o. of this application (previously refused by CC).</p> | <p>Clerk</p> |
| 26/2022 | <p>Planning Applications Approved by CC – information only.</p> <p>a. PA21/03525, Cleardaze New Road Port Isaac – conversion of garage roof space to studio/office.</p> <p>b. PA21/06605, 1 Cliffside, Port Isaac – enlargement of dormer extension to north elevation and addition of a first-floor window to east elevation.</p> <p>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.</p> <p>d. PA21/10862, Westaway Road from Long Cross to The Barton Trelights – replacement of existing conservatory with single storey extension including internal reconfiguration.</p> <p>e. PA21/12177, Long Cross Hotel Trelights – works to trees subject to a tree preservation order for the removal of one limb on Sycamore trees T1 and T2 and the removal of a small diameter of branches from T4 Beech.</p> | |
| 27/2022 | <p>Environmental / Amenity Matters – including the Contract & Maintenance Supervisor Report and any items received after the agenda was issued:</p> <p>a. <i>Public WCs</i> – Members to receive updates on the following:</p> | |

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| | <ul style="list-style-type: none"> • <i>Roscarrock WC</i> – discussed in closed session. <p>b. <i>The Main Car Park Ticket Machines</i> –</p> <ul style="list-style-type: none"> i. <u>Car Park Charges</u> – Members resolved to change car park charges from 1/4/22: to 3 hours - £4.00 & 12 hours £6.00. Ms Jon to contact Flowbird with these changes. ii. <u>Ticket machines upgrade and Electricity Supply</u> – (Julian Harris from Terry Harris & Sons. is able and booked to connect the mains electricity supply to the two ticket machines at the lower part of the car park. <p>The two lower machines will require new SIM cards which will have to be purchased from Flowbird. This will incur a monthly charge by Flowbird. In the meantime one of the lower machines is out of order due to the failure of the current SIM card. However, the expense of purchasing a replacement for the interim period is not worthwhile.</p> <p>The upgrade machines are due to be delivered in early March 2022. Once this is confirmed an engineer from Flowbird will be booked to fit the upgrades and new SIMs.</p> <p>c. <i>Big Lunch</i> – Ms Kathryn McDonnell was granted permission to hold a 'Big Lunch' on the playing fields on Sunday 5th June 2022 from 11.30am until 5pm. She plans to put some tables and chairs on the field and to erect bunting. Everyone who attends will bring their own picnic & drinks etc & there won't be any live music so, as far as she is aware. A TENs license is believed to be unnecessary. Large bins will be put on the field on that day and will be removed that evening. Dogs on leads will be permitted.</p> <p>d. <i>Risk Assessments</i> – copies previously emailed.</p> <ul style="list-style-type: none"> • Car Park • Cemetery • Public WCs • Play area and playing field • The Main and Slate Quay • Trelights Village Green <p>Public WCs (RA) - will be altered to be in line with Government guidelines, as Covid-19 restrictions are lifted.</p> <p>The Main and Slate Quay (RA) - There have been some recent relatively small rock falls on the Slate Quay. Comparisons between previous photographic records should be checked. Possible followed by further advice on how to proceed with access to the Slate Quay. To be added to March 2022 agenda.</p> <p>All other Risk Assessments were ADOPTED.</p> <p>NOTE – the bench policy on the website should be updated to include recycled plastic benches. After 10 years the benches should be removed once they become unstable.</p> | <p>Ms Jon</p> <p>Ms Jon</p> |
| 28/2022 | <p>Farmers Market (FM) – Members to consider and approve the Licence drawn up by Mr Daniel Sproull and previously circulated via email (copied to the FM). Members decided to wait for formation of the FM's CIC before signing the Licence.</p> <p>Ms Jon informed the Members the date for April 2022s market is advertised in Trio as 17th April, although no formal request to change the Sunday from the last one of the month had been received. Ms Jon asked to contact Farmers Market to remind them of the conditions of their tenancy, including changing the day for when the market is held.</p> | Ms Jon |

