



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE FULL COUNCIL MEETING  
HELD AT ST ENDELLION HALL  
ON MONDAY 12<sup>th</sup> SEPTEMBER 2022  
@ 7pm**

Minute	AGENDA ITEMS	Action
	<b>Present</b> – Cllrs Raynor (Chair), Penny (Vice Chair), Williams, Cleave, Button, Webster, Dawe, Arnold, Kirkman, County Cllr Mould, Clare Jon (C & M S) Beth Kendall (Clerk)	
	<p><b>Chairman’s Welcome / Public Forum –</b></p> <p>Cllr Raynor welcomed all present including members of the public (Mr &amp; Mrs Kirby) and requested everyone be upstanding for a minute’s silence following the passing of Queen Elizabeth II in remembrance, affection and gratitude for her lifetime of service.</p> <p>Mr &amp; Mrs Kirby stated the land east of 39 New Road, Port Isaac planning ref. PA22/06160 is inherited and family owned. They have Port Isaac roots and have been here for a year. Mrs Kirby has set up a dog walking business. Mr Kirby has joined Port Isaac RNLI. With little housing opportunity in the area they are keen to take this opportunity, to make the property their permanent family home.</p>	
146/2022	<b>Apologies</b> – Cllr Collings	
147/2022	<p><b>Members’ Declarations –</b></p> <p>a. <b>Pecuniary/Registerable Declarations of Interests</b> – NONE</p> <p>b. <b>Non-registerable Interests</b> – NONE</p> <p>c. <b>Declaration of Gifts</b> – NONE</p> <p><b>Dispensations</b> – NONE</p>	
148/2022	<p><b>Minutes of Meetings –</b></p> <p>a. <b>Full Council Meeting</b> – 8<sup>th</sup> August 2022 -<b>AGREED</b></p>	

149/2022	<p><b>Outside Organisations and Reports</b></p> <p>a. <b>Parish Council Chair Report</b> – Cllr Raynor read a message of thanks from Sue Andrews Secretary of Trelights Village Green Association expressing their thanks to St Endellion Parish Council and especially Clare Jon for the new slate surrounding for the village pump.</p> <p>b. <b>Cornwall Council Report-</b> County Cllr Mould stated that it has been an interesting and difficult week with a new Prime Minister, the sad passing of Queen Elizabeth II and the accession to the throne of King Charles III. As a result, Cabinet had closed and the Full Council meeting had been moved to Wednesday 21<sup>st</sup> September 2022.</p> <p>County Cllr Mould today attended a meeting regarding Port Isaac Community Primary School as a result of the condemning Ofsted report. She felt the Parish Council should be aware of the situation and the impact on the community.</p> <p>Ofsted rated the school as ‘Inadequate’ in most aspects. The condition of the buildings are in a sad state of repair and as a result, the school will be become an academy.</p> <p>Cllr Button commented that he hopes that this will lead to improvement and the school will move forward.</p> <p>Cllr Cleave responded that already there is a positive atmosphere and communication has already improved.</p> <p>County Cllr Mould has referred the issue with Ash trees adjacent to the War Memorial verge (on land rented from Cornwall Council to Mr &amp; Mrs Hewis) to Cornwall Council’s Tree Officer for a further inspection.</p> <p>c. <b>Playing Fields Working Group-</b> Cllr Button reported that a date for the trenching had yet to be confirmed by Approved Site Investigations Ltd. Once complete outline planning can be sought.</p> <p>Dates for the Shared Prosperity Fund have been received. Interest has been registered in the Good Growth Fund.</p> <p>d. <b>STEND_HWG</b> – Cllr Williams stated that the survey had undergone analysis and been resubmitted for comment.</p> <p>A notable finding is the proportion of second home had increased from 44% (derived from responses to the 2011 census, and reported in 2013) to 56% derived from the information collated from the electoral roll, this generates a 22% response rate to the survey. The key finding the survey demonstrates is hidden need, a disparity in the quantum responding they were in need, yet responding negatively to Homechoice registration. The next action is engage with employers to encourage their employees in housing need to register with Homechoice. Couples may have a joint income of up to 60K per annum and still be register.</p> <p>Cllr Williams noted that Cornwall Council requires hard evidence of need, as they derive their evidence from the Homechoice Register only.</p>	<p>Cllr. Raynor</p> <p>County Cllr Mould</p> <p>Cllr. Button</p> <p>Cllr. Williams</p>
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**Planning Applications** – Members to consider the following, including any received after the agenda had been published.

