

MINUTES OF THE FULL COUNCIL MEETING

AT ST ENDELLION HALL ON MONDAY 13th May 2024 AT 7PM

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| **Minute** | **Agenda Items** | **Action** |
|  | **Present**  Cllr Raynor (Chair)  Cllrs: Webster, Symons, Williams, Button, Pierpoint, Collings  D. Harrison (Clerk), C. Jon (C&MS) |  |
| 24/69 | **Members’ Declarations**   1. **Pecuniary/Registerable Declarations of Interests** – Members must declare an interest, which has been declared on their Register of Financial Interests form, relevant to the agenda.   **NONE**   1. **Non-registerable Interests** – Members must declare non-pecuniary interests at the start of the meeting or whenever the interest becomes apparent.   **Cllr Williams has a connection to the applicants of PA24/02791 and will inform on the app but not vote.**   1. **Declaration of Gifts** – Members are reminded they must declare any gift or hospitality with a value in excess of fifty pounds.   **NONE**   1. **Dispensations** – Members to consider any written requests for dispensations.   **NONE** |  |
| 24/70 | **Apologies** Cllrs Smith, Dawe, Hills, Vice Chair Cleave, Divisional Member Mould |  |
| 24/71 | **Election of Chair**– Cllr. Raynor currently in post. **All support.**  *Chair* – Chair to sign the Acceptance of Office form. Cllr Raynor confirms this will be his last year in post.  **Election of Vice Chair** – Cllr. Cleave currently in post. **All support.**  *Vice Chair* – Vice Chair to sign the Acceptance of Office form. Cllr Cleave absent. |  |
| 24/72 | **Chair’s Welcome / Public Forum**  Members of the Public may address the Council for a maximum of three minutes, prior to the commencement of the meeting. All comments are to be directed to the Chair of the meeting.  **Tina Robinson would like to share information about the living sea wall project on the harbour breakwater.**  Tina introduces herself and provides an overview of her marine conservation charity based in Polzeath who are also responsible for the water refill station project. The sea wall project is currently their biggest and Tina first came across them in Sydney. The concrete design of sea walls discourages growth whereas the tiles revert the surface back to a rocky shore environment, providing catchment areas for water thus promoting marine diversity. They currently have them in situ in Plymouth, Falmouth and Mevagissey and have funding for Port Isaac and Newquay with plans to expand further. Cllr Williams addresses the main concern of King Henry’s pier being damaged and the appearance of the seaweed covered tiles in a Conservation Area. The area in the bay has its own diverse eco system with rockpools and seaweed, members express doubts over what positive changes the tiles can make. There would be three rows of tiles (30 in total) taking the space of five metres over an area of fifty metres. The process would take two-three days, hand held drills would be used. Tina shows members photos of different harbour walls with the tiles in place and passes around an example of one of the tiles made of recycled materials.  Tina informs members that there haven’t been any issues with members of the public trying to access the tiles on other sea walls and people have shown an interest in viewing the tiles from a distance and reading the information boards. Tina has had discussions with the harbour master and local fishermen of Port Isaac who have no concerns about the project. Cllr Williams highlights the need to access the wave meter – the details of the company who manage this will be sent on to Tina after the meeting. The project could provide jobs for locals in the marine industry. Tina assures members that the tiles can be easily removed if required. Tina is waiting on a response from Historic England and has a short extension on the app. Members will discuss later in the meeting and Tina will be informed of the outcome.  Clunie Coles is present to speak about agenda item **24/79 b**. The parking attendant had no visible identification and was not aware of the parking permit scheme. Clunie had not used the timer but argues it wouldn’t have mattered if the attendant didn’t know what it was for. Ms Jon confirms the company (Armtrac) have been made aware of the permits.  As the employer, it is Armtrac’s responsibility to inform their employees of the scheme and to ensure they have their ID visible to the public. Armtrac have confirmed that the attendant could have produced his ID if asked. Clerk to contact Artmtrac for clarification.  A decision will be made when members discuss the agenda item. |  |
| 24/73 | **Council Committees/Appointments to Outside Bodies** – the following appointments to be made:   1. *NALC Representative –* Cllr Raynor 2. *Planning Lead* – Cllr Williams 3. *Village Hall Representative* – C&MS Ms Jon      1. *Playing Field Co-ordinator* – Cllr Button      1. *CMS Working Party* – Cllrs; Raynor, Webster and Pierpoint 2. *Community Network Panel Meeting Representative* – Cllr Raynor 3. *Playing Field Development Working Party Representative* – Cllr Collings 4. *Roscarrock Refurbishment Representative –* Cllrs; Raynor, Webster and Hills 5. *Bodmin, Wadebridge, Padstow, St Teath & Tintagel Community Area Partnership Representative* – Cllrs; Raynor and Pierpoint and C&MS Ms Jon |  |
| 24/74 | **Minutes of Meetings**   1. **Full Council Meeting** –8th April 2024 – **Agreed** |  |
