



## MINUTES OF THE FULL COUNCIL MEETING

HELD AT ST ENDELLION HALL ON MONDAY 12<sup>TH</sup> JANUARY 2026 AT 7PM

Minute	Agenda Items	Action
	<p><b>Present</b>            Cllr Penny (Chair), Cllr Cleave (Vice Chair), Ward Cllr Moore (left at 8:10pm)            Cllrs: Symons, Hills, Pierpoint, Smith, Webster, Williams (left at 8:10pm)            C. Jon (Contract &amp; Maintenance Supervisor – C&amp;MS)            D. Harrison (Clerk)</p>	
26/1	<p><b>Members' Declarations</b></p> <p><b>a. Pecuniary/Registerable Declarations of Interests</b> – Members must declare an interest, which has been declared on their Register of Financial Interests form, relevant to the agenda.  <b>None</b></p> <p><b>b. Non-registerable Interests</b> – Members must declare non-pecuniary interests at the start of the meeting or whenever the interest becomes apparent.  <b>None</b></p> <p><b>c. Declaration of Gifts</b> – Members are reminded they must declare any gift or hospitality with a value in excess of fifty pounds.  <b>None</b></p> <p><b>d. Dispensations</b> – Members to consider any written requests for dispensations.  <b>None</b></p>	
26/2	<p><b>Cllrs Note and Accept Apologies from:</b>            Cllr Button</p> <p><b>Cllrs Absence Without Apologies:</b>            Cllr Dawe</p>	
26/3	<p><b>Chair's Welcome / Public Forum</b></p> <p>Members of the Public may address the Council for a maximum of five minutes, prior to the commencement of the meeting. All comments are to be directed to the Chair of the meeting.</p> <p>Chair welcomes a planning consultant to talk about <b>PA25/09136</b>.            The proposal at 2 Cliffside Port Isaac has had previous Parish Council (PC) and Cornwall Council (CC) refusal and a dismissed appeal. Original plans had the building line being moved closer to the footpath. Focus for the latest application has been on feedback from the PC alongside consideration of the Neighbourhood Development Plan (NDP). They now hope to get approval to build a single-story extension over the garage footprint, creating a two-storey extension with Principle 6 of the NDP being followed. The ridge line will be set down from the main house. The build will utilise replicated local materials. The window proportions will follow the sizes of the existing cottage.</p>	

	<p>Objections from neighbours – 1) will require a ‘Shared Party Wall Notice’ but the consultant is adamant that they are building within the shared party wall. There will be a bricks thickness added to size the garage wall. 2) has claimed that they are changing the core building line to bring the building forward, the consultant reiterates that they deliberately have not done this.</p> <p>Consultant recognises that it is not a historic build (1987) but it needs to sit in line with the others on the same row.</p>	
26/4	<p><b>Minutes of Meetings</b></p> <p><b>a. Ordinary Meeting – 8<sup>th</sup> December 2025 – Proposed</b> by Cllr Cleave and <b>Seconded</b> by Cllr Webster to <b>Resolve</b> that the minutes be accepted as a true record.</p>	
26/5	<p><b>Organisations and Reports</b></p> <p><b>a. Parish Council Chair –</b> Members to receive a report -  Cllr Penny wishes Cllrs a Happy New Year. Congratulations given to all those involved in the Truro Cathedral evening which showcased singing groups from Port Isaac. There are still concerns around a property at the top of Port Isaac village and the level of support being provided by external agencies. Concerns raised around possible works being carried out at a property in Port Isaac. Cllr Williams &amp; Cllr Moore are discussing the ongoing issues with Cornwall Council. Cllr Penny informs the meeting that the Headlands Hotel petition has 403 signatures.  CC have shared their new Off Road Parking Order. The only relevance to St Endellion seems to be that CC long stay car parks will not have the option for short stays, although there should still be the option of a ‘one hour’ stay. Members may want to review charges for the Main car park in light of the proposed alterations by CC.</p> <p><b>b. Divisional Members Report -</b> Members to receive a report –  Cllr Moore wishes everybody a Happy New Year and thanks the PC for the invite to Truro Cathedral which she was proud to attend.  Community Highways Improvement Programme – end of Feb deadline. Cllr Moore did feedback the issues raised last year regarding New Road Car Park and was told they were currently dealing with Health &amp; Safety (H&amp;S) issues. She will raise this again and using Cllr Penny’s complaint of pot holes and inadequate lines, it could come under H&amp;S.  Housing Meeting – Cllr Moore has met with services from Homelessness to Home Choice which involves eleven different landlords. The Local Connection factor was removed around the time of the last elections and has had a significant impact on some residents. She has met with the head of Strategic Housing, and a motion is underway to help resolve some of the issues. Regarding new developments, section 106 does have a Local Connection consideration tied to it.  Cllr Moore reiterates Cllr Penny’s point about a house at the top of Port Isaac Village and a clear lack of oversight from CC regarding regular checks and involvement from external agencies. There were three apparent attempts to visit by the Neighbourhood Housing Officer, all of which were unsuccessful. CC is exploring options for garden clearance with the estates team. Cllr Moore has also raised the ongoing issues with the portfolio holder.  Cllr Moore has queried the new housing figures and has links to share with the PC. Any questions can then be discussed. Local figures have increased significantly.  Cllr Williams contacted Cllr Moore regarding a property for sale on Hartland Road. It transpired that it had been sold under the Right to Buy Scheme prior to 2000. Section 156A requires the offer of selling the property back to the council in the first</p>	<p>Cllr Penny</p> <p>Cllr Moore</p>

