



**MINUTES OF THE FULL COUNCIL MEETING
HELD AT ST ENDELLION HALL
ON MONDAY 13th MARCH 2023 AT 7pm**

Minute	Agenda Items	Action
	<p>Present: Cllrs Cleave (Vice-Chair), Williams, Button, Kirkman, Collings, Hills, Dawe, Symons, Webster, Divisional Member Mould, Ms Jon (C & M S)</p> <p>Members of the Public: Mr Penny</p>	
23/42	<p>Members' Declarations</p> <ul style="list-style-type: none"> a. Pecuniary/Registerable Declarations of Interests – NONE b. Non-registerable Interests – NONE c. Declaration of Gifts – NONE d. Dispensations – NONE 	
23/43	<p>Apologies Cllr Raynor (Chair), Cllr Arnold, Mrs Kendall (Clerk)</p>	
23/44	<p>Chairman's Welcome / Public Forum</p> <p>Cllr Cleave welcomed everyone as she chaired her first meeting in Cllr Raynor's absence.</p> <p>Public Forum:</p> <p>Mr Penny explained that he has been approached by a property owner in the parish who is prepared to sell his property which consists of a dwelling and surrounding land to the parish for the purpose of affordable housing. Following a discussion of this opportunity it was suggested a site meeting be arranged to view the site and assess the potential.</p>	
23/45	<p>Minutes of Meetings</p> <ul style="list-style-type: none"> a. Full Council Meeting – 13th February 2023 7pm - AGREED 	
23/46	<p>Organisations and Reports</p> <ul style="list-style-type: none"> a. Parish Council Chair – Members to receive a report- Not Present 	Cllr Raynor

	<p>b. Cornwall Council Report- Divisional Member Mould attended the installation of the new vicar, Reverend Craig Marshall. There is still Shared Prosperity Funding available. Discussion at County Hall is mostly regarding the possibility of a Mayor for Cornwall, Cllr Mould supports the proposal, discussion centers on whether there should be a referendum of not. Wadebridge is struggling to get funding for projects such as the Cormac Building at Trenant, due to a lack of Neighbourhood Plan, she and County Cllr Morecroft are working on this. The previously proposed project for this site would only utilise 52% of the available space leaving plenty of scope for the remaining areas.</p> <p>c. Playing Field Development Working Party- Cllr Button reiterated that the Outline Planning Application has been submitted to Cornwall Council in January. The determination date is 17/3/23. Only one consultee being Sports England concerned regarding changing room requirements. The outcome could be rejected, granted, or granted with conditions. A feasibility study followed by financial and technical, or perhaps a staged development. The approach to funding could involve utilising the car park as co-lateral. If the public push this project forward with a strong commitment including the hamlets of the parish it'll need to have a robust business plan to make the social hub viable. It'll be important to re-engage with the community. It's important to know how and who could make this business work profitably. Otherwise the project will be much more modest and require a smaller revenue stream. Cornwall Council may support a larger development which then provides scope within it but would require a lot of work and commitment. There are already other big projects going on in the parish, which may require focus from the Parish Council for several years to come and it may be that priority should be given to them. The hope for the social hub is that it could be a focal point for the whole community during the day as well as the evenings. Even possibly a venue for weddings, but not to the detriment of the Village Hall. It was confirmed that the alterations for the football pitch are likely to be in order for 7 aside adults/under 12 youth teams to use but keeping the grass surface. This will also provide a suitable surface for erecting marques for other functions such as the Sea Shanty Festival. The previous public consultation held at the Village Hall had approximately 70 people attend and over 30 questionnaires returned, all almost all in favour of developing the site. Future consultations need to build on this to understand all the user groups and ensure all areas of the parish are included to engage in how the project can be evolved.</p> <p>d. STEND_HWG – Cllr Williams expanded on the position of the Housing Working Groups position regarding a pre-application for planning permission. At present the advice is to go ahead with the pre-app for affordable housing, backed up by the Heritage and Landscape studies the PC have funded. But how that is to be funded is problematic, as she believes the cost of the pre app should be spread between interested parties, and not borne by the PC alone. A meeting has been arranged by Cllr Mould for the 28th March 2023 for the major stakeholders, CCLT, Cornwall Council's Affordable Housing Team, Estates Management, and the East Area Planning team leader, but importantly will include the CC Cabinet Member Martyn Alvey (Cornwall Council Farms) and Ollie Monk (Affordable Housing). Cllr Williams invited a St Endellion Festival Trust (SEFT) and an Endelienta Arts rep to STEND_HWG last meeting. After the 28th, efforts will be made to initiate the groups Stakeholder & Communications strategy, which is in place. Cllr Mould explained that the site has been identified as having potential for development of affordable housing it's important to have a clear narrative, so that the waters don't get muddied with conflicting information. Cllr Collings asked how much</p>	<p>Divisional Member Mould</p> <p>Cllr Button</p> <p>Cllr Williams</p>
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	<p>control the Parish Council would have in deciding who would get to live in the properties or would Cornwall Council override any decisions made. Cllr Mould explained that a lot will depend on the types of houses built, whether they are self builds/build to rent, apartments or houses.</p> <p>Cllr Williams confirmed 34 households are registered in need on Homechoice, while a further 29 responded they were in need from the Housing Needs Survey on June 22, but not yet registered with Cornwall Council. A percentage of whom will want to buy and some to rent. The suggestion from East Area Planning Team is to make an application for 10 -12 houses. As successful pre app might lead to more phased development. Without a positive pre app it's likely the project would not go any further. Cllr Hills pointed out that should this project be successful it may fulfil a need now, but the same issue will occur again in another 10 years or so without a phased development.</p>	
23/47	<p>Planning Applications – Members to consider the following, including any received after the agenda had been published.</p> <p>a. PA23/01129 Westaway Trelights Port Isaac Cornwall PL29 3TF Installation of 16 panel PV array mounted on ground with temporary structure - SUPPORT subject to native hedging</p> <p>b. PA23/01329 Lego House Trelights Port Isaac Cornwall Proposal Certificate of Lawfulness for an existing use of a Single Dwelling - SUPPORT members regret after their efforts over the years that this dwelling will not increase local housing stock but will become a second home.</p>	
23/48	<p>Cornwall Council Planning Decisions – <u>information only.</u></p> <p>PA23/00081 Granted (CAADs, PIPs and LUs only) 11 Lundy Road Port Isaac Cornwall PL29 3RR Proposal Certificate of lawfulness for proposed use: Single Storey Rear Extension</p>	
23/49	<p>Cornwall Council Licensing –</p> <p>a. LI23_000752 Glebe Farm, St Endellion, Wadebridge, PL29 3TP St Endellion Festivals Trust - Sale by retail of alcohol and live and recorded music - SUPPORT</p>	
23/50	<p>Environmental / Amenity Matters – including the Contract & Maintenance Supervisor Report and any items received after the agenda was issued:</p> <p>a. Public WCs –</p> <p>I. Roscarrock Hill WC – Ms Jon informed the Members that the work to prepare a tender package is ongoing and a realistic timeline will be for completion by Easter 2024.</p> <p>II. Port Gaverne WC - - It was AGREED to take on the lease for the toilets from April to October '23. Ms Jon informed the Members that the National Trust is pledging £1000 to help with the running costs for summer 2023, this is a 100% increase on the donation made for 2022. Ms Jon is to contact Port Gaverne Beach Association who are prepared to donate towards the costs for the coming summer.</p> <p>b. Car Park – A discussion over the introduction of a Residents' Parking Permit concluded with a decision to promote the proposal via social media and Trio. If there is a favourable response the scheme can be taken forward. The suggestion is for a £25 per year payment allowing the permit holder 1 hour access per day to the overflow area of the Main car park on an annual licence, there</p>	

