



**MINUTES OF THE FULL COUNCIL MEETING
HELD IN ST ENDELLION HALL
ON MONDAY, 13th DECEMBER 2021**

| Minute | AGENDA ITEMS | Action |
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| | Present – Cllrs. Raynor (Chair), Button, Cleave, Collings, Kirkman, Penny (Vice Chair), Webster, Williams; Mrs Thompson (Clerk), County Cllr. Mould. | |
| | Chairman’s Welcome / Public Forum – the Chair opened the meeting and welcomed those present. | |
| 208/2021 | Apologies – Cllrs. Arnold, Dawe, Thomas; and Ms Jon (C&MS). | |
| 209/2021 | <p>Members’ Declarations</p> <p>a. <i>Pecuniary/Registerable Declarations of Interests</i> – none.</p> <p>b. <i>Non-registerable Interests</i> – Cllrs. Webster and Penny as Members of Village Hall Committee.</p> <p>c. <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>d. <i>Dispensations</i> – none.</p> | |
| 210/2021 | <p>Minutes of Meetings –</p> <p>a. <i>Full Council Meeting</i> – 8th November 2021, AGREED as a true record.</p> | |
| 211/2021 | <p>Outside Organisations and Reports</p> <p>a. <i>Parish Council Chairman</i> – Cllr. Raynor reported that Mrs Gillian Thompson had resigned as the PC’s Clerk for personal reasons w.e.f. 8th March 2022. Cllr. Raynor paid tribute to Gillian by saying: “Gillian has been our Clerk for the last seven years. As Chair during that time I could not have wished for a more efficient, capable, caring and friendly person to be with. She will be sadly missed by all.</p> <p>It was RESOLVED to place an advertisement for her replacement via CALC and on social media. It was further RESOLVED to form a Working Party comprising Cllrs. Raynor, Penny, Webster and Button to draw up a Job Specification and subsequently to interview candidates.</p> <p>A request had been received for permission to plant a memorial tree. Members suggested the car park as a suitable site. A site meeting will be held to agree the placement.</p> <p>b. <i>Playing Fields Project Development Working Party</i> – Cllr. Button reported the next step is to proceed to hold a public consultation. Negotiations are underway to progress this with a potential partner.</p> | <p>Members</p> <p>Clerk</p> <p>Clerk</p> |

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| | <p>c. <i>Cornwall Council</i> — Cllr. Mould said she was sorry to hear Mrs Thompson was leaving and reminded Members CALC offer a training course for Clerks.</p> <p>Cllr. Mould had spoken to CC’s case officer regarding Dunromin, who advised the work was permissible, with the possible exception of the veranda. Cllr. Raynor said there are other issues of concern with building work not conforming to the approved plans. Cllr. Mould will go back to the case officer.</p> <p>With regards to the Trelights planning issues, Cllr. Mould said Cllr. Williams was correct, the wrong legislation had been used as the plot is under 5 hectares. A retrospective planning application is expected in the New Year.</p> <p>Cllr. Mould advised there had been expressions of interest to manage Wadebridge Leisure Centre in its current format.</p> <p>There was a general discussion regarding business rates and the resulting loss of funding available locally.</p> <p>Cllr. Penny referred to a letter from the Education Welfare Officer, which threatens parents with legal action if attendance does not improve. He pointed out that in many cases non-attendance is due to Covid. Cllr. Mould will seek an explanation.</p> <p>d. <i>Network Panel</i> – Notes of the meeting held on 11th November were emailed. The next meeting is scheduled to be held on 10th January 2022.</p> <p>e. <i>Police</i> – previously emailed.</p> <ul style="list-style-type: none"> • <i>Police</i> – the Police and Crime Commissioner, Alison Hernandez, published her new Police and Crime Plan on 12th November 2021. View on: https://www.devonandcornwall-pcc.gov.uk/about-us/police-and-crime-plan-2021-2025/. • <i>A Guide to Recognising, Recording and Reporting Anti-Social Behaviour (ASB)</i> – published by the Neighbourhood Watch Network and circulated via email. • <i>Bodmin/Wadebridge Neighbourhood Police Team Newsletter</i> – October 2021. | <p>Cllr. Mould</p> <p>Cllr. Mould</p> |
| 212/2021 | <p>Planning Applications – Members considered the following:</p> <p>a. PA21/05810, Saint Endellion Barn Port Isaac – erection of utility outbuilding. OBJECT: Members are not convinced that an outbuilding of such large dimensions is required to service the properties. This is not an agricultural tenure, therefore, the proposed building is development in the open countryside. Any outbuilding on the site would need to be conditioned that it remains solely for ancillary storage in perpetuity as the cluster dwellings are outside the settlement boundary as defined by the St Endellion NDP.</p> <p>b. PA21/07472, 3 and 7-9 Middle Street Port Isaac – change of use to retail unit and residential space to guest accommodation. Replacement single-storey rear extension, works to roofs, windows and doors. SUPPORT.</p> <p>c. PA21/07473, 3 and 7-9 Middle Street Port Isaac – Listed Building Consent to retail residential space to guest accommodation. Replacement single-storey rear extension, works to roofs, windows and doors. SUPPORT.</p> <p>d. PA21/06285, The White House and Cottage 3 and 3A Roscarrock Hill Port Isaac – building of existing stone retaining walls and steps and retrospective consent to retain existing element previously constructed without consent. Fresh planning application received with the same number.</p> | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |

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| | <p>SUPPORT: However members are explicit the stone used must mimic the colour of that which it is replacing is in ALL new sections of walling. The section of upright pitchers forming the retaining wall of the Listed Building Fern Cottage should utilise any recovered stone, supplemented by <i>Delabole quarry slate, natural faced building stone</i>, and mimic the upright pitchers pattern. Stone must be submitted for colour comparison for approval. For clarity, the stone must be dark blue or black to mimic the cliff face it is retaining, responding to the Port Isaac CAMP and Historic England Advice Note 3 in order to preserve and enhance the setting of these heritage assets.</p> <p>e. PA21/06286, The White House and Cottage 3 And 3A Roscarrock Hill Port Isaac – Listed Building Consent for re-building of existing stone retaining walls and steps and retrospective consent to retain existing element previously constructed without consent. Fresh planning application received with same number. AS [d] ABOVE.</p> <p>f. PA21/09929, Long Cross Hotel Trelights – conversion of existing Love Shack and Vinery into an annexe and existing Stable into Gym/Study. Remove the various C20th extensions and re-ordering with new single-storey extension to form Basement under terrace and rear dining room. Construction of 2No. detached garages with associated landscaping and swimming pool. SUPPORT.</p> <p>g. PA21/10862, Westaway Road from Long Cross to The Barton Trelights – replacement of existing conservatory with single storey extension including internal reconfiguration. SUPPORT.</p> <p>h. PA21/11248, Orcades Port Gaverne Port Isaac – Certificate of lawfulness for proposed use: Erection of a dwelling as permitted under PA19/09377 dated 10th January 2020. NO COMMENT.</p> <p>Minute 215f/2021 (Seaweed Farm) was taken at this point. Cllr. Raynor proposed and it was AGREED that the Clerk should write to Penmayn Ltd. and suggest they contact the Harbour Commissioners who represent the Fishermen of PI; also to ask if there would be any benefit to Port Isaac maybe further employment etc.</p> <p>Cllr. Mould then left the meeting.</p> | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |
| 213/2021 | <p>Other Planning Matters – including any items received after the agenda had been published.</p> <p>a. <i>Social Housing</i> – Members RESOLVED to contribute £200 towards Management Liability package for CLT Members.</p> <p>b. <i>Planning Presentations</i> – a portable screen to present planning proposals had been purchased.</p> <p>c. <i>Planning Appeal</i> – PA20/09912, Land At Bodieve – outline application for residential development including access of up to 245 new homes (to include 30% affordable homes), new relief road from Ball Roundabout to B3314, new public open space (including play area and community orchard and cycle path/amenity walkway), extensive new tree planting and new habitat creation (including 1.75ha. of new woodland planting and 0.25ha of new wildlife ponds). Cllr. Williams will draw up an appeal statement.</p> <p>Cllrs. Cleave and Williams left the meeting at this point.</p> | <p>Clerk</p> <p>Cllr. Williams</p> |
| 214/2021 | <p>Planning Applications Approved by CC – information only.</p> <p>a. PA21/04363, 36 New Road Port Isaac – Variation of Condition 2 (approved plans) of Application No. PA19/06645 dated 15th January 2020 (Demolition of dwelling and replacement with new dwelling).</p> | |