	<p>ten years but this no longer applies for this property. Cllr Penny queries whether it is being sold as <i>residential only</i>. There is a caveat on ex-council properties that requires them to be sold as full residential and not used for holiday lets in this part of the parish. Cllr Moore will look into this further. It is noted that the property does not seem to be for sale on the open market any longer.</p> <p>The Headlands Hotel – Cllr Moore is trying to organise a meeting with the planning officer. They are happy to meet but have explained that due to GDPR they are not able to discuss any correspondence they have had with the owners. Cllr Penny would like to meet even if only to establish what sort of legal powers the council has in relation to ongoing planning issues such as this. Cllr Moore is vocal in her support of the PC.</p> <p>Trelights Post Box – Cllr Moore has finally received correspondence confirming the same post box will be reinstated in its new home – by the defibrillator. The original time scale was 8-12 weeks.</p> <p>Cllr Moore informs Members that CC has worked to get the 96 bus to go straight on to Tesco rather than stopping at the bus stop down the road. The timetable has been added to Facebook, and the change should positively impact local residents. Cllr Moore explains that previously, any new motions could not involve a financial element without it going to cabinet, but this has recently been changed. Cllr Moore can now put forward a planned motion for Legal Aid across the county and another for access to NHS Dentists. This has been trialled by Plymouth Peninsula Dental School, with a location identified in Wadebridge (The Goods Shed). Using students from university, there is potential for several NHS dental ‘drop in’ locations which could be implemented across the county.</p> <p>Storm Goretti– North Cornwall seemed to get off lightly. There are still 1797 homes without power and welfare provisions in areas such as Penryn.</p> <p>Cllr Penny has requested the figures for available garages for rent in the area and highlights the money this could bring into the parish if it was being managed effectively by CC.</p> <p><b>c. Playing Field Development Committee</b> – Members to receive an update. Cllr Button is absent from the meeting, nothing to report this month.</p> <p><b>d. Tre Haven CLT (Formally STEND_HWG)</b> – Members to receive an update. Cllr Williams has nothing to report this month. Members agree that any future updates can be added as agenda items and to remove the expectation of a monthly report.</p> <p><b>e. C&amp;MS Report</b> – Members can enquire about anything on the C&amp;MS Report or Playground Inspection Report / C&amp;MS can inform Members of any relevant new information. The C&amp;MS highlights the timeline she added to the report which shows how long it has taken to increase the toilet costs to 50 pence. Two blocks are now complete with the Main proving more difficult; this remains at 20 pence until the issue can be resolved. The C&amp;MS warns Members to be prepared for increased costs to maintenance and potential damage. Once all blocks are updated, the C&amp;MS will display the previously agreed notice to explain why the increased costs were deemed necessary. Cllr Hills thanks the C&amp;MS for arranging the Community Payback Scheme work carried out in Trelights. Cllr Cleave has reported the fence in the Main Car Park which was damaged in the storm.</p>	<p>Cllr Button</p> <p>Cllr Williams</p> <p>C&amp;MS</p>
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	<p>f. <b>Bodmin, Wadebridge, Padstow, St Teath &amp; Tintagel Community Area Partnership</b> – Next meeting is 19<sup>th</sup> January 2026.</p>	<p>Cllr Penny / C&amp;MS</p>
<p>26/6</p>	<p><b>Planning Applications</b> – Members to consider the following.</p> <p>a. <b>PA25/08972</b> Park Villa Trelights Port Isaac Cornwall PL29 3TJ Listed Building Consent for dismantling of existing greenhouse framework and erection of the replacement greenhouse. <a href="https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=T6E5MUFGMZJ00&amp;activeTab=summary">https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=T6E5MUFGMZJ00&amp;activeTab=summary</a></p> <p><b>Proposed</b> by Cllr Williams, <b>seconded</b> by Cllr Penny, that Members <b>resolve</b> to make no comment based on comments made by the HEP Service. The motion was carried unanimously. <i>The PCs full response can be viewed on CC's Planning Portal</i></p> <p>b. <b>PA25/09136</b> 2 Cliffside Port Isaac Cornwall PL29 3RE Demolition of single storey side extension and replacement with two storey side extension with associated landscaping. <a href="https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=T6PDJXFGMMN00&amp;activeTab=summary">https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=T6PDJXFGMMN00&amp;activeTab=summary</a></p> <p><b>Proposed</b> by Cllr Williams, <b>seconded</b> by Cllr Hills, that Members <b>resolve</b> to support the application. The motion was carried unanimously. <i>The PCs full response can be viewed on CC's Planning Portal</i></p> <p><b>Application missed from the agenda</b></p> <p>c. <b>PA25/08952</b> 76 Fore Street Port Isaac Cornwall PL29 3RE Proposed replacement of outbuilding to function as a home office. Changes to the main dwellings external doors <a href="https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=T5PSMMFPGA500&amp;activeTab=summary">https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=T5PSMMFPGA500&amp;activeTab=summary</a></p> <p><b>Proposed</b> by Cllr Williams, <b>seconded</b> by Cllr Penny, that Members <b>resolve</b> to support the application. The motion was carried unanimously. <i>The PCs full response can be viewed on CC's Planning Portal</i></p> <p><b>For Information Only</b></p> <p>d. <b>PA25/08989</b> 20 Mayfield Road Port Isaac Cornwall PL29 3RT Certificate of Lawfulness (Proposed) to replace first floor window with larger full height unit of tilt and turn function. <a href="https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=T6FH7VFGG4O00&amp;activeTab=summary">https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=T6FH7VFGG4O00&amp;activeTab=summary</a></p>	<p>Clerk</p>
<p>26/7</p>	<p><b>Cornwall Council Planning Decisions</b> – <b>information only.</b></p> <p>a. <b>PA25/07018</b> 18 Middle Street Port Isaac Cornwall PL29 3RH Listed building consent for demolition of existing substandard porch and replacement with sunroom (resubmission of previous approval PA21/ 03121). <a href="https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=T2OGI6FGMXC00&amp;activeTab=summary">https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=T2OGI6FGMXC00&amp;activeTab=summary</a> <b>Approved with conditions</b></p> <p>b. <b>PA25/08258</b> 16 Tintagel Terrace Port Isaac Cornwall PL29 3SE</p>	

