



## MINUTES OF THE VIRTUAL MEETING

### HELD MONDAY, 12<sup>th</sup> APRIL 2021 following the Annual Parish Meeting @ 6.30pm

NOTE – it is the responsibility of all those joining a 'Zoom' meeting to check their security settings.

Minute	AGENDA ITEMS	Action
	The Chair had led the Meeting in a minute's silence in memory of HRH Prince Philip Duke of Edinburgh at the start of the Parish Meeting.	
	<b>Present</b> – Cllrs. Raynor (Chair), Cleave, Coles (Vice Chair), Kirkman, Penny, Webster, Williams; Mrs Thompson (Clerk), Ms Jon (C&MS); County Cllr. Mould and seven members of the public.	
	<b>Chairman's Welcome / Public Forum</b> – the Chair opened the meeting and welcomed those present. Ms Ness Lannen, Farmers' Market had provided a list of the known suppliers expected to attend the next Market (Minute 55/2021 below refers). She asked if Members were happy with it. Cllr. Williams said she had spoken to Ms Laura Sloan the new New Road shop tenant and she did not have a problem.	
47/2021	<b>Apologies</b> – Cllrs. Collings, Dawe, Phelps.	
48/2021	<b>Members' Declarations</b> a. <i>Pecuniary/Registerable Declarations of Interests</i> – Cllr. Webster in Minute 51f/2021. 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	
49/2021	<b>Minutes of Meetings</b> – a. <i>Full Council</i> – 8 <sup>th</sup> March 2021, <b>AGREED</b> as a true record.	
50/2021	<b>Outside Organisations and Reports</b> a. <i>Parish Council Chairman</i> – Cllr. Raynor reported to the Parish Meeting. b. <i>Cornwall Council</i> — Cllr. Mould reported CC is now into purdah. • <i>Parking Enforcement Officer</i> – Minute 41d/2021 refers. Members <b>CONFIRMED</b> they wished to continue with the Parking Enforcement SLA for 2021, but additional hours may be needed. The Clerk to advise Ms Zoe Hall, CC.	Clerk

	<p>There was some discussion about a resident who had approached Cllr. Mould about her parking issues.</p> <p>c. <i>Network Panel</i> – Minutes of the meeting held on 21<sup>st</sup> January 2021 and 11<sup>th</sup> March 2021 previously emailed. The latter was the last meeting of the current council. Next Meeting scheduled for 10<sup>th</sup> June.</p> <p>d. <i>Police</i> – details previously emailed.</p> <ul style="list-style-type: none"> <li>• East Cornwall Partner update – from Supt. Cath Farrin.</li> <li>• Devon and Cornwall Police Cyber Protect Team are offering free cyber security briefings tailored to the PC.</li> <li>• Bodmin and Wadebridge Neighbourhood Police Team Newsletters, March 2021.</li> </ul>	
51/2021	<p><b>Planning Applications</b> – Members to consider the following, including any received after the agenda had been published.</p> <p>a. PA21/02062, Land North West of Park Villa Trelights – reserved matters application following outline approval PA20/05111 dated 18<sup>th</sup> November 2020 pertaining to access for a live/work unit. <b>SUPPORT</b>.</p> <p>b. PA21/01746, 3 Fore Street Port Isaac – Listed Building Consent to re-roof 18c Bark House. <b>SUPPORT</b>.</p> <p>c. PA21/02309, 5 Roscarrock Hill Port Isaac – Listed Building Consent for the Installation of two recessed electricity meter boxes into south eastern elevation stone wall. Cllr. Williams reported the work had already been carried out. <b>SUPPORT</b>.</p> <p>County Cllr. Mould joined at this point.</p> <p>d. PA21/02532, The Beach House Port Gaverne – Listed Building Consent for the installation of above ground LPG tank. <b>SUPPORT</b>.</p> <p>e. PA21/02632, 11 Rose Hill Port Isaac – Listed Building Consent for the installation of small store in courtyard. <b>SUPPORT</b>.</p> <p>f. PA21/02580, 12 Tintagel Terrace Port Isaac – proposed demolition of existing dwelling and construction of replacement dwelling. It was felt there had been insufficient time for the neighbour's views to be received. It was <b>AGREED</b> to discuss via email if the neighbour objects.</p> <p>County Cllr. Mould left the meeting at this point.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
52/2021	<p><b>Other Planning Matters</b> – including any items received after the agenda had been published.</p> <p>a. European Sites Mitigation Supplementary Planning Document (SPD) – consultation. Deadline for comments 5pm Friday 23<sup>rd</sup> April 2021.</p> <p>b. Cornwall Community Land Trust – seminar on financing a community-led housing project (via Zoom). Wednesday, 14<sup>th</sup> April 2021, 10.00 - 14.30. Details previously emailed.</p>	
53/2021	<p><b>Planning Applications Approved by CC</b> – information only.</p> <p>a. PA21/00168, 21 Rose Hill, Port Isaac – replace render and remove soil vent pipe to front elevation of dwelling.</p> <p>b. PA21/00208, Tolraggott Bungalow Trelights – variation of Condition 2 (approved plans) of Decision Notice PA19/02561 dated 10<sup>th</sup> May 2019 (Proposed rear ground floor extension and replacement front porch).</p> <p>c. PA20/11442, Withy Garden, Access to Port Gaverne – proposed detached annex with garage.</p>	