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| | <p>b. PA21/07379, 7 Silvershell View Port Isaac – proposed remodelling of interior and extension.</p> <p>c. PA21/09675, Sea Glass Port Gaverne – Variation of Condition 2 (approved plans) of Application No. PA20/03092 dated 2nd June 2020 (Roof extension over garage to first and second floor to include rear flat roof dormer and two traditional pitched dormers to front. Construction of new access steps to rear terrace).</p> <p>d. PA21/06026, White House Cottage 3A Roscarrock Hill Port Isaac – two-storey extension to the rear of the property with glazed link between the existing summer room and dwelling (Revision to previously approved planning application PA19/09978) footprint made larger.</p> <p>e. PA21/08420, White House Cottage 3A Roscarrock Hill Port Isaac – Listed Building Consent for a two-storey extension to the rear of the property with glazed link between the existing summer room and dwelling (Revision to previously approved planning application PA19/09978).</p> <p>f. PA21/09869, Glendale Trelights – erection of a new 1-bedroom dwelling on the land adjacent to Glendale Cottage and provision of 1 no. car parking space to Glendale Cottage.</p> | |
| 215/2021 | <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 updates on the following:</p> <ul style="list-style-type: none"> • <i>Main WC</i> – waiting to hear re: compensation for missing revenue during October half-term, due to total power out on payment system. • <i>Roscarrock WC</i> – site meeting with Healthmatic for purposes of refurbishment. Hi-Tec due early December 2021 for same purpose. • <i>New Road WC</i> – none. <p>Ms Jon reported that several days during November Cormac were unable to provide cleaners for the toilets. She had asked for this to be reflected when the invoice was issued.</p> <p>b. <i>The Main Car Park Upgrade of ticket machines</i> – waiting for Mr David Wellington to report if he can connect the existing machines to mains electricity supply. All the machines now have new batteries.</p> <ol style="list-style-type: none"> i. <u>Armtrac Proposal</u> – Armtrac offer two options for the installation of a new parking management payment system, including payment machines with additional support of Automatic Number Plate Recognition (ANPR) camera technology at the Port Isaac main car park to capture the registration plates of all vehicles using the facility. Members were not in favour of this option. ii. <u>Flowbird Proposal</u> – Flowbird had provided a quote for upgrades to all machines including vehicle registration. The electrical requirements needed to support the new equipment will also have to be upgraded with each new solar panel, costing £790+VAT of which there are two. This would stop drivers from swapping tickets. Cllr. Raynor said he felt this was the best option but Cllr. Penny felt it would cause queuing (better signage should assist with this). RESOLVED to accept this quotation. iii. <u>Electric Supply</u> – a site meeting had been held with Western Power to seek ways to meet future energy needs for the car park and Playing Field. Ms Jon’s written report had been circulated to Members (copy on file). Solar panelling should be considered at the same time. | Clerk / Ms Jon |

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| | <p>c. <i>Play Area</i> – a copy of the monthly H&S report had been circulated via email. Mr Adrian Fitzgerald, CC advised CC’s “dog exclusion” bylaw is due for review in 2023 and the play area will be added then.</p> <p>d. <i>Trelights Village Green (TVG)</i> – Statutory Declarations had been provided to Mr Daniel Sproull by Messrs Malcolm Lee and David Phelps. It is anticipated that these will be submitted to the Land Registry shortly.</p> <p>e. <i>War Memorial</i> – the second piece of three had been published in December’s Trio, asking for any comments or input into the addition of the names omitted from the War Memorial. There will be a final piece in the New Year. No comments had been received to date.</p> <p>It was AGREED to leave the poppy wreaths in place until year-end</p> <p>f. <i>Seaweed Farm in Port Isaac Bay</i> – covered above.</p> <p>g. <i>Grass Verges</i> – Ms Jon to put a proposal together for the improvement of the verges.</p> | <p>Ms Jon</p> <p>Ms Jon</p> |
| 216/2021 | Farmers Market (FM) – a draft Licence had been circulated to Members for their feedback. Cllr. Button will circulate a list of suggested changes. | Cllr. Button |
| 217/2021 | <p>Highway Matters –</p> <p>a. <i>Residents Parking</i> – Members received updates regarding:</p> <ol style="list-style-type: none"> i. Access to decorative gravel area – Cllr. Penny reported further information on the scheme had been provided to eight of those who had expressed an interest. ii. Unused Pavement Outside No.9 Hartland Road + Separate Area – Cllr. Penny had provided addresses of householders affected by the proposals and the Clerk to contact them for their views. iii. Progress Report – Mr Knuckey, Highways advised: <ul style="list-style-type: none"> • We have informed the Cornwall Council asset team, the highway manager and the local member what the parish have chosen to carry forward. We have not received any responses that indicate any concerns at this stage. We will consult further with these parties as the scheme progresses. • We have ordered the topographical survey and we expect this to be carried out in January. Once we have this we will be to start on our preliminary designs. <p>b. <i>Hedge, Trewetha</i> – we are still waiting for a response from the land owners regarding a proposal to make a walk way to the village.</p> <p>c. <i>30mph Signs, Trelights</i> – Mr Oliver Jones, Highways provided a plan (previously emailed) and asked Members’ opinion of the options i.r.o. the repositioning of the 30mph limit in Trelights.</p> <p>Cllr. Kirkman had looked at the locations and photos of where Highways think the 30mph signs should be moved to. The location map looks accurate and has three sensible positions. However, the photos’ numbers do not correspond to the location numbers on the map (photos for two and three are mixed up).</p> <ul style="list-style-type: none"> • Location 1 Longcross to the north is fine. • Location 3 is photo 2 and is fine for the south most easterly lane into Trelights. • Location 2 is photo 3. The Location on the map is where we think it should be, just before the houses where the Trelights signage is. However the Photo shows a site much further out of the village, before the water works and other bends and dips and we did not felt it will have the impact it should as people will have forgotten about it by the time they reach residential areas. <p>The Clerk to advise Mr Jones.</p> | <p>Clerk</p> <p>Clerk</p> |