| 24/75 | **Organisations and Reports**   1. **Parish Council Chair** – Members to receive a report.   Cllr Raynor does not have anything to report other than what is already covered on the agenda.  Cllr Raynor informs members about an email from a family requesting a memorial bench on the coast path. Ms Jon has suggested the playing field as the only spot with space available. Members agree but Cllr Button highlights that they may need to be moved when work starts on the playing field.   1. **Divisional Members Report** - Members to receive a report.   Cllr Mould cannot be present this evening but has emailed information she would like members to be made aware of. Cllr Raynor reads the email to members.  ‘There is an on line briefing on 3rd June regarding the Tax Premium on Second Homes. I think it will be really helpful if as many as possible attend to understand the exemptions and the impact on PC’s when setting next year’s precept. Also, the local Planning Training on 13th June as again there is an element around short term lets. There are quite a few changes coming down the line and given the amount of second homes/letting properties there are in our Parishes I think we need to be fully aware and prepared. There is also a change around Planning Enforcement Immunity periods, but I think a paper has already been circulated regarding those changes. Lastly just to remind everyone we are in No Mow May, so the verges will look a little over grown for another couple of weeks.’  The Clerk to ask for slides or recording of 3rd June meeting for those that are unable to attend. Cllrs: Williams, Raynor and Pierpoint agree attendance.   1. **Playing Field Development Working Party** - Members to receive an update.   The Local Residents’ Group have completed their own survey which garnered 115 responses. The next stage is to review the feedback. Cllr Button will then revisit the plans with an architect then use a quantity surveyor to assess affordability (how to fund the project, any grants it may be eligible for, whether it will be completed incrementally or all at once, etc)  An overview of the survey shows the desire for a Community Hub with a kitchen able to provide service for 50 covers. A member’s area to incorporate a bar, a pool table, and Sky TV. A main room/coffee lounge to allow all activities to run alongside one another (youth and adult). A main shower area for stage two of the build, a 5m squared gym area and one unisex shower unit. Internal storage to be available and external storage for BBQ equipment. The building should be designed to be extended if the need arises. Key point raised is the eastward side with the patio to be positioned away from residents. There will be a meeting arranged with the architect and Local Residents’ Group. Cllr Collings adds the importance of a youth club area and the design of a member’s bar situated centrally where visitors can have access to the other side. Cllr Williams raises the necessity to assess the quantifiable data before planning goes ahead.   1. **STEND\_HWG** – Members to receive an update.   Cllr Williams confirms the topography surveys have been completed, shared the images and outlined the next steps.   * Archaeological survey/ground penetrating radar to identify any areas of disturbance which will establish if there are ‘no go’ areas. * Identifying massing/volumes options/land take/thumbnail sketches. * Cornwall Estates Management (CCEM) advise overlaying the topographic studies with thumbnail sketches to gauge massing/quantum of development types/LW/commercial to establish internal clearance to progress. Cllr Williams confirms verbal agreement was established in principle before initiating the plan. * The need is to evolve the principle of development into a robust strategy with a feasibility study, to establish the scale. * It is expected a Special Purpose Vehicle/s (SPV) will be used to establish an overarching partnership to establish a framework including Cornwall Community Land Trust (CCLT.) to be responsible for design detail. * Further discussion with CCLT is required to set up the legal mechanism.  1. **Camel Valley Community Area Partnership –** Members to receive a report.   Cllr Raynor attended the recent meeting. They discussed the Levelling Up Fund of £645,000 with applications totalling over £3,000,000. There was an update from Cornwall Police. Regarding community transport, there is one bus to accommodate 490 trips per year, they are looking for more funding and volunteers. The cycle scheme has routes already marked. Any projects previously funded need to be finished by December 2024. Cllr Smith attended training on funding applications and can hopefully discuss further at the next meeting. The meeting highlighted the sewage discharge into the Camel River. Due to sand movement, there is a long-term concern that ‘silting’ in the harbour may eventually affect access to Padstow.  The next meeting will be the AGM in Bodmin with time and date TBC. | Cllr Raynor  Cllr Mould  Cllr Button  Cllr Williams  Cllr Raynor |
