



MINUTES OF THE FULL COUNCIL MEETING
HELD AT ST ENDELLION HALL
ON MONDAY 15th May 2023 AT 7.04pm

Minute	Agenda Items	Action
	Present Cllrs Raynor (Chair), Cleave (Vice Chair), Kirkman, Symons, Webster, Williams, Divisional Member Mould, and Ms Jon (C & M S)	
23/76	<p>Members' Declarations</p> <ul style="list-style-type: none"> a. Pecuniary/Registerable Declarations of Interests – Cllr Williams PA23/02665 b. Non-registerable Interests – NONE c. Declaration of Gifts – NONE d. Dispensations – PA23/02665 Cllr Williams seeks dispensation to introduce & raise any planning issues but take no part in the decision process. AGREED 	
23/77	Apologies Cllrs Collings, Hills, Arnold, Dawe, Button, Mrs Kendall (Clerk)	
23/78	<ul style="list-style-type: none"> a. Election of Chair– Cllr. Raynor proposed by Cllr Williams, seconded by Cllr Webster AGREED b. Election of Vice Chair – Cllr. Cleave proposed by Cllr Williams, seconded by Cllr Webster AGREED 	
23/79	<p>Chair's Welcome / Public Forum</p> <p>Chair Welcomed those present - No members of the public present.</p>	
23/80	<p>Council Committees/Appointments to Outside Bodies – the following appointments to be made:</p> <ul style="list-style-type: none"> a. <i>NALC Representative</i> - Cllr. Kirkman b. <i>Planning Lead</i> – Cllr. Williams c. <i>Village Hall Representative</i> – Ms Jon d. <i>Playing Field Co-ordinator</i> – Cllrs. Button, Cleave and Webster e. <i>Trelights Village Green</i> – Cllrs. Arnold, Dawe, Kirkman and Hills f. <i>CMS Working Party</i> – Cllrs. Raynor, Webster and Williams g. <i>Community Network Panel Meeting Representative</i> –Cllr Williams requests discussion at June meeting/will consider standing. h. <i>Playing Field Development Working Party Representative</i> –Cllr Button invited to continue. i. <i>Port Isaac Pedestrian Highways Scheme Representative</i> –Cllr Raynor 	

	j. <i>Residential Parking/ Drop Kerbs Representative</i> –Cllr Raynor & Ms Jon	
23/81	<p>Minutes of Meetings</p> <p>a. Annual Parish Council Meeting 3rd April 2023 7pm St Endellion Hall AGREED</p> <p>b. Full Council Meeting – 3rd April 2023 following the Annual Meeting AGREED</p>	
23/82	<p>Organisations and Reports</p> <p>a) Parish Council Chair – Cllr Raynor mentioned the football field and how well it’s recovered from the quagmire it was after the Shanty Festival. Cllr Cleave has researched a commemorative coronation coin for the primary school children. Cllr Williams raised a for an alternative dedicated fund v bird food for the feeders at the school. Members preferred coins. An update on the request for a 30 MPH speed limit in Trewetha after the recent accident. Cornwall Council’s response to the accident in Trewetha is that the request for a 30 MPH limit has been logged. Beth leaving her position as Clerk due to her moving to Kent and the two applicants for the position. There may be a third applicant. To be discussed as an agenda item.</p> <p>b) Divisional Members Report- Cllr Mould mentioned her concerns over the progress being made with the affordable housing pre-app in relation to some stakeholders. Her concern is that some feel that they haven’t been fully engaged in the process. Cllr Williams explained with reference to the reports the OC had commissioned that progress was not at the stage for full stakeholder consultation. However, in the short term that would progress. She also has big concerns over the housing issues in the parish with 3 - 4 families in need. She is arranging a meeting with a new Housing Officer from Cornwall Council, Sarah Sym. Once the arrangement is agreed she will invite Cllr Raynor or any other interested parties to attend. The intension is to walk the village of Port Isaac to review the current housing stock with the thought in mind to re-jig the allocations. In her opinion the whole system which is under immense pressure should be reviewed. Cllr Mould asked if the Parish Council were aware that the Civil Enforcement Officer is about to or has left the position and there will only be limited cover as replacement. This situation is not good enough; Cllr Mould has written to Parking Enforcement at Cornwall Council to express her concerns.</p> <p>c) Playing Field Development Working Party- Cllr Raynor went through a previously prepared report as Cllr Button not in attendance. Cllr Mould commented that the Community Area Partnership may be able to assist with funding for local projects, such as feasibility studies.</p> <p>d) STEND_HWG – Cllr Williams met with the Rev Craig Marshal to talk about the proposed scheme/copied in on all emerging evidence base documents/explained progress to date.</p> <ul style="list-style-type: none"> • Zoom meeting Wed 17th CCLT/Dave Slatter to discuss management and advancement of pre app/further planning steps/it’s complicated! • Feasibility Funding app draft is complete: <i>To be agreed with CCLT before submission ASAP.</i> • Slatter & Wesley studies are near completion/there has been some debate over agreed layouts to accommodate Landscape/Heritage priorities over place making, a total of 8 different drafts have been discussed of which 3 will move on to: 	<p>Cllr Raynor</p> <p>Cllr Mould</p> <p>Cllr Button</p> <p>Cllr Williams</p>