- a. **PA22/06668** The White House 3 Roscarrock Hill Port Isaac Cornwall PL29 3RG Submission of details to discharge condition 2 in relation to decision PA21/06286 dated 17.12.2021 **OBJECT**

We express our frustration, that despite our repeated representations, the applicants have not listened. Stone quarried from Tintagel is 'rustic' (orange and brown in colour) in appearance and does not match our native black colour. Stone from Delabole quarry, may still be picked at Delabole quarry, and this was our recommendation, advised by our stonemason member.

To *remove* and *replace* with rustic slate is to render damage to the fabric of our Conservation Area undermining its integrity. The overall effect is to sanitise the rustic appearance, intrinsic to the character of our harbour side cottages failing to 'conserve and enhance'.

We suggest the sections of upright pitchers are removed by hand and where possible must be reused in the method describes in Option 3/John Grimes report.

We are very concerned that a different method, Option3 in the Grimes report, rather than the permitted method Option 2, has been employed to the whole of the rear structure, which was subject to an enforcement enquiry raised by the PC. Option 3 does not permit, as Option 2, for the growth of any vegetation, but has sealed the whole area in a concrete box, with no opportunities for natural drainage, forcing the flow of water to exit further down the hill, potentially to the rear of The Chapel.

We further suggest the discharge of Condition 2 for this section, is advised to include the caution of drainage holes to permit natural drainage from the cliff.

- b. **PA22/06160** Land East Of 39 New Road Port Isaac Cornwall Proposed demolition of disused garages and construction of three bed cottage. **SUPPORT**. Member note NDP Policy 3 requires a Principle Residency Condition to be applied.
- c. **PA22/07528/7** 6 Church Hill Port Isaac PL29 3RQ -Listed building consent Proposed rear dormers to exactly match existing front dormers replacing modern rooflight windows **SUPPORT**
- d. **PA22/07366** Westaway Road from Long Cross To The Barton Trelights Port Isaac  
Renovation of existing barn to create games room. Construction of swimming pool with deck. **SUPPORT**

Member request in line with NDP Policy 6 (e) that the permission is subject to a lighting design plan:

'...if external lighting is required, it protects the night sky as far as possible in terms of:

- i. Number, design specification and position of lamps.
- ii. Full shielding (at the horizontal and above) of any fixture exceeding 500 initial lumens and evidence of limited impact of unshielded lighting through use of 28 adaptive controls.'

	<p>We request further a condition to protect the amenity of neighbours, to limit usage of any externally relayed sound system.</p> <p>e. <b>PA22/07779</b> 5 Tintagel Terrace Port Isaac Cornwall PL29 3SE Application for Re Submission of planning application no. PA19/07482 - Construction of a new roof structure with flat roof dormer to the rear with associated terrace and two pitched dormers to the front elevation. <b>SUPPORT</b></p>	
151/2022	<p><b>Other Planning Matters</b> – including any items received after the agenda had been published.</p> <p>a. <b>PA22/ 08080</b> Listed Building Consent for renovation of existing Public Conveniences Roscarrock Hill, Port Isaac, Cornwall. Members <b>AGREED</b> dispensation on St Endellion Parish Councils own planning application for discussion next meeting.</p>	
152/2022	<p><b>Planning Applications Approved by CC – <u>information only.</u></b></p> <p>a. <b>PA22/03401 APPROVED</b> Central Garage 3 New Road Port Isaac Cornwall PL29 3SB 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.</p> <p>b. <b>PA22/04607 APPROVED</b> 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.</p> <p>c. <b>PA22/05353 APPROVED</b> 6 New Road Port Isaac Cornwall PL29 3SB Introduction of new entrance porch, railings and sculpture</p> <p>d. <b>PA22/05194 APPROVED</b> 26 Dolphin Street Port Isaac Cornwall PL29 3RJ Listed Building Consent: Replacement of roof coverings</p> <p>e. <b>PA22/03863 APPROVED</b> 26 Dolphin Street Port Isaac Cornwall PL29 3RJ Replacement of roof coverings</p>	
153/2022	<p><b>Licensing Applications</b> – Members to consider the following, including any received after the agenda had been published.</p> <p>a. NONE</p>	
154/2022	<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> – I. Corserv SLA Agreements - <b>AGREED</b> II. Roscarrock Hill WC – Planning notice received dispensation for discussion next month agreed ref.151/2022</p>	<p>Clerk Cllr Williams</p>

