



**MINUTES OF THE FULL COUNCIL MEETING**  
**HELD AT ST ENDELLION HALL**  
**ON MONDAY 14<sup>TH</sup> NOVEMBER 2022**  
**@ 7pm**

Minute	AGENDA ITEMS	Action
	<p><b>Present</b> – Cllrs Raynor (Chair), Webster, Collings, Cleave, Williams, Button, Kirkman, County Cllr Mould and Ms Jon (C &amp; M S)</p> <p>Cllr Arnold via Zoom (for 1st 3/4 an hour)</p>	
	<p><b>Chairman’s Welcome / Public Forum –</b></p> <p>Chair welcomed all those present including members of the public.</p> <p>Mr P Solman was present reference planning application <b>PA22/08533– 5 Day Protocol</b> Land South East Of Cobbles Cottage Port Isaac Cornwall PL29 3SR Outline application for the construction of a single detached dwelling for an agricultural worker with all matters reserved.</p> <p>Mr P Sloman thanked the Parish Council for their support to date and explained he was here to listen to the discussion re the 5 day protocol issued.</p>	
189/2022	<p><b>Apologies</b> – Cllr Penny (Vice Chair), Mrs Kendall (Clerk) Minutes kindly taken in her absence by Ms Jon.</p>	
190/2022	<p><b>Members’ Declarations –</b></p> <ul style="list-style-type: none"> <li>a. <b>Pecuniary/Registerable Declarations of Interests</b> – Cllr Williams reference PA22/09677</li> <li>b. <b>Non-registerable Interests</b> – NONE</li> <li>c. <b>Declaration of Gifts</b> – NONE</li> <li>d. <b>Dispensations</b> – NONE</li> </ul>	
191/2022	<p><b>Minutes of Meetings –</b></p> <ul style="list-style-type: none"> <li>a. <b>Full Council Meeting</b> – 10<sup>th</sup> October 2022 <b>AGREED</b></li> </ul>	
192/2022	<p><b>Outside Organisations and Reports</b></p> <ul style="list-style-type: none"> <li>a. <b>Parish Council Chair</b> – All matters are addressed within the agenda items.</li> <li>b. <b>Cornwall Council Report-</b> Cllr Mould thanked Cllr Raynor for laying the Cornwall Council wreath at the War Memorial ceremony on Remembrance Sunday. She reports CC’s cabinet focus at the moment is the UK Gov’s. Autumn statement and what that means for</li> </ul>	<p>Cllr. Raynor</p> <p>County Cllr Mould</p>

Cornwall. This might sign off a devolution deal for which would filter through to Parish Councils. Devolution brings advantages, reference 2nd homes and business rates with replacement in a fairer taxation system. The devolution deal is dependent on the election of a Mayor for Cornwall, Cllr Mould explained the rough timeline. New increased areas for Network Panels are likely to go ahead Cllr Mould explained the process and timeline restoration of face-to-face meetings, she hopes weighted-voting system is agreed. She suggested the solution to maintenance work to footpaths and other problematic areas in for the PC to agree to add to the current SLA which would be funded.

- c. **Playing Fields Working Group** CAD have provided enough information to take the project to outline planning application. However, as the Parish Council are the clients and if not, everyone agrees then discussion with CAD can ensure the project moves forwards. All reports have been returned favourably. Funding can be sought from the Shared Prosperity Fund, grants, ongoing revenue from the existing car park and Community Interest Co (CIC) tax gains. Sports England are likely to support the development as it will be improving an already created playing field.

Cllr Williams expressed the need for caution in order not to raise public expectation in advance of budget determination and further public consultation. Cllr Button suggested that the introduction of other architects will make the process longer and be more expensive. Cllr Button suggested Cllr Williams consult directly with CAD re the Outline application.

Members agreed that an Outline Planning Application should be made with the following matters reserved: appearance, layout and scale.

- d. **STEND\_HWG** – Cllr Williams attended a Zoom meeting with members of the affordable housing team and Cornwall Community Land Trust (CCLT) among others.

- Cornwall Council (CC) is working on an application package for emerging CLTs to fund feasibility studies (FS) for affordable housing development of up to £40k
- Funds can be used to identify and perhaps overcome (with careful planning) site constraints of housing development in sensitive landscapes
- CCLT can offer desktop studies to assist
- CC funds will soon be available to assist communities to establish independent CLTs
- Until a full local CLT is established, funding applications for a FS may be made by the Parish Council on behalf of STEND\_CLT\_WG
- Our next action will be to apply for funding when the application process is live
- It is envisaged that establishment of a local CLT will be widely supported by residents and employers

Cllr. Button

Cllr Williams

- NB the first meeting of an emergent CLT in Tintagel takes place in 28<sup>th</sup> November 2022.

e. **Wadebridge & Padstow Community Network Panel Meeting**  
County Cllr Mould addressed in her report.

