



NOTES OF THE ADVISORY COUNCIL MEETING

HELD MONDAY, 14th JUNE 2021 @ 7pm

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

Minute	AGENDA ITEMS	Action
	Present – Cllrs. Raynor (Chair), Arnold, Button, Cleave, Kirkman, Penny (Vice Chair), Collings, Thomas, Webster; Mrs Thompson (Clerk), Ms Jon (C&MS), County Cllr. Mould.	
	Chairman's Welcome / Public Forum – the Chair opened the meeting and welcomed those present.	
87/2021	Apologies – Cllr. Williams; Cllr. Dawe was not present.	
88/2021	<p>Members' Declarations</p> <p>a. <i>Acceptance of Office Form</i> – Cllr. Dawe to provide his Financial Interest form and sign his form in the presence of the Clerk. Cllr. Raynor to remind Cllr. Dawe.</p> <p>b. <i>Pecuniary/Registerable Declarations of Interests</i> – none.</p> <p>c. <i>Non-registerable Interests</i> – none</p> <p>d. <i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds</p> <p>e. <i>Dispensations</i> – none.</p>	Cllr. Raynor
89/2021	<p>Minutes of Meetings –</p> <p>a. <i>Annual Council Meeting</i> – 17th May 2021, AGREED as a true record.</p> <p>b. <i>Extraordinary Meeting</i> – 1st June 2021, AGREED as a true record.</p>	
90/2021	<p>Outside Organisations and Reports</p> <p>a. <i>Parish Council Chairman</i> – the Port Isaac Historic Society were given permission to put their notice in the Pumping House shelter.</p> <p>The RNLI were granted permission to hold a cricket match on the Playing Field on 23rd June subject to Covid restrictions.</p> <p>It was AGREED to ask Mr Phil Burnard to help install two benches on Trelights Green. The Parish Council to pay for the work.</p> <p>b. <i>Cornwall Council</i> – Cllr. Mould said she thought the G7 had been a huge success. She explained that the Parking Enforcement Officer is dedicated to St Minver and St Endellion. She will arrange for Mr Andy Stewart, Polzeath Beach Ranger to provide details of her shift pattern.</p>	<p>Cllr. Raynor</p> <p>Cllr. Raynor</p> <p>Ms Jon</p> <p>Cllr. Mould</p>

	<p>Cllr. Mould asked if Ms Jon would be willing to attend Network Panel Meeting(s) to explain her role as C&MS as she felt it would be valuable to other PCs to see how successful the scheme is.</p> <p>Cllr. Mould said funding is available to install “changing areas” for use by the disabled.</p> <p>“Leavening up” funding will become available shortly. Cllr. Raynor said St Endellion had a number of projects that might meet the criteria. Cllr. Mould will provide more information.</p> <p>The Bodieve planning application will be going to CC Planning Committee on 17th June 2021.</p> <p>c. <i>Network Panel</i> – Cllr. Penny had attended the “Teams” Meeting held on 10th June 2021. New Network Chair is Cllr. Moorcroft. “Fix my Street” is a new app that automatically reports potholes from mobile phones. Social Housing is likely to be high on future agendas.</p> <p>d. <i>Police</i> – Bodmin and Wadebridge Neighbourhood Police Team Newsletter, May 2021, previously emailed.</p>	
91/2021	<p>Planning Applications – Members considered the following:</p> <p>a. PA21/01859, Sunny Corner 32 Dolphin Street Port Isaac – Listed Building Consent for the replacement of three sash windows, to use the same materials and measurements as the original. The new windows are proposed to be like for like in all respects possible. SUPPORT.</p> <p>b. PA21/03525, Cleardaze New Road Port Isaac – conversion of garage roof space to studio/office. Cllr. Raynor said Members had objected to this application but it had subsequently been approved by CC Planning. The Clerk to enquire of the case officer (Megan Arnold) her reasons for overriding the NDP.</p>	<p>Clerk</p> <p>Clerk</p>
92/2021	<p>Other Planning Matters – including items received after agenda was issued.</p> <p>a. <i>St Endellion NDP</i> – the NDP referendum is planned for 15th July 2021. Voting will be held in Trelights and Port Isaac. Cllr. Raynor said he holds hardcopies of the NDP if anyone wants one. Cllr. Penny asked for a link to the NDP to place on Facebook. The Clerk to recirculate the posters.</p> <p>b. <i>Let's Talk Homes</i> - reviewing Cornwall Housing Strategy (details previously emailed). Members are invited to answer some key questions by 18th June 2021.</p>	<p>Clerk</p>
93/2021	<p>Withdrawn Planning Applications – information only.</p> <p>a. PA20/10296, 42 Church Hill, Port Isaac – proposed extension to dwelling (in addition to those approved under PA19/05118).</p>	
94/2021	<p>Environmental / Amenity Matters – including the Contract & Maintenance Supervisor Report and any items received after the agenda was issued:</p> <p>a. <i>Public WCs</i> – Members received an update</p> <ul style="list-style-type: none"> • <i>Roscarrock WC</i> – Hi-Tech & Healthmatic had both suggested they will be able to install the equipment to test the consistency of the strength of the signal to support contactless payments, in the next few week. 	