	<p>a. <b>Port Gaverne parking</b> – Headland Hotel owners agreed to allow Cornish Coaststeering to utilise their parking area, it was hoped this would discourage other parking issues. Members raised concerns that parking issues continue and the missing door has still not been replaced. Cllr Raynor agreed to make contact the owner for an update and suggestions were made for demolition on the site to prevent danger to the public. Cllr Williams confirmed demolition and site clearance would not affect future planning proposals from the owners.</p> <p>b. <b>New Road car park grass banks</b> – Members discussed Cornwall Council Highways Dept. suggestion that the grass banks be added to the Parish’s SLA. This way the contractor employed by the Parish could carry out the works and Cornwall Council will be funding some, if not all of the costs. Cllr Penny suggested raising this matter with Cornwall Council and County Cllr Mould as funding would be unlikely to continue if responsibility is transferred.</p> <p>c. <b>Port Gaverne Main-</b> all requested documents have been received from the Coaststeering companies contacted. The Clerk will contact any additional companies.</p> <p>d. <b>CCTV Policy</b> – Policy <b>ADOPTED</b></p> <p>e. <b>War Memorial</b> – members discussed the previously circulated options and quotes for an additional stone and engraving. Members <b>AGREED</b> the Initial/Surname format and that positioning and font should fit the current listing. Drew Memorial should be invited for a site visit to provide the best options given its listed status. Cllr Williams suggested contacting the Memorial Trust.</p> <p>f. <b>Hedge Cutting</b> – Cllr Webster raised the issue of hedge cutting around Hillson Close. Residents make a service payment for this, however, the work has not been done. Clerk to contact residents for details and write to the company responsible.</p> <p>g. <b>Play Area Railings</b> – the previously circulated quotes for replacement fencing with galvanised metal were discussed. Cllr Williams questioned the need for ‘Cold Touch’ coating as opposed to the quoted ‘Powder’ coating. Ms Jon to look into this and quote for wooden alternatives. Also to assess the condition of the fence to advise whether repair would be preferable to replacement.</p>	<p>Cllr Raynor</p> <p>Ms Jon</p> <p>Clerk</p> <p>Ms Jon</p> <p>Clerk</p> <p>Ms Jon</p>
155/2022	<p><b>Port Isaac Community Artisan Market</b> –</p> <p>a. <b>Licence</b> –Sproull Solicitors are amending to incorporate the new timings and reissuing for signatures.</p> <p>b. <b>Market Dates</b>-The Licensees have decided on a reduction in the numbers of markets per year.</p>	<p>Clerk</p>

