



MINUTES OF THE FULL COUNCIL MEETING
HELD AT ST ENDELLION HALL
ON MONDAY 3RD APRIL 2023 AT 7.08pm
(Following the Annual Parish Meeting)

Minute	Agenda Items	Action
	Present Cllrs Cleave (Vice Chair), Williams, Webster, Dawe, Kirkman & Symons Minutes kindly taken by Ms Jon (C&M Supervisor)	
23/60	Members' Declarations a. Pecuniary/Registerable Declarations of Interests – NONE b. Non-registerable Interests – NONE c. Declaration of Gifts – NONE d. Dispensations – NONE	
23/61	Apologies Cllrs Raynor (Chair), Button, Hills, and Mrs Kendall (Clerk)	
23/62	Chairman's Welcome / Public Forum Cllr Cleave welcomed everyone – no members of the public present.	
23/63	Minutes of Meetings a. Full Council Meeting – 13 th March 2023 7pm AGREED	
23/64	Organisations and Reports a. Parish Council Chair – Members to receive a report- Not Present b. Divisional Members Report - Members to receive a report -Not Present c. Playing Field Development Working Party - Cllr Williams; stated that Cllr Button would be in contact with CAD and herself and is expected to plan further public consultation. d. STEND_HWG – Cllr Williams updated the Members following a meeting which included 3 Cornwall Cabinet members at which she'd presented a PowerPoint presentation of where the HWG were in terms of any planned development. The purpose of the meeting was to try to unblock funding for a hybrid pre app, on CC land for commercial and affordable housing development. The conclusion was a positive verbal response, however, for the project to get to the point of applying for a pre-planning application funds are required from Cornwall Council to help facilitate this stage, none of the departments	Cllr Raynor Cllr Mould Cllr Button Cllr Williams

	<p>represented were able to offer this, at this time. Without the financial backing it is unlikely to progress further. Although, there are offers of free pre app advice, the funds required to get the project to full planning stage are estimated to be in the region of £110,000 - £120,000 with the funding sources available. CC funding is available for feasibility funding, which the PC will have to use to fund across all elements of any emerging pre app.</p>	
23/65	<p>Planning Applications – Members to consider the following, including any received after the agenda had been published.</p> <ol style="list-style-type: none"> a. PA23/01804 Laburnums Trelights Port Isaac Cornwall PL29 3TJ Proposed conversion of garage to annex and proposed car parking/driveway in garden with shed. SUPPORT: Members request a condition that no kitchen is added, to ensure the accommodation remains annexed to the main dwelling and is not let as independent accommodation in line with Cornwall Council’s guidance notes (4th Version May 2020). b. PA23/02337 85 Fore Street Port Isaac Cornwall PL29 3RF Proposed ground and first floor extension, renewal of permission PA20/03874 due to lapse. SUPPORT 	
23/66	<p>Cornwall Council Planning Decisions – <u>information only.</u></p> <ol style="list-style-type: none"> a. PA23/01243 APPROVED Keynvor View 36 New Road Port Isaac Cornwall PL29 3SD Application for Non-Material Amendment to PA21/04363 for variation of Condition 2 of PA19/06645 dated 15th January 2020 (Demolition of dwelling and replacement with new dwelling), namely 1) replace 2 approved window to the east elevation with French doors, 2) Addition of fire door to the South Elevation and 3) Add a high level window to bedroom 1 at ground floor level on the north elevation. b. PA23/00504 APPROVED 23 Silvershell Road Port Isaac Cornwall PL29 3SN Proposed internal alterations, front extension, and re-roof of garage with proposed driveway alterations. c. PA23/00539 APPROVED with conditions Playing Field Trewetha Lane Port Isaac Cornwall Outline planning permission with some reserved matters for proposed community facility and improvements to existing football pitch and associated works. d. PA22/10501 APPROVED with conditions Wheel Barn The Mill Port Isaac Cornwall PL29 3RX Listed Building Consent: To remove existing leaking slate roof and replace with slate roof with additional insulation, install a Stuv 30 wood burning stove with flue, install 2 Velux 'conservation' windows. 	
23/67	<p>Environmental / Amenity Matters – including the Contract & Maintenance Supervisor Report and any items received after the agenda was issued:</p> <ol style="list-style-type: none"> a. Public WCs – <ol style="list-style-type: none"> i. Roscarrock Hill WC – No update b. Car Park Parking Permits- there has been some interest shown from residents in the parish, but some are concerned about the suggested cost. After discussion it was decided to reduce the amount from £25.00 per year to £10.00 as an administrative cost. c. Memorial Stability Testing – Members were informed of the necessity of the testing and how it will be conducted. d. War Memorial - Cornwall Council’s Planning Department required further information on receiving the initial application for Listed Building Consent. This has mostly been achieved, waiting for a technical drawing of the proposed additional stone and the application can be resubmitted. Deadline is 30/4/23. 	

23/68	<p>Highway Matters</p> <p>a. Residents Parking – Awaiting licences from Cornwall Council for the work to proceed. An additional property was included in the scheme before it closed.</p> <p>b. Port Isaac Highways Scheme – This has been delayed until the autumn.</p>	
23/69	<p>Financial Matters –</p> <p>a. Accounts for Payment –AGREED except for one payment to be deferred until next month.</p> <p>b. Payroll - Cllr Cleave explained the situation with the payroll and how it's being resolved to keep in line with HMRC.</p>	
23/70	<p>Administrative Matters</p> <p>a. Policies and Procedures – Members to consider and re-adopt the following policies. Copies to be circulated via email prior to the meeting:</p> <ul style="list-style-type: none"> • GDPR – Data Protection - ADOPTED • Freedom of Information ADOPTED • Retention Policy ADOPTED <p>b. Audit-</p> <p>i. Quote for Internal Audit received £160- ACCEPTED.</p> <p>ii. External Audit Documentation has been received.</p> <p>c. Website- discussion regarding its progress.</p> <p>d. Clerks Position – Cllr Cleave updated the Members regarding the Clerks situation and her future as Parish Clerk. At present she will continue to fulfil her role; however, the family situation means that she will be relocating away from Port Isaac. In the meantime she is prepared to work remotely and assist in a smooth hand over to her successor. The position will be advertised in Trio, on the parish website, Facebook and parish noticeboards. At present there is one interested candidate. Members were asked to inform the Clerk with details of any applicants. The Clerk is required to give 3 months' notice.</p>	
23/71	<p>Documentation / Correspondence – not covered elsewhere on the agenda, including any items received after the agenda had been issued.</p> <p>a.</p>	
23/72	<p>Diary Dates – including any dates received after the agenda had been published. Details previously emailed.</p> <p>a. Full Council Meeting – Monday 15th May 2023 7pm</p>	
23/73	<p>Information Only / Future Agenda Items</p> <p>a. Public Liability Insurance Renewal – 1st June 2023 awaiting quote.</p>	
23/74	<p>Closed Session</p> <p>Vermin problem - Members agreed to pest control for the site in question with the Parish Council to cover the cost. Cllr Williams to liaise with D. Cornish Pest Control.</p>	
23/75	<p>Meeting Closed –8.25pm</p>	

Signature: G Cleave (Vice Chair) Date: 05/04/2023