	<p>Proposed side infill extension.  <a href="https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=T505L7FGMIG00&amp;activeTab=summary">https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=T505L7FGMIG00&amp;activeTab=summary</a>  <b>Approved with conditions</b></p> <p>c. <b>PA25/07956</b> 9 Trewetha Lane Port Isaac Cornwall PL29 3RN  Proposed re-roof of conservatory with flat roof, containing a roof light.  <a href="https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=T4HAIFGIF600&amp;activeTab=summary">https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=T4HAIFGIF600&amp;activeTab=summary</a>  <b>Approved with conditions</b></p>	
26/8	<p><b>Licensing Applications</b> – Members to consider the following, including any received after the agenda was published.</p> <p><b>None</b></p>	
26/9	<p><b>Environmental / Amenity Matters</b> – including the Contract &amp; Maintenance Supervisor Report and any items received after the agenda was issued:</p> <p>a. <b>Parish council to share storage garage with Port Isaac Christmas Lights Committee</b> – Cllr Penny – Members discuss paying towards a share of the garage space to store PC files. Due to GDPR concerns and the need to have these accessed only by Members of the PC, it is not deemed an appropriate solution at this time. The motion was carried unanimously.</p> <p>b. <b>Installation of bollards at Daisy Hicks corner on the pavement outside of The Old Dairy (to prevent parking on the pavement)</b> – C&amp;MS – Photos of the area are shared with Members - CC will not pay for the bollards or their installation but can quote for the works.</p> <p><b>Proposed</b> by Cllr Pierpoint, <b>seconded</b> by Cllr Penny that Members <b>resolve</b> to request a quote from Corserv/Cormac for the works. The motion was carried unanimously.</p> <p>c. <b>Proposed improvement work at the entrances to the dog walking field</b> – C&amp;MS – The area is a slip hazard. Members discuss the option of Grass Grid but conclude that safety matting would work just as well and at a quarter of the cost - approximately £600 – Cllr Symons questions whether the affected area would then be moved to areas outside of the matting but the C&amp;MS is confident that adding the matting to this area will resolve, rather than exacerbate the issue.</p> <p><b>Proposed</b> by Cllr Webster, <b>seconded</b> by Cllr Pierpoint that Members <b>resolve</b> that the C&amp;MS purchase and arrange the fitting of safety matting on the affected area. The motion was carried unanimously.</p> <p>d. <b>Proposed improvement works to remove the 'lip' at the entrance to the overflow area at Main car park</b> – C&amp;MS – Photos of the area are shared with Members.</p> <p><b>Proposed</b> by Cllr Symons, <b>seconded</b> by Cllr Penny that Members <b>resolve</b> to add a layer of gravel to reduce the difference in height and soften any impact to vehicles.</p>	<p>Clerk</p> <p>C&amp;MS</p> <p>C&amp;MS</p> <p>C&amp;MS</p>
26/10	<p><b>Highway Matters</b></p> <p>a. <b>20mph Speed Limits within the Parish</b> – Cllr Penny – 20mph areas have been outlined for Port Garverne (top of the hill) and Port Isaac village. Cllr Penny proposes that 30mph areas are implemented coming into the village from Trewetha and at</p>	<p>Clerk</p>