	<p>d. PA21/00422, 6 Silvershell Road Port Isaac – removal of conservatory and replace with rear extension, relocation of above ground oil tank, conversion of the garage to a bedroom, changing windows from white to grey and changing roof tiles to grey.</p> <p>e. PA21/01202, Pennti Ros Access to Lower Trefreock – two side extensions to create kitchen and additional bedroom. Amended design for approved permission PA20/04891.</p>	
54/2021	<p><b>Environmental / Amenity Matters</b> – including the Contract &amp; Maintenance Supervisor Report (copy attached) and any items received after the agenda was issued:</p> <p>a. <i>Car Park</i>– Members considered:</p> <ul style="list-style-type: none"> <li>• Telephone Provider – The contact has been signed and the new provider takes over on 9<sup>th</sup> May 2021. Signs had been ordered.</li> <li>• Electric Charging Points – Ms Jon reported there had been no response CC or Camelford TC. For further consideration. NOTE – any system should have the ability to upgrade easily.</li> <li>• Fence &amp; Entrance (overflow area) - work was scheduled to start 6/4/2021.</li> </ul> <p>b. <i>Hard Standing Area</i> – the work had been completed. Quotations to tarmac the area will be sought.</p> <p>c. <i>Public WCs</i> –</p> <ul style="list-style-type: none"> <li>• <i>Roscarrock WC</i> – Both Hi-Tech &amp; Healthmatic have visited the WCs and shown that mobile signal is good enough to support a contactless payment system. Hi-Tech’s proposal has been forwarded to Cllrs. Both companies suggest installing equipment for a trial period to further test the signal strength. It was <b>AGREED</b> to proceed with the trial. Ms Jon to action.</li> <li>• <i>Port Gaverne WC</i> – Members were unable to consider re-opening the toilets. The Clerk and Ms Jon had both contacted the National Trust to establish what plans they have for 2021.</li> </ul> <p>d. <i>Play Area</i> –</p> <ul style="list-style-type: none"> <li>• Dog Walking Field – Minute 45a/2021 refers. The bench has been re-sited to the field and stickers for the dog waste bin had been provided.</li> <li>• Hand Sanitizer – Ms Jon reported member of the public raised the issue of hand sanitisers being available at the entrances. This was remedied within the day. However, several were broken within the following 24 hours. The broken ones had been replaced. After a further breakage it was decided to not order any more, especially as the site of this particular unit was very close to the WC block, where a hand sanitiser unit is already sited.</li> </ul> <p>e. <i>War Memorial</i></p> <ul style="list-style-type: none"> <li>• Raised Bed – The project has been promised some funding from the Doc Martin Fund &amp; a donation of railway sleepers, to create the beds. BT have been contacted regarding any underground cables in the area. The next step is to ensure there are no underground BT cables in the area.</li> </ul> <p>NOTE – Mr Oliver Jones had advised a Licence with Highways will be needed to Plant and Maintain the proposed location.</p>	<p>Ms Jon</p> <p>Ms Jon</p> <p>Ms Jon</p> <p>Ms Jon / Clerk</p> <p>Ms Jon</p> <p>Ms Jon</p>