193/2022	<p><b>Planning Applications</b> – Members to consider the following, including any received after the agenda had been published.</p> <p>a. <b>PA22/09103</b> 96 Fore Street Port Isaac Cornwall PL29 3RF Proposed ground floor extension. <b>OBJECT</b> Members concur with the HEP comment and find the proposal an unresolved collection of roofing types, which fail to either enhance or conserve the CA contrary to NDP Policy 6D Character Area – Back Hill and upper Fore Street: where proposals for development will be supported : ‘...(where) it seeks to maintain the character and identity of the area; and accords with the recommendations of Port Isaac Conservation Area Management Plan, (and) ‘c. maintains conformity with the existing roofscape, and established building lines; f. respects and reflects the general window/wall proportions of the conservation area and avoids the inappropriate use of extensive glazing ... and roof lights...’</p> <p>b. <b>PA22/09677</b> Trewithick House Trelights Port Isaac Cornwall PL29 3TJ Proposed extensions and alterations, and loft conversion. Members deferred to next month as a request has been made to add the HEP to the consultee List.</p>	
194/2022	<p><b>Other Planning Matters</b> – including any items received after the agenda had been published.</p> <p>a. <b>PA22/08533</b> Land South East Of Cobbles Cottage Port Isaac Cornwall PL29 3SR – <b>5 Day Protocol</b> Outline application for the construction of a single detached dwelling for an agricultural worker with all matters reserved.</p> <p>Members voted to Disagree with the Planning Officer and to <b>Support in Principle</b> the proposal for another on farm dwelling having regard to diversification of the farm business, however, feel the applicants’ agent should seek Divisional Member support to refer the proposal to Planning Committee for decision.</p>	
195/2022	<p><b>Planning Applications Approved by CC – <u>information only.</u></b></p> <p>a. <b>PA22/07527 / 8 APPROVED</b> 6 Church Hill Port Isaac PL29 3RQ proposed rear dormers to exactly match existing front dormers replacing modern rooflight windows</p> <p>b. <b>PA22/07366 APPROVED</b> Westaway Trelights Port Isaac Cornwall PL29 3TF Renovation of existing barn to create games room. Construction of swimming pool with deck.</p>	

	<ul style="list-style-type: none"> <li>c. <b>PA22/06135 / 6 APPROVED</b> 21 Middle Street Port Isaac Cornwall PL29 3RH Replacement of roof coverings</li> <li>d. <b>PA22/07779 APPROVED</b> 5 Tintagel Terrace Port Isaac Cornwall PL29 3SE Proposal 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.</li> <li>e. <b>PA22/08080 Approved with conditions</b> Public Conveniences Roscarrock Hill Port Isaac Cornwall PL29 3RG Listed Building Consent for renovation of existing public convenience.</li> </ul>	
196/2022	<b>Licensing Applications – NONE</b>	

197/2022	<p><b>Environmental / Amenity Matters</b> – including the Contract &amp; Maintenance Supervisor Report and any items received after the agenda was issued:</p> <ul style="list-style-type: none"> <li>a. <b>Public WCs</b> – <ul style="list-style-type: none"> <li>i. Roscarrock Hill WC – Cllr Williams has instructed a Structural Engineer to draw up the necessary plans in order to obtain quotes for the building work.</li> <li>ii. Port Gaverne WC – Ms Jon was able to report that emails with pledges of a total of £1,250.00 have been received from businesses operating in Port Gaverne to help with the running costs of the WCs during this summer season.</li> </ul> </li> <li>a. <b>War Memorial</b> Members agreed that the designs sent by Drew Memorials are suitable as an additional stone for the Memorial. Drawings details will be published in Trio for the public consultation before a Listed Building Consent is made.</li> <li>b. <b>Trewetha Lane Hedges</b> Members agreed to instruct A1 Tree Surgery to cut back the hedges where required, as soon as possible. Cllr Cleave enquired who is responsible for cutting the vegetation at the lower end of Port Gaverne Hill. She was informed it's Cornwall Council's Highways Dept.</li> <li>c. <b>Public Space Protection Orders</b> Members agreed to ask Cornwall Council to process the Bylaw. In the meantime, fencing should be erected to stop-up the gaps in the hedge between the Playing Field and the dog walking field.</li> <li>d. <b>Civil Parking Enforcement SLA</b> – Members felt this service had been lacking during the summer season and want to confer with other Parishes over proposals for next year.</li> </ul>	<p>Cllr Williams</p> <p>Ms Jon</p> <p>Ms Jon</p> <p>Ms Jon</p> <p>Ms Jon / Clerk</p> <p>Clerk</p>
----------	--	---