	<ul style="list-style-type: none"> • Stakeholder communications • STEND_HWG meet Mon 22nd April to review & assign comms. • To be followed by public consultation • Their final report will incorporate stakeholder input & recommendations. • Next stage: PRE-APP/projected end of June 	
23/83	<p>Planning Applications – Members to consider the following, including any received after the agenda had been published.</p> <p>a. PA23/02087 Magpie Cottage Trelights Port Isaac Cornwall PL29 3TG Works to a tree subject to a Tree Preservation Order for Ash (T1) - pollard tree to reduction points indicated in accompanying photo. Members agree with the recommendation of the tree officer, that pollarding should be restricted to the previous cut points to maintain the integrity of the tree post the nesting season.</p> <p>b. PA23/02665 42 Church Hill Port Isaac Cornwall PL29 3RQ Demolition of dwelling and construction of replacement dwelling OBJECT Member find the proposal overbearing, and out of scale with the street scene and too prominent in local views, failing to accord with the recommendations of the Conservation Area Management Plan and contrary to: NDP Policy 2: replacement dwellings will be supported where they: <i>a) Demonstrate how they appropriately respond to the context of the site, local distinctiveness and local landscape character;</i> <i>b) Take up a similar footprint to the existing dwelling or demonstrate no increase in visual prominence...'</i> NDP Policy 6B: where the objectives are to maintain the integrity and scale by conformity with the existing roofscape <i>f) respects and reflects the general window/wall proportions of the conservation area and avoids the inappropriate use of extensive glazing, panoramic windows, balconies, dormer windows, roof lights, solar panels and aerials</i> Furthermore, members are concerned about the effect on April Cottage, where the proximity of the rear balcony and the increased height and glazing will impact the amenity space of the home owners.</p> <p>c. PA23/02704 Holiday Let 15 Fore Street Port Isaac Cornwall PL29 3RD Listed building consent for retrospective repair of storm impact damage to east elevation including rebuild of rubble lean to wall with a new door; fascia and soffit to entire elevation to be removed and renewed along with make good of slates sitting above and entire east elevation to be repainted. SUPPORT</p> <p>d. PA23/02872 91 Fore Street Port Isaac Cornwall PL29 3RF Proposed demolition of existing dwelling and erection of new dwelling. Cllr Williams explained this is the same as the previously approved scheme to adapt. SUPPORT</p> <p>e. PA23/03217 8 Dolphin Street Port Isaac Cornwall PL29 3RJ Submission of details to discharge Condition 3 in respect of Decision Notice PA21/12801 dated 28th March 2022. NO COMMENT</p>	

23/84	<p>Cornwall Council Planning Decisions – <u>information only.</u></p> <ul style="list-style-type: none"> a. PA23/02017 WITHDRAWN Cleardaze New Road Port Isaac Cornwall PL29 3SD Proposal Non-material amendment in relation to decision notice PA21/03525 dated 19/01/2022 for one dormer cheek to be glazed. b. PA23/01129 APPROVED Westaway Trelights Port Isaac Cornwall PL29 3TF Proposal Installation of 16 panel PV array mounted on ground with temporary structure. c. PA23/01628 APPROVED Land North East of Treore Farm Treore Lane PL29 3TB Proposal Prior approval notification to determine if planning permission is required for: Excavation of land to provide a sloping sided pit for slurry storage. d. PA23/01329 Granted (CAADs, PIPs and LUs only) Lego House Trelights Port Isaac Cornwall PL29 3TG Proposal Certificate of lawfulness for the erection of a C3 dwellinghouse without compliance with condition 2 of 2006/01239. e. PA23/02518 Prior approval not req'd (AF/TEL/DEM) Tolraggott Farm St Endellion Port Isaac Bodmin PL29 3TP Proposal Prior notification to determine if planning permission is required for: - Construction of earth banked lagoon. f. PA23/03084 Prior approval not req'd (AF/TEL/DEM) Treore Treore Lane Port Isaac Cornwall PL29 3TB Prior Notification for an extension to existing agricultural building to be used as an additional cow cubicle shed g. PA23/02966 Approved Keynvor View 36 New Road Port Isaac Cornwall PL29 3SD Non Material Amendment (2) to Application No. PA21/04363 dated 16th November 2021 for Variation of Condition 2 (approved plans) of Application No. PA19/06645 dated 15th January 2020 (Demolition of dwelling and replacement with new dwelling), namely, addition of Solar PV h. PA23/01804 Approved with conditions Laburnums Trelights Port Isaac Cornwall PL29 3TJ Proposed conversion of garage to annex and proposed car parking/driveway in garden with shed i. PA22/02058/PREAPP Closed - advice given Vine Cottage Rose Hill Port Isaac Cornwall PL29 3RL Pre application advice for a second floor extension to the rear of the building, and replace and partially rebuild the western gable end. j. PA22/10739 Approved with conditions Tregenna Trelights Port Isaac Cornwall PL29 3TF Conversion and extension of existing self-contained building ('Woodland Lodge') to ancillary annex/ staff accommodation to Tregenna. 	
23/85	<p>Additional Planning Matters- including any items received after the agenda had been published.</p> <ul style="list-style-type: none"> a. FOR INFORMATION ONLY: PA23/01943 War Memorial Trewetha Lane Port Isaac Cornwall Proposal Listed Building Consent: - To erect an additional stone and bronze monument adjacent to the existing War Memorial. Using matching granite and bronze plaque to provide a monument with names of servicemembers originally omitted. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=details&keyVal=RR5N1CFGMEN00 b. CIL Receipts Proposal- Cllr Williams proposes CIL receipts to be reserved for match funding for the playing field development, for the immediate future and subject to annual review. Seconded by Cllr Cleave AGREED NEM COM 	