	<p>Sunday 4<sup>th</sup> December 2022 - 11am to 4pm (Christmas Market) Sunday 9<sup>th</sup> April 2023 - 11am to 4pm (Easter Sunday) Sunday 30<sup>th</sup> July 2023 - 11am to 4pm</p> <p>These may be subject to change; more information will be provided to members of the public via Trio magazine.</p> <p>c. <b>Community Grants</b> – Grant applications are being welcomed to the Port Isaac Community Artisan Market Committee from not-for-profit community groups. The decisions will be granted by the CIC to the value of £250 per successful applicant.</p>	
156/2022	<p><b>Highway Matters</b> –</p> <p>a. <b>Residents Parking</b> – TH Harris &amp; Sons are requested to provide further detail to clarify differences between the amounts quoted per property.</p> <p>b. <b>Bus Shelters</b> – Update provided by Ms Jon via email, members <b>AGREED</b> for Ms Jon to ask shelter suppliers to quote for the works. It was <b>AGREED</b> shelters should be located on the green alongside Port Isaac Community Primary school, and on B3314 junction to Trelights grass verge (with the bench). Cllrs Kirkman and Arnold requested some low lighting in the shelter as the area in Trelights is poorly lit. Ms Jon to ask about solar LEDS within the shelter.</p> <p>c. <b>Port Isaac Highways Scheme</b> – Members discussed the Public Consultation results previously circulated and <b>AGREED</b> to proceed with the scheme to the planning stage as all concerns raised had been reasonably addressed.</p>	<p>Cllr Penny / Ms Jon</p> <p>Ms Jon</p> <p>Cllr Raynor</p>
157/2022	<p><b>Financial Matters</b> –</p> <p>a. <b>Accounts for Payment</b> – members to review accounts previously emailed for approval – <b>AGREED</b></p> <p>b. <b>External Auditors Report</b>- members to review and respond to AGAR report for approval if available in advance. <b>Not Yet Received.</b></p> <p>c. <b>VAT Report</b> – members <b>AGREED</b> for Brooks &amp; Jeal to handle the VAT reports from 2021-2022 given the rectification of accounts by them for External Audit report.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
158/2022	<p><b>Administrative Matters</b> –</p> <p>a. <b>Website</b> – The new website is progressing and information is being gathered and prepared. Further meetings and contact with the designer will continue.</p> <p>b. <b>Electricity Rate</b>- Awaiting information on price caps and contracts. Cllr Button asked if tenants could be made responsible for their own supply and usage. Cllr Raynor felt the cost of changing meters would be expensive.</p> <p>c. <b>SAAA opt out</b>- Members to vote on the option to opt out of the SAAA central external auditor appointment arrangements – previously emailed to members. <b>REMAIN</b></p>	<p>Cllr Williams / Ms Jon</p> <p>Clerk</p> <p>Clerk</p>

159/2022	<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> – No update available – Gavin Tyler to be contacted again for a date.</p> <p>b. <b>Memorial Bench</b> –Cllr Raynor has received a request to site a memorial bench. Ms Jon informed Cllr's there is a vacant site, the Clerk to assist with all relevant information on Bench Policy and contacts.</p>	<p>Ms Jon / Cllr Raynor</p> <p>Cllr Raynor / Ms Jon / Clerk</p>
160/2022	<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 10<sup>th</sup> October 2022 7pm</p> <p>b. <b>Extraordinary Meeting-</b> Monday 3<sup>rd</sup> October 2022 6pm Port Isaac School</p>	
161/2022	<p><b>Information Only / Future Agenda Items</b> –</p> <p>a. <b>Cornwall Council Bird Flu Information</b> - If you find a sick or dead wild bird, don't touch it and please report it to DEFRA on this number 03459 33 55 77 (select option 7).</p> <p>b. <b>Cornwall Council Sustainable Warmth Fund Information</b> -supports low-income families and those with health conditions to improve the energy efficiency of their homes and reduce their carbon footprint.</p> <p>c. <b>Her Majesty Queen Elizabeth the Second</b></p> <ul style="list-style-type: none"> <li>• <b>Book of Condolence</b> - A book is in place at St Peters Church Port Isaac, but an online book can be accessed via Buckingham Palace e-Book of Condolence (<a href="http://www.royal.uk">www.royal.uk</a>)</li> <li>• <b>Laying of Flowers</b> – Port Isaac War Memorial will be accessible for anyone wishing to lay flowers.</li> <li>• <b>Welcome Sign</b> – members <b>AGREED</b> to Caroline Cleaves request to dress the Welcome Sign in black ribbons as a mark of respect.</li> </ul> <p>d. <b>Direction Signage</b> – Cllr Williams commented that the fingerpost at the top of Rose Hill pointing the wrong direction.</p>	
162/2022	<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>	
163/2022	<p><b>Meeting Closed</b> – 9:08pm</p>	

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

Date: 20/09/2022