	<ul style="list-style-type: none"> <li>Additional Names – Ms Jon reported The Land Registry enquiry was inconclusive, the next step is to contact the War Memorial Trust for advice.</li> </ul> <p>f. <i>Signage</i> – Ms Jon reported she is liaising with various bodies and the project is ongoing.</p> <p>g. <i>Trees</i> – Mr Andie Crawford (Qualified Tree Surgeon) from Birch Utilities had advised the PC to apply for a blanket TPO for all the trees in the parish. For further consideration.</p> <p>NOTE – a request had been submitted to create a TPO on the Horse Chestnut Tree on Trelights Village Green.</p> <p>h. New Road notice board – it was <b>RESOLVED</b> to pass a vote of thanks to Mr Martyn Collins for providing the new board.</p> <p>i. <i>Climate Emergency DPD</i> – Minute 43d/2021 refers. Cllrs. Kirkman and Williams are drawing up a response to the pre-consultation document circulated by CC on: <a href="http://www.cornwall.gov.uk/climateemergencydpd">www.cornwall.gov.uk/climateemergencydpd</a>.</p> <p>j. <i>Telephone Kiosks</i> – Minute 35a/2020 refers. Members <b>RESOLVED</b> to:</p> <ul style="list-style-type: none"> <li>Request the telephone kiosk on Church Hill (number 01208 880295) is not removed as the area has poor mobile reception and is a known “not spot” as identified by CC.</li> <li>Request the other kiosk on New Road (01208 880213) is removed. The kiosk on New Road is on private land.</li> </ul> <p>k. <i>Allotments</i> – Cllr. Williams asked that the new Parish Council considers investigating the possibility of letting the overflow cemetery for allotments as she has received numerous enquiries. Deferred to May meeting.</p> <p>l. <i>New Road Car Park</i> – Cllr. Williams said CC had never cut the hedge (which is now impeding the pavement) and they had stopped cutting the banks as part of their ‘re wilding’. But they’re now dominated by hemlock and rape. Ms Jon was asked to contact CC about this and to request the portaloo is removed. She will liaise with Mr Tonkin, A1.</p>	<p>Ms Jon</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr. Kirkman / Williams</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Ms Jon</p>
55/2021	<b>Farmers Market</b> – the market is due to re-open on Sunday, 30 <sup>th</sup> May. Cllr. Williams queried if the FM are compliant with H&S requirements. Ms Jon to liaise with the organisers. See also Public Forum above.	Ms Jon
56/2021	<b>Highway Matters</b> –	
	<p>a. <i>Feasibility Study</i> – Minute 41a/2021 refers. No update had been received from Mel Thomas, Cormac Engineer/Project Manager i.r.o.:</p> <ul style="list-style-type: none"> <li>The three pedestrian road crossing options;</li> <li>The pavement on New Road OPPOSITE Back hill on the inside of the right-angle bend.</li> </ul> <p>b. <i>Residents Parking Zone</i> – Cllr. Penny reported the planned survey is ready and is tailored to three specific areas, Hartland Road, Silvershell and Mayfield. CC had already intimated that they would be unlikely to support any residential parking as it may just push the problem elsewhere. He said he wanted to include other ideas in the survey, including free overnight parking at the Main car park and possibly a parish grant to encourage residents to create their own off-road parking where possible. Residents may create more parking spaces than they need and these additional spaces could be rented to those in the parish that are struggling to find adequate parking. The Clerk to consolidate the survey results into a report for Members.</p> <p>NOTE – this proposal is not included in the Traffic Survey (above).</p>	<p>Clerk</p> <p>Clerk</p>