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| 29/2022 | <p>Highway Matters –</p> <p>a. <i>Residents Parking</i> – Members received an update regarding:</p> <ol style="list-style-type: none"> i. <u>Access to decorative gravel area</u> – 3 households have returned their forms to Cllr Raynor for the next stage. The process is complicated and with only a limited number of residents coming forward the cost is incrementally higher. Cllr Penny to ask other interested parties to return their completed forms. In future it should be considered to pay a grant of £1000 directly to the contractor. ii. <u>Unused Pavement Outside No.9 Hartland Road + Separate Area</u> – Members to consider the response from the homeowners adjacent to the proposed pavement. The Members AGREED to continue with removal of the pavement. iii. <u>Daisy Hick’s Corner proposal of planters</u> - CC have suggested placing planter along the stretch of pavement on this corner. The crossings as outlined in the proposal need to be clarified as to where they will be sited. <p>Cllr Button questioned if the traffic calming is one scheme. Cllr Raynor explained it’s one project, but with separate phases. Cornwall Council will be holding public consultations before anything further can be decided.</p> <p>b. <i>Church Hill Pinch Point</i> – Members AGREED to purchasing of socketed rebound bollards via Cornwall Council Highways Dept. who will fit them free of charge.</p> <p>c. <i>Cliff Path Wall</i> – Ms Jon to report to Cornwall Council Buildings at Risk.</p> <p>d. <i>Road Closures</i> – details previously emailed:</p> <ol style="list-style-type: none"> i. Trewetha Lane, Port Isaac – 9th March 2022, (09:30-16:30 hours). Appears to be at the junction of New Road. | Ms Jon |
| 30/2022 | <p>Financial Matters – including any items received after the agenda is issued</p> <ol style="list-style-type: none"> a. <i>Accounts for Payment</i> – Schedule No.12/2021-22 APPROVED for payment. Copy to be placed on the website. b. <i>Bank reconciliation</i> – copy previously circulated via email. c. <i>LMP Maintenance Contract</i> – Members AGREED to accept an offer of £1,394.63 to cut the PROWs in 2022/2. Details previously emailed. d. <i>South West Coast Path (SWCP)</i> – Members DECLINED to take on this contract. Details previously emailed. | Clerk Clerk |
| 31/2022 | <p>Administrative Matters –</p> <ol style="list-style-type: none"> a. None. | |
| 32/2022 | <p>Documentation / Correspondence – not covered elsewhere on the agenda, including any items received after the agenda had been issued</p> <ol style="list-style-type: none"> a. None. | |
| 33/2022 | <p>Diary Dates – including any dates received after the agenda had been published. Details previously emailed</p> <ol style="list-style-type: none"> a. <i>Full Council Meeting</i> – 14th March 2022. b. <i>Secondary Council Meeting</i> – TBC. c. <i>Polzeath Marathon</i> – 14th January 2023. The route can be found on: https://www.plotaroute.com/route/1787505. | |

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| | <p>d. <i>Meeting Venues</i> – Ms Jill O’Grady, St Endellion PCC advised the Hall will not be able to hire on Monday 11th April or Monday 8th August as they both fall during the St. Endellion Music Festivals.</p> <p>e. <i>Police Fraud Safety</i> – the Clerk to attend this webinar on 16th February.</p> <p>f. <i>CALC Annual General Meeting</i> – Tuesday 8th March 2022, at 7pm in the Community Centre at St Erme.</p> | |
| 34/2022 | <p>Information Only / Future Agenda Items –</p> <p>a. None.</p> | |
| 35/2022 | <p>Closed Session – 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> | |
| 36/2022 | <p>Catering Kiosk – Members voted to accept the tender offer from Maggie’s Mobile Barista. The applicants will be informed.</p> | |
| 37/2022 | <p>Cornwall Council Verges – Members AGREED to accept the quote for work to the verges (previously circulated via email). To be broken down to separate sections and carried out over an 18 month period.</p> | Ms Jon |
| 38/2022 | <p>Roscarrock WCs – Members to consider quotations for contactless Payment Systems (previously circulated via email). It was RESOLVED to ask for further quotes for contactless payment systems, if possible on individual doors in the Ladies. Also to enquire with building contractors re: refurbishment.</p> | Ms Jon |
| 39/2022 | <p>Salary Increase – Members AGREED to the recommendation of the Working Party regarding salary increases for the Clerk and C&MS, backdated to January 2022.</p> | Clerk |
| 40/2022 | <p>Meeting Closed – 9.02pm.</p> | |

Signature: (Cllr. David Raynor)
Parish Council Chair

Date: 14th March 2022