



## MINUTES OF THE FULL COUNCIL MEETING

HELD AT ST ENDELLION HALL ON MONDAY 13<sup>TH</sup> APRIL 2026 AT 7PM

Minute	Agenda Items	Action
	<p><b>Present</b>            Cllr Penny (Chair), Cllr Cleave (Vice Chair)            Cllrs: Symons, Hills, Smith, Dawe, Button, Webster, Pierpoint, Williams            D. Harrison (Clerk)            C. Jon (C&amp;MS)</p>	
26/52	<p><b>Members' Declarations</b></p> <p>a. <b>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>c. <b>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>d. <b>Dispensations</b> – Members to consider any written requests for dispensations.  <b>None</b></p>	
26/53	<p><b>Cllrs Note and Accept Apologies from:</b>            Ward Cllr Moore</p>	
26/54	<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>No members of the public present.</p>	
26/55	<p><b>Minutes of Meetings</b></p> <p>Members considered the minutes of the meeting held on 9<sup>th</sup> March 2026.  <b>Resolved:</b> That the minutes of the meeting held on 9<sup>th</sup> March 2026 be approved as a true record and signed by the Chair.</p>	
26/56	<p><b>Organisations and Reports</b></p> <p>a. <b>Parish Council Chair</b>            Cllr Penny was invited to attend a meeting with the Port Isaac Harbour Commissioners (PIHC) on the Platt to look at the breakwaters and repairs needed. They discussed using rock armour – big boulders to break the power of the sea before it hits the breakwater.</p>	<p>Cllr            Penny</p>

	<p>They also observed the South West Water (SWW) sea outlet as there are concerns it is leaking and may need attention. PIHC are in contact with SWW. PIHC will continue to remove any loose or dangerous debris on the slipway but will not recover with concrete.</p> <p>Cllr Penny also spoke with the local fishermen and the owner of the newest boat in Port Isaac harbour.</p> <p>MP Ben McGuire arrived later and the PIHC discussed the aforementioned issues with him.</p> <p>There are ongoing concerns around rubbish cumulating in a garden at the top of the village and whether the tenants are receiving enough support from Cornwall Council (CC). Cllr Moore has been made aware. Neighbouring residents are expressing their disdain at the situation and fear it is encouraging pests such as rats.</p> <p>Complaints have been received regarding road surfaces in the parish and the Headland Hotel. Cllr Penny is still waiting for a meeting to be organised with CC regarding the Headland Hotel which he envisaged would have happened by now. The Clerk will request a written update from the owners.</p> <p><b>b. Divisional Members Report</b> Cllr Moore absent. No report.</p> <p><b>c. Playing Field Development Committee</b> – Members to receive an update. Cllr Button has emailed Cllr Moore regarding what the Parish Council (PC) deem an unreasonable quote for legal costs by CC. He has not yet received a response. Cllr Button has spoken to the architects about the PC’s financial constraints due to excessive business rates along with the fees from CC’s legal team. The architects have given the following as the next best option for proceeding with the plans: <b>Option 2</b> – <i>Withdraw and submit a new Full application with the additional Biodiversity Net Gain (BNG) land included within the red line boundary</i></p> <ul style="list-style-type: none"> <li>- <i>No S106 required for BNG and this omits all legal costs</i></li> <li>- <i>Lower cost: ~£2,100 for application fee (+ our own fees to cover our time)</i></li> <li>- <i>Application would be assessed under current policy, including the Climate Emergency DPD</i></li> </ul> <p><i>Based on what we can see at this stage, the additional requirements are fairly limited. The main issue is likely to be tree canopy under Policy G3. Given the site is a playing field and an exposed position, there is a clear and reasonable justification that extensive tree planting would not be appropriate, and this should be capable of being addressed through a proportionate landscape justification, potentially supported by some edge planting where appropriate. Other requirements, such as green infrastructure, drainage and ecology, are expected to be largely aligned with information already prepared.</i></p> <p>Members agree that this is the most reasonable next step to keep the project moving.</p> <p><b>d. 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. Gap in hedge - dog walking field - as last year’s bracken has died back an approximate 15 metre length of boundary has a breach through to the neighbouring land. It’s unlikely the coming seasons vegetation will prevent dogs escaping as will only be dense enough around late June or July. A quote for a dog proof fence has been requested. Warning tape to highlight the area erected. Roscarrock Hill - one turnstile malfunctioning; quote for engineer to visit was £950 + VAT. A local technician fitted a replacement Printed Circuit Board (PCB). The first one</p>	<p>Cllr Moore</p> <p>Cllr Button</p> <p>C&amp;MS</p>
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	<p>sent was faulty, the second one fitted, but not fully functioning until an adjustment was applied. The resulting outlay was for the replacement PCB (£195.00 + VAT).  Turnstile instructions - after reports that the facility was closed, which they haven't been, stickers with instructions on how to operate the coin machines have been applied.  Hard Standing - a section of fence requires replacement. Quote requested.  Lobber - report received that the bench was in need of repair. This was carried out. A new bench will be purchased privately to replace it. Base prepped for the new bench.  Cemetery - broken fence at the far end of the overflow area repaired. Gate onto track needs repairing.  Tree surgery contractors carried out work on two trees, a copper beech adjacent to the Methodist Chapel and a sycamore with a TPO at Aubrey Grange (Trelights). Neighbours were concerned due to the rooks nesting in the sycamore; however, the birds are fine.  Toilet Signs - signs have been purchased to highlight the running costs of the PC toilets.</p> <p><b>e. Bodmin, Wadebridge, Padstow, St Teath &amp; Tintagel Community Area Partnership –</b>  Members to receive an update.  The deputy leader of CC discussed the budget and explained where the money comes from, and which budgets have been reduced and therefore impacted.  Cllr Penny raised the issue of inflated business rates. CC confirmed they are aware it is causing problems for town and parish councils and have been discussing it with government. Cllr Penny highlights that charities get an automatic 80% reduction and councils then usually reduce by a further 20% The PC consists of volunteers and all money is invested back into the community. Cllr Button recognises how demotivating it feels to be passing all the parish income to CC in the form of business rates. The Clerk informs Members that this year the PC has received notice that they are to be charged £44,345.00 for the period 1<sup>st</sup> April 2026 – 31<sup>st</sup> March 2027 for the Main Car Park.  There was a PowerPoint (PP) from the Highways director, senior manager and regional manager about the increase in pot holes. They are associating the increase with the amount of wet weather over the winter. Cllr Williams suggests that only replacing short sections of road rather than the full length along with lack of drainage has also compounded the problem.  There was a talk given around fostering and the current need for people to foster children across the county.  Barry Cornelius runs the Camel Valley Connect community bus service across Cornwall and has asked for Parish Councils to contribute to the service. He has worked out pro rata that if St Endellion paid £1000 per annum along with various amounts from other PCs, it would help him to cover more areas for those in need. The vehicles are used for hospital appointments and community engagement. Barry plans, and has been welcomed by the Chair, to attend a future PC meeting to discuss the initiative further.</p>	<p>Cllr Penny / C&amp;MS</p>
<p>26/57</p>	<p><b>Planning Applications –</b> Members to consider the following.</p> <p><b>a. PA26/00887</b> Central Garage 3 New Road Port Isaac Cornwall  Revised re-development of Central Garage to provide a ground floor commercial unit, replacement ground floor garaging and a replacement four bed residential apartment on the upper floors without compliance with Condition 10 of decision notice PA22/03401 dated 02.08.2022 with variation of condition 2 of decision notice PA23/05367 dated 18.08.2023.  <a href="https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TA8FQ8FGFQE00&amp;activeTab=summary">https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TA8FQ8FGFQE00&amp;activeTab=summary</a></p>	<p>Clerk</p>