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| | <p>d. <i>Salt Box</i> – Mr Andy Hoskin, Highways advised he had asked for the grit bin to be removed, however as this is not an urgent safety issue this should be undertaken within the next 28 days</p> <p>e. <i>Road Closure</i> – Roscarrock Hill, Port Isaac. 24th to 28th January 2022 (09:00 to 16:30 hours daily).</p> | |
| 218/2021 | <p>Financial Matters – including any items received after the agenda is issued</p> <p>a. <i>Accounts for Payment</i> – Schedule No.10/2021-22 to a value of £39,322.12 was APPROVED for payment. Cllrs. Webster and Raynor were authorised to make the payments by BACS. The Clerk to place a copy of the Schedule on the website.</p> <p>The Clerk reported Cormac had invoiced the Council £8,168 to clean the Roscarrock WCs in 2019/20 (this was after the PC had taken over the toilet block). After much persistence this has now been reduced to £2,035.65. It was AGREED to settle this invoice on receipt.</p> <p>b. <i>Bank reconciliation</i> – copy had been circulated via email.</p> <p>c. <i>Grant</i> – Members agreed, in principle, to make a grant to Port Isaac village hall towards the cost of a new roof. A proposal to make a grant of £5K with an interest free loan of £10K to assist the Hall's cashflow will be considered at budget setting.</p> <p>d. <i>Defibrillators</i> – there had been no response from local businesses regarding sponsorship of the units in Port Gaverne and outside John Bray. Deferred to the December meeting. No further action.</p> <p>e. <i>2022/23 Budget</i> – Members to advise the Clerk of any projects they wish the PC to consider in the next financial year. Cllr. Williams suggested a bus shelter to serve upper village; plus £100K in reserves for development of the playing field.</p> <p>NOTE – a draft budget will be circulated by the Clerk for consideration at the January meeting.</p> | <p>Cllrs Webster / Raynor Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Members</p> |
| 219/2021 | <p>Administrative Matters –</p> <p>a. <i>Monitoring Officers Meeting</i> – an email from Mr Simon Mansell, CC regarding the Code of Conduct for Members was previously emailed.</p> <p>b. <i>Bullying and Harassment Statement</i> – Members RESOLVED to adopt the Civility and Respect Working Group's suggested wording for display on the PC's website. Copy to be placed on the PC's website.</p> <p>c. <i>Wadebridge Leisure Centre</i> – Members to consider supporting Wadebridge Town Council in its challenge the consultation process. Details previously emailed. Cllr. Mould had previously advised this had been dealt with at CC's Full Council meeting. No further action.</p> | Clerk |
| 220/2021 | <p>Documentation / Correspondence – not covered elsewhere on the agenda, including any items received after the agenda had been issued</p> <p>a. <i>Prosperous Cornwall 2050</i> – A Plan for Our Places (the Spatial Strategy). Survey can be found on: letstalk.cornwall.gov.uk/pc2050. Details emailed.</p> <p>b. <i>Jubilee Lottery Funding</i> – details found on: https://www.tnlcommunityfund.org.uk/news/press-releases/2021-11-17/over-22million-the-queens-platinum-jubilee</p> <p>c. <i>Forest for Cornwall</i> – for details of how to get involved in the Forest for Cornwall see: https://www.cornwall.gov.uk/forestforcornwall</p> | |

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| | d. <i>Adult Social Care Strategies</i> – survey closes on 10 th December 2021. Further details on: https://letstalk.cornwall.gov.uk/delivering-better-care . | |
| 221/2021 | Diary Dates – including any dates received after the agenda had been published. Details previously emailed a. <i>Full Council Meeting</i> – 10 th January 2022. b. <i>Secondary Council Meeting</i> – TBC. c. <i>C&MS</i> – Ms Jon is on leave 12 th - 14 th December 2021 inclusive. | |
| 222/2021 | Information Only / Future Agenda Items – a. None. | |
| 223/2021 | 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. | |
| 224/2021 | Catering Kiosk – Members considered the terms of the lease which will be available from 8 th January 2022. It was AGREED to advertise the letting on social media. Responses to Ms Jon. | Cllrs. Penny / Raynor / Ms Jon |
| 225/2021 | Meeting Closed – 9pm. | |

Signature: (Cllr. David Raynor)
Parish Council Chair

Date: 10th January 2022