	<p>c. <i>Traffic Management</i> – Cllr. Raynor and the Clerk had sought advice from Police and Highways regarding parking and traffic management for visitors’ vehicles entering Port Isaac. In her reply Chelsea (Police) 58289 said she completely understood Members’ concern with regards to the road and its speed limits. She advised contacting Highways. The Clerk to pursue.</p> <p>d. <i>Potholes</i>, Chapel Hill, Trelights – reported to Highways ref: W2158437</p> <p>e. <i>Trelights 30mph signs</i> – Mr Jones, Highways had advised relocating the signs as the Traffic Regulation Order (TRO) has to be amended which costs several thousands. Highways wait until they have a collection of amendments and then consolidate them under one TRO is make best value.</p> <p>f. <i>Port Gaverne Sea Wall</i> – part of the sea wall had been washed away. Highways advised this matter had been passed to the Structures Team who had been repointing the sea wall at Port Gaverne over the last couple of months, working around the tides. More work to be done and it looks like a lot of the natural beach material has been removed by tides exposing the bottom of the wall. It was confirmed that when they return the Structures Team will repair these areas.</p>	Clerk
57/2021	<p><b>Financial Matters</b> – includes any items received after the agenda is issued</p> <p>a. <i>Accounts for Payment</i> – Schedule No.01/2021-22. Cllrs. Coles and Raynor authorised to make the payments by BACS. The Clerk to place a copy of the Schedule on the website.</p> <p>b. <i>Grant Request</i> – Women’s Centre Cornwall – offers free, safe and confidential specialist support to women and girls in the community, who had experienced any form of sexual violence and/or domestic abuse at any time in their lives.</p> <p>c. <i>Grass Verges</i> – Minute 42c/2021 refers. Highways had confirmed the cutting plans had not changed and the Clerk had, therefore, accepted the grant of £1,855.66 to cut the verges.</p> <p>d. <i>Insurance Cover</i> – policy is due for renewal 1<sup>st</sup> June 2021. The new banner, CCTV and Rescarrock WC fixtures and fittings had been added to the insurance policy.</p>	Cllrs. Coles / Raynor Clerk
58/2021	<p><b>Administrative Matters</b> –</p> <p>a. <i>Meeting Venue</i> –</p> <ol style="list-style-type: none"> <li>The Annual PC Meeting is scheduled to be held on Monday 10<sup>th</sup> May 2021. The only item on the agenda to be election of the Chair and other office holders. Given that the agenda will be very short it should be possible to hold this meeting outdoors.</li> <li>Members did not consider holding <b>quarterly</b> face-to-face meetings, if an extension to virtual meetings is not given by the government.</li> <li>Members <b>RESOLVED</b> to adopt a proposal from CALC: That the Council delegates authority to the Clerk in consultation with the Chair and Vice Chair to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity during the period of the pandemic Coronavirus, informed by consultation with the members of the council. This was Cllr. Williams proposed and seconded by Cllr. Webster.</li> </ol>	

59/2021	<p><b>Documentation / Correspondence</b> – not covered elsewhere on the agenda, including any items received after the agenda had been issued</p> <p>a. <i>Festival of Fixed Seat Rowing</i> – The Cornish Pilot Gig Association has been funded by Cornwall LEP to explore the feasibility of promoting an international Festival of Fixed Seat Rowing. The festival would take place over four days, preferably in the tourism shoulder season and could take place in 2023. Details previously emailed. Ms Jon to seek the views of the PI Rowing Club. For further consideration.</p> <p>b. <i>Great British Spring Clean 2021</i> – now launched. Details emailed.</p>	Ms Jon / Clerk
60/2021	<p><b>Diary Dates</b> – including any dates received after the agenda had been published. Details previously emailed</p> <p>a. <i>Annual Council Meeting</i> – TBC. 10<sup>th</sup> May 2021.</p> <p>b. <i>Secondary Council Meeting</i> – no meeting to be held.</p>	
61/2021	<p><b>Information Only / Future Agenda Items</b> –</p> <p>a. None.</p>	
62/2021	<p><b>Closed Session</b> – in view of the confidential nature of the business about to be transacted, it was <b>RESOLVED</b> that it is advisable in the public interest that the press and public be excluded and they were instructed to withdraw.</p>	
63/2021	<p><b>Clerk's Attendance</b> – it was <b>RESOLVED</b> to trial the Clerk's virtual attendance at meetings for six months, from the time face-to-face meetings are resumed.</p>	
64/2021	<p><b>Meeting Closed</b> – 19.45pm.</p>	

Signature: ..... (Cllr. David Raynor)  
Parish Council Chair

Date: 10<sup>th</sup> May 2021