198/2022	<p><b>Port Isaac Community Primary School–</b></p> <ul style="list-style-type: none"> <li>a. <b>Ground Keeper</b> - 4 hours per month. Members agreed that once an Academy has been instructed to take on the running of the school a meeting should be arranged to discuss any way in which the Parish Council can assist in the future.</li> </ul>	Cllr Williams
----------	--	---------------

199/2022	<p><b>Highway Matters –</b></p> <p>a. <b>Residents Parking</b> – There may be a financial benefit to having the pavement from around No 9 Hartland Road removed at the same time as the kerb dropping at various properties. Ms Jon to request Terry Harris &amp; Sons for a quote. Members agreed that the homeowners should be informed as to the costs involved, as this is more than originally discussed.</p> <p>b. <b>Bus Shelters</b> – Members agreed to proceed with the shelter for Trelights. Ms Jon to instruct Phil Burnard, order the shelter and solar lights.</p> <p>c. <b>Port Isaac Highways Scheme-</b> Members agreed to the removal of 5 metres of hedge adjacent to the Hard Standing in order to be able to create a pedestrian crossing. The loss of the hedge can be mitigated during the development of the Playing Field. It was decided that residents near this proposed crossing should be informed of this aspect of the Calming Scheme.</p>	<p>Ms Jon</p> <p>Ms Jon</p> <p>Cllr Raynor</p>
200/2022	<p><b>Financial Matters –</b></p> <p>a. <b>Accounts for Payment – AGREED</b> Cllr Raynor explained the payment schedule for this month is high. This is due to the last payment for the Main car park and a donation of £5000 to Port Isaac Village Hall. Cllr Webster queried the payments to Biffa, Ms Jon was able to show that the pay period Biffa used on this summer's invoices covered a long time than in previous years. Therefore, the amount paid is less than for the same time last year. Cllr Button enquired into when the budget for the next 12 months would be discussed. Cllr Raynor informed him it would be on next months agenda.</p> <p>b. <b>Precept 2023/2024</b> – Members agreed this will remain the same.</p> <p>c. <b>Pay Agreement 2022/2023 – AGREED</b> Cllr Raynor explained that CALC had provided information on the 2022-23 National Pay Agreement, equivalent pro-rata to £1.00 per hour increase for employees.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
201/2022	<p><b>Administrative Matters –</b></p> <p>a. <b>Website</b> - Gavin Tyler to be requested to update.</p> <p>b. <b>Annual Leave</b> – members to vote on the carry over of 5 days annual leave entitlement, on the agreement that remaining are utilised by 31<sup>st</sup> December 2022 -<b>AGREED</b> Ms Jon requested that Members consider she be permitted to take annual leave during the first two weeks of July 2023 Due to family circumstances. Members agreed to the change.</p> <p>c. <b>New Road Kiosk</b> Cllr Raynor informed the Members that a new lease has been sent to the new tenant and requested Ms Jon to check it had been received.</p>	<p>Cllr Williams / Ms Jon</p> <p>Ms Jon / Clerk</p> <p>Cllr Raynor /Ms Jon</p>
202/2022	<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> – Cllr Raynor to contact Gavin Tyler to arrange a meeting.</p> <p>b. <b>Friends of Wadebridge Leisure Centre-</b> no response to request for a representative to attend Parish Council Meeting.</p>	<p>Ms Jon / Cllr Raynor</p> <p>Clerk</p>

203/2022	<b>Diary Dates</b> – including any dates received after the agenda had been published. Details previously emailed a. <b>Full Council Meeting</b> – Monday 12 <sup>th</sup> December 2022 b. <b>Secondary Council Meeting</b> – TBC.	
204/2022	<b>Information Only / Future Agenda Items –</b>	
205/2022	<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.	
206/2022	<b>Meeting Closed</b> – 9:01pm	

Signature: ..... Cllr Raynor (Chair)

Date: 18/11/2022