- *Port Gaverne WC* – the Chair and Clerk had **RATIFIED** Members’ emailed preference to use Cormac to clean the toilets; the lease from the National Trust had been signed and the toilets now open. NOTE – NT representative to be invited to meet with Members at a face-2-face meeting to discuss the future of the toilets.

The National Trust, Cornish Rock Tors, Beach Association & the Management of Port Gaverne Hotel/Pilchards had all pledged to contribute funding to help with the running costs.

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| <ul style="list-style-type: none"> b. <i>Play Area</i> – There had been a couple of incidents in the play area and at the front of the kiosk. Teenage antics. It might be necessary to relocate the CCTV cameras or have an additional one to show these more specific areas. Ms Jon will obtain a quote from Sovereign for an additional camera. It was confirmed that CCTV notices are in situ. c. <i>War Memorial</i> – Members received an update <ul style="list-style-type: none"> • Additional Names / Plaque – Ms Jon is in the process of obtaining quotations for a separate plaque. She is also liaising with the planning officer i.r.o. Listed Building Consent. • Raised Bed – a Highways Licence had been granted. Cllr. Raynor confirmed it would be planted with flowers and herbs. d. <i>Signage, etc.</i> – <ul style="list-style-type: none"> ○ Finger posts - There are 2 in the parish; one on the road from St Endellion to Trelights junction to Homer Park & Port Isaac. The other on the junction of New Road & Trewetha Lane. Have received attention with a coat of paint. A finial for the Endellion one is required. ○ The Terrace – the old, rotten wooden rail which ran the length of The Terrace has been inspected and the report should be available soon. ○ New Road car park - The overgrown weedy banks have been mown and the hedges cut back. e. <i>Meteorological Stations</i> – members of the Furgo team met with Cllrs. Kirkham, Raynor and Ms Jon at Main car park to discuss the possibility of placing a meteorological station on the end of the WC block. It was agreed that this was a suitable site. f. <i>Flytipping</i> – a quantity of ‘slates’ was dumped, in the Leat adjacent to the slipway access to the beach at Port Isaac. Research revealed that asbestos was present. Shield Environmental Services (Truro) had been arranged to dispose of it safely. g. <i>Trees</i> – Members considered a “Blanket TPO’ and agreed that Ms Jon to establish what the criteria should be for a tree meriting a TPO. Members felt a survey could be beneficial. h. <i>Allotments</i> – Members to consider the possibility of letting part of the cemetery for allotments. Deferred to the July meeting. i. <i>Litter Pick</i> – Members to consider a proposal from Cllr. Williams to organise a litter pick. Ms Jon said she did not feel it was the right time of year to be doing this. No further action at this time. j. <i>Camel Trail Partnership</i> – Cllr. Kirkman’s name had been put forward as a possible representative to attend meetings of this group. Details previously emailed. Ms Jacquie Rapier is checking if this is possible. k. <i>Jam Sales Stand</i> – Ms Jon reported the stand had been removed. | <p>Ms Jon</p> <p>Ms Jon</p> <p>Cllr. Williams</p> |
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	<p>i. <i>Port Isaac Carnival</i> – Saturday, 11th September 2021. Ms Kathryn McDonnell had provided risk assessments, which had been circulated. The Clerk to establish what time the music will cease.</p>	Clerk
95/2021	<p>Farmers Market – first market had been held on 30th May 2021 and all relevant paperwork provided to the Clerk. Ms Jon to ask that they take their banner down between markets.</p>	Ms Jon
96/2021	<p>Highway Matters –</p> <p>a. <i>Parking Problems</i> – Cllr. Raynor reported a request had been made to re-introduce the temporary “Access only” sign by Secrets. Cllr. Penny said that previously Trelights’ residents had opposed the proposal, but he felt that this would work if it was seasonal only. Cllr. Webster said she thought a sign saying: “No Parking Ahead” would be helpful. Cllr. Penny said there is already a suitable post that could be used to direct drivers to park at the top of the village. Cllr. Raynor said this could form part of the Feasibility Study (Minute 96d/2021 below).</p> <p>Cllr. Raynor said Highways do not permit “No SatNav” signs.</p> <p>b. <i>Global Road Safety Campaign, incl. 20’s Plenty</i> – details previously emailed. Cllr. Mould said that this is gaining momentum and she expected to hear more about this.</p> <p>c. <i>Port Gaverne Road Safety</i> – the Clerk to send a copy of Mr Matthew Main’s letter regarding traffic safety issues in Port Gaverne to Mr Oliver Jones, Highways, seeking his views.</p> <p>d. <i>Feasibility Study</i> – Minute 41a/2021 refers. Mr Adam Knuckey, Cormac Senior Technician had met with Cllr. Raynor and Ms Jon on site. It will be 2-3 months before they give their proposals.</p> <ul style="list-style-type: none"> • The three pedestrian road crossing options; • The pavement on New Road OPPOSITE Back hill on the inside of the right-angle bend. • See also 96a/2021 above. <p>e. <i>Residents Parking Zone</i> – the Clerk to compile a report i.r.o. the residents’ parking restrictions survey.</p> <p>f. <i>Approved Road Closures</i> – details previously emailed:</p> <p>i. Lower Trefreock and Trelights – 28th June 2021 to 9th July 2021 (24 hours).</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
97/2021	<p>Financial Matters – including any items received after the agenda is issued</p> <p>Cllr. Mount left the meeting at this point.</p> <p>a. <i>Accounts for Payment</i> – Schedule No.03/2021-22 to a value of £37,748.84 was APPROVED for payment. The Clerk to place a copy on the website. Cllrs. Raynor and Cleave were authorised to make the payments by BACS.</p> <p>b. <i>Budget Monitor</i> – a copy had been circulated via email. Cllr. Button offered to head up a Playing Field Working Party with a view to spending the budget on new equipment / improvements. Members to contact him direct if they wish to join the Committee.</p> <p>c. <i>Bank Reconciliation</i> – a copy had been circulated via email.</p> <p>d. <i>Bank Compensation Scheme</i> – CALC had advised that any council with an annual budget (not deposits) of less than £450,450 will be covered under the scheme – although the amount may be affected by a change in exchange rates. Cllr. Raynor said the PC is covered.</p>	<p>Clerk</p> <p>Cllrs. Raynor / Cleave</p> <p>Members</p>