| 24/76 | **Planning Applications** – Members to consider the following, including any received after the agenda had been published.   1. **PA24/00070**72 Fore Street Port Isaac   Listed buildings consent requested to raise the pitch of the roof, to align with that of the neighbouring property.  **Support**   1. **PA24/00698**Former Chalet Rear Of 31 Fore Street Port Isaac   Proposed cliff stabilisation works and alternative surface water drainage proposal in conjunction with approved dwelling PA20/11484.  **Object - Should the officer be minded to approve, members request**  **experimental drilling to determine the quantum as the application fails to**  **clearly quantify.**   1. **PA24/02344**Laburnums Trelights Port Isaac   Proposed conversion of garage to annex and proposed car parking/driveway in garden with shed without compliance with Condition 2 of Decision Notice PA23/01804 dated 4th May 2023.  **Support**   1. **PA24/02044** Little Beside 8A Lundy Road Port Isaac   Part Demolition of Existing Bungalow to include additional First Floor Storey & Roof to Remodelled Dwelling.  **Object - members have concern is line with Cornwall National Landscape**  **comment over the quantum of glassing and light spillage.**   1. **PA24/02791** The Mill Port Isaac   Proposed two storey side wing extension to the main house. Renovation of the existing two storey dwelling.  Cllr Williams.  **Support (Cllr Williams Excluded from the Vote)**   1. **PA24/02844** 15 Fore Street Port Isaac   Listed Building Consent to retain 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 including the making good of slates sitting above; entire east elevation to be repainted.  **Support** |  |
| 24/77 | **Cornwall Council Planning Decisions** – **information only.**   1. **PA23/05938** Tre-Pol-Pen 8 New Road Port Isaac   Demolition of existing dwelling and re-development to provide 1 retail unit with 1 bed apartment and 3 No town houses.  **Approved with Conditions**   1. **PA23/02077** 15 Fore Street Port Isaac   Submission of details to discharge Condition numbers 4 and 5 in respect of Decision Notice PA23/02704 dated 10/08/23.  **S52/S106 and discharge of condition apps** |  |
| 24/78 | **Licensing Applications** – Members to consider the following, including any received after the agenda had been published.  **None.** |  |
| 24/79 | **Environmental / Amenity Matters** – including the Contract & Maintenance Supervisor Report and any items received after the agenda was issued:   1. **Roscarrock Hill Refurbishment** – Ms Jon informs members that the right-hand side of the building was open in time for the Shanty Weekend. The turnstiles have been ordered but there is not currently a delivery date. Ms Jon has looked into filling the gap these will leave and is considering a balustrade type fitting with glass panels between – Ms Jon will collect quotes for this. The windows have been put in place today. Ms Jon reads Ben Pengelly’s email previously circulated to members.   Cllr Williams has raised the need for an amended Listed Building Consent to be actioned previously and is insistent that this now goes ahead. Members discuss a retrospective planning application. All support an amended or retrospective planning app, whichever is applicable. NB Cllr Williams advises the amended app is retrospective as the works are near completion.   1. **Parking Fine Mrs Coles** – Cllr Williams doesn’t believe it is worth the loss of goodwill to uphold the fine. Other members support the clear guidelines of having the timer and permit on display and insist this needs to be followed for the scheme to work. The Clerk reads out a supporting email from Martin Bell as requested by Cllr Williams. All agree the Clerk is to contact Armtrac to make the argument for a refund of the fine due to the circumstances of the attendant not having their ID visible to the public or being aware of the scheme. 2. **Cornwall Council Quote for litter bin emptying service** – Members have been emailed the quote prior (£4432.11)   All agree.   1. **Signage for Commercial Advertising at Main car park** – Members discuss selling advertising spots after being approached by a local business. Members would like specific size and colour restrictions and signs to be kept neat and tidy. Ms Jon will look at costings and share with members. | C&MS  Clerk  C&MS  C&MS |
| 24/80 | **Highway Matters**   1. All invoices have been received for the works on the Pedestrian Improvement Scheme | Clerk |
| 24/81 | **Financial Matters** –   1. **Accounts for Payment** – members to review accounts previously emailed for approval. **Agree** 2. **Payroll** - members approval for next month.  **Agree** 3. **C&MS Increase in Hours** – From 30 to 35 reviewed in six months. **Agree** 4. **End of Year Reports / Budget and Reserves for 2024/2025** – Shared with members by email prior. **Agree** 5. **Asset Register** – Shared with members by email prior. **Agree** 6. **AGAR ready for Audit on 23rd May 2024** – Clerk to transfer the figures from the end of year reports now they have been agreed. |  |
| 24/82 | **Administrative Matters**   1. **Public Liability Renewal** -The premium (including IPT and all fees) for the year will be: £3,698.45. **Agree** |  |
| 24/83 | **Documentation / Correspondence** – not covered elsewhere on the agenda, including any items received after the agenda had been issued. |  |
| 24/84 | **Diary Dates** – including any dates received after the agenda had been published. Details previously emailed.   1. **Annual Meeting Followed by Full Council Meeting** – Monday 10th June 2024 7pm St Endellion Hall 2. **Rolling Meeting Date** Thursday 27th June 2024 |  |
| 24/85 | **Information Only / Future Agenda Items**   1. C & M S Annual leave 10/6/24 for one week and 16/9/24 for one week. |  |
| 24/86 | **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. |  |
| 24/87 | **Meeting Closed** – 9pm |  |

Signature: D Harrison (Clerk) Date: 13/05/2024

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