	<p>the bottom of Port Gaverne hill, otherwise the speed limit jumps from 20mph to 60mph.  <b>Proposed</b> by Cllr Penny, <b>seconded</b> by Cllr Webster that Members <b>resolve</b> to apply to CC to increase the speed limit incrementally from 20mph to 30mph rather than 20mph to 60mph.</p>	
26/11	<p><b>Financial Matters –</b></p> <p><b>a. Accounts for Payment –</b> Members to review accounts previously emailed for approval  <b>Proposed</b> by Cllr Smith, <b>seconded</b> by Cllr Hills to <b>resolve</b> that Members approve the accounts for payment.</p> <p><b>b. Payroll -</b> Members approval for next month  <b>Proposed</b> by Cllr Symons, <b>seconded</b> by Cllr Webster to <b>resolve</b> that Members approve payroll for next month.</p>	<p>Clerk</p> <p>Clerk</p>
26/12	<p><b>Administrative Matters</b></p> <p><b>a. Co-option for One Vacant Seat –</b> Ongoing.</p>	Clerk
26/13	<p><b>Documentation / Correspondence –</b> not covered elsewhere on the agenda, including any items received after the agenda had been issued.</p> <p><b>a. Sproulls -</b> Regarding the lease for the use of the playing field with Port Isaac School. Members do not consider the updated wording to have any impact on the PC or the arrangement with the school.</p> <p><b>b. Advertising Spaces –</b> Three available at the hard standing area, Clerk to add to the Trio Report.</p>	<p>Clerk</p> <p>Clerk</p>
26/14	<p><b>Diary Dates –</b> including any dates received after the agenda has been published.</p> <p><b>a. Ordinary Council Meeting –</b> Monday 9<sup>th</sup> February 2026 7pm</p> <p><b>b. Rolling Meeting Date -</b> Thursday 26<sup>th</sup> February 2026</p>	<p>Clerk</p> <p>Clerk</p>
26/15	<p><b>Information Only / Future Agenda Items</b></p> <p><b>a.</b></p>	Clerk
26/16	<p><b>Closed Session</b>  To consider matters relating to the parish council concession, as discussion may involve confidential financial information relating to the tenant(s). The public and press will be excluded in accordance with the Local Government Act 1972, Section 100A(4).   Minutes recorded separately and are not for the public domain.</p>	
26/17	<b>Meeting Closed –</b> 9pm	

Signature: D Harrison (Clerk)

Date: 12/01/2026

Signature: A. Penny (Chair)

## **Actions**

**26/5 d.** Clerk to remove the Tre Haven Report slot

**26/5 e.** C&MS to install signage once all toilet blocks are updated to 50pence to explain the increase

**26/5 f.** C&MS to organise the repair of the fence

**25/6** Clerk to submit the PC's responses to the Planning Portal

**26/9 b.** C&MS to instruct Corserv/Cormac to quote for the works

**26/9 c.** C&MS to purchase and organise the fitting of the safety matting

**26/9 d.** C&MS to organise additional gravel for the lipped area

**26/10 a.** Cllr Penny to feedback to CC regarding the 30mph areas

**26/11 a.** Clerk to set up monthly payments with approval from second authoriser

**26/11 b.** Clerk to set up payroll payments with approval from second authoriser

**26/13 a.** Clerk to respond to Sproulls in agreement to the lease wording

**26/13 b.** Clerk to add the availability of advertising space to the Trio Report