	<p>e. <i>Grant Policy</i> – Minute 74b/2021 refers. Copy of the existing policy was circulated via email. Cllr. Penny quoted “<i>The Council will not award grants to national organisations which do not have a direct specific benefit to the people of the Parish or where local groups raise funds which are sent to a regional or national HQ for redistribution and not spent locally. Local branches of national organisations will have to show why assistance is not forthcoming from the parent body.</i>” The Clerk to point any applicant to the grant policy in the first instance.</p>	Clerk
98/2021	<p>Administrative Matters –</p> <p>a. <i>Code of Conduct</i> – Members AGREED to adopt the revised Code of Conduct. The Clerk to place a copy on the website.</p> <p><i>Code of Conduct Training</i> – those Members who had yet to complete the training were advised they must do so and advise the Clerk accordingly.</p>	Clerk
99/2021	<p>Documentation / Correspondence – not covered elsewhere on the agenda, including any items received after the agenda had been issued</p> <p>a. None.</p>	
100/2021	<p>Diary Dates – including any dates received after the agenda had been published. Details previously emailed</p> <p>a. <i>Full Council Meeting</i> – 12th July 2021, 6.30pm at St Endellion Hall (Minute 86/2021 refers). Ms Jon had prepared a risk assessment – copy to be placed on the website.</p> <p>b. <i>Secondary Council Meeting</i> – TBC.</p> <p>c. <i>Clerk’s Leave</i> – 26th June to 5th July 2021 (inclusive).</p> <p>d. <i>Property Flood Resilience (PFR)</i> – CALC free workshop to be held on Tuesday 6th July 10-11.30 am. Details previously emailed</p>	Clerk
101/2021	<p>Information Only / Future Agenda Items –</p> <p>a. None.</p>	
102/2021	<p>Closed Session – in view of the confidential nature of the business about to be transacted, it was RESOLVED that it is advisable in the public interest that the press and public be excluded and they were instructed to withdraw.</p>	
103/2021	<p>Enforcement Cases – postponed to July meeting.</p>	Clerk
104/2021	<p>Meeting Closed – 20:20pm.</p>	

Signature: (Cllr. David Raynor)
Parish Council Chair

Date: 12th July 2021