23/86	<p>Environmental / Amenity Matters – including the Contract & Maintenance Supervisor Report and any items received after the agenda was issued:</p> <ul style="list-style-type: none"> a. Car Park –Parking Permits- Ms Jon has heard from 1 interested resident and no further comments. Members agreed to go ahead with the scheme with a 6-month deadline. b. Playing Field Agreement – Members approved the agreement. Members agree that future lining work on the PF by the school should be subject to a request. c. Water Refill Station – Our Only World Charity request an official opening / photo opportunity with Biffa supplying water bottles. Members agreed for Ms Jon to organise an official opening of the station inviting Our Only World representatives. Extra signage is required; Ms Jon to enquire to Our Only World. d. New Road Shop – tenant requests additional two outside tables and chairs. Currently two proposed increases to four. It was decided to hold a site meeting with Cllrs Raynor & Williams and Ms Jon to check whether this would provide enough space for wheelchair users. e. Just Park - an error in adjusting the tariff on the app has resulted in compensation of £3,000 being paid to the Parish Council. 	
23/87	<p>Highway Matters</p> <ul style="list-style-type: none"> a. Residents Parking – Terry Harris & Sons are aware that a detailed drawing is required by Cornwall Council Highways Dept before approval of the project. Concerns over delay in the works due to the split it into two separate jobs is dispelled as Harris have agreed to honour their quote if both are completed within a 6-month period. b. Port Isaac Highways Scheme - No update. However, it was Cllr Williams requests agreement for work dates should be sought to ensure they don't coincide with October half term holiday. 	
23/88	<p>Financial Matters –</p> <ul style="list-style-type: none"> a. Accounts for Payment – AGREED Biffa Invoices received require further information before payment. The Postal Service does not need to be renewed. Lloyds have put a 1% charge onto funds paid into the account. Cllr Raynor to check on the situation. b. Payroll - members approval for next month- APPROVED 	
23/89	<p>Administrative Matters</p> <ul style="list-style-type: none"> a. Policies and Procedures – Members to consider and re-adopt the following policies. Copies to be circulated via email prior to the meeting: <ul style="list-style-type: none"> - Reserve's Policy- AGREED b. Audit- AGAR form and Accounts– previously circulated APPROVED. Internal Audit – all documents now to be sent and report to be circulated to members when available. c. Website- Clerk has uploaded all current information and archived files are being addressed by the Web Designer. However, the search aspect of the site needs tweaking. Ms Jon to contact the website builder. d. Clerks Position – 2 Applications received – formal interview process to take place Tuesday 16th May 2023. Ms Jon has offered to cover any interim period or interview for the role should the Members feel this appropriate. Some discussion ensued; member will discuss at meeting to be arranged. 	

	e. Public Liability Insurance Renewal – quotation and policy previously emailed 2 nd year of a 3-year agreement.	
23/90	Documentation / Correspondence – not covered elsewhere on the agenda, including any items received after the agenda had been issued.	
23/91	Diary Dates – including any dates received after the agenda had been published. Details previously emailed. a. Full Council Meeting – Monday 12 th June 2023 7pm b. Bodmin, Wadebridge, Padstow, St Teath & Tintagel Community Area Partnership - Wednesday 21 June, 5:30pm-7:30pm	
23/92	Information Only / Future Agenda Items c. Port Isaac Heritage 100 Club – Prize Draw tickets available via Secrets or Port Isaac Pottery. Supporting the parish heritage exhibition at St Peters Church, www.portisaacheritage.co.uk	
23/93	Closed Session – 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.	
23/94	Meeting Closed – 8.34pm	

Signature: Cllr Raynor (Chair) Date: 17/05/2023