	<p>will be restrictions such as no guarantee of a space, no reservation of spaces etc.</p> <p>c. Tree Replacement - Cornwall Council have agreed to replace the trees on the hedge adjacent to the War Memorial, next year, where 3 were removed due to Ash dieback.</p> <p>d. Trelights Bus Shelter - Members AGREED to the purchase and fitting of two extensions for each end of the shelter, provided that Cornwall Council's Highways Dept don't object.</p>	
23/51	<p>Highway Matters</p> <p>a. Residents Parking – Awaiting confirmation from Cornwall Council Street Works regards the proposed commencement date – no update.</p> <p>b. Port Isaac Highways Scheme – Proposed commencement date 17th April 2023.</p>	
23/52	<p>Port Isaac Community Primary School</p> <p>a. Playing Field Agreement- Members AGREED to Cornwall Education and Learning Trusts request to renew the Playing Field Agreement with the Parish Council on a 12-month rolling licence with a 3 month get out clause for each party. All legal costs to be borne by the school.</p>	
23/53	<p>Financial Matters –</p> <p>a. Accounts for Payment – AGREED</p>	
23/54	<p>Administrative Matters</p> <p>a. Clerks Hours – Members are asked to consider the extension of the Clerks working hours to support the completion and administration of the website, year-end audit, and forthcoming projects. Proposal of 30hrs per week with a 6 monthly review. AGREED</p> <p>b. Local Council Administration Text – Clerk requests the purchase of Arnold Baker on Local Council Administration 13th Edition recommended by CALC to provide the support base for Council Administration. £137 +postage AGREED</p> <p>c. Policies and Procedures – Members to consider and re-adopt the following policies. Copies to be circulated via email prior to the meeting:</p> <p>i. Asset Register AGREED</p> <p>d. Civil Parking Enforcement SLA – Members to consider the proposed SLA for Civil Parking Enforcement Service 1st April – 30th September 2023. Previously circulated to members. REJECTED</p> <p>e. Grass Cutting SLA - Members to consider the proposed SLA for Grass Cutting Services 2023/24. Previously circulated to members. AGREED – Clerks details to be updated.</p> <p>f. Shanty Festival 2023 – Members to consider risk assessments for use of the Playing fields- previously circulated to members. – ACCEPTED</p> <p>g. Website – Ms Jon to support Clerk with file uploads.</p>	
23/55	<p>Documentation / Correspondence – not covered elsewhere on the agenda, including any items received after the agenda had been issued.</p> <p>a. 2023 Off Street Parking Order – members to consider submitting a response – details previously circulated. – No response required.</p>	

23/56	<p>Diary Dates – including any dates received after the agenda had been published. Details previously emailed.</p> <ul style="list-style-type: none"> a. Full Council Meeting – Monday 3rd April 2023 7pm b. Clerk – Training Day Monday 27th March 2023 c. Port Isaac Community School Extraordinary Meeting- Tuesday 28th March 2023 4.30pm -CANCELLED. 	
23/57	<p>Information Only / Future Agenda Items</p> <ul style="list-style-type: none"> a. 	
23/58	<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>	
23/59	<p>Meeting Closed – 8.40pm</p>	

Signature: Cllr Cleave (Vice Chair)

Date: 17/03/2023