	<p><b>*The planning application has since been withdrawn*</b></p> <p><b>b. PA26/00899</b> The Rockies Port Gaverne Hill Port Isaac Cornwall PL29 3SQ Remodelling of cottage including new fenestration, re-roofing and new roof windows, plus demolition of outbuildings for new extensions including landscaping. <a href="https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TA8UZRFGG1W00&amp;activeTab=summary">https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TA8UZRFGG1W00&amp;activeTab=summary</a></p> <p><b>Resolved:</b> That the PC objects to this application. <b>Reason for Objection:</b> Members considered the proposal to be in conflict with Policy 6Q (e) and (f) (Character Area – Port Gaverne), specifically in relation to:</p> <ul style="list-style-type: none"> <li>• The proposed ‘eyebrow dormer’, a design not characteristic of the parish; and</li> <li>• the glazed panel seating area.</li> </ul> <p><b>Decision:</b> Unanimous. (Full response available on CC’s Planning Portal)</p> <p><b>c. PA26/01343</b> 12 Church Hill Port Isaac Cornwall PL29 3RQ Listed building consent for proposed internal alterations and minor external alterations to a listed building. <a href="https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TB2GZXFGJOS00&amp;activeTab=summary">https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TB2GZXFGJOS00&amp;activeTab=summary</a></p> <p><b>Resolved:</b> That the PC supports this application. <b>Comment:</b> Whilst supporting the application, Members expressed concern regarding the decision of the Historic Environment Planning (HEP) service to withdraw their objection to the glazed front door, noting that glazing has historically been resisted in listed buildings within Port Isaac. <b>Decision:</b> Unanimous.</p> <p><b>d. PA26/01342</b> 12 Church Hill Port Isaac Cornwall PL29 3RQ Proposed internal alterations and minor external alterations to a listed building. <a href="https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TB2GZWFGJOR00&amp;activeTab=summary">https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TB2GZWFGJOR00&amp;activeTab=summary</a></p> <p><b>Resolved:</b> That the PC supports this application. <b>Comment:</b> Members comments are recorded under application PA26/01343 above. <b>Decision:</b> Unanimous.</p>	
26/58	<p><b>Cornwall Council Planning Decisions – information only.</b></p> <p><b>a. PA25/08952</b> 76 Fore Street Port Isaac Cornwall PL29 3RE Listed Building Consent for 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=T6CM7BFGLXZ00&amp;activeTab=summary">https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=T6CM7BFGLXZ00&amp;activeTab=summary</a> <b>Approved with conditions</b></p> <p><b>b. PA25/08951</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=T6CM79FGLXY00&amp;activeTab=summary">https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=T6CM79FGLXY00&amp;activeTab=summary</a> <b>Approved with conditions</b></p>	

	<p>c. <b>PA24/08606</b> 19 Rose Hill Port Isaac Cornwall PL29 3RL Pre application advice for replacement self/custom build dwelling due to failing structure (resubmission of withdrawn application PA24/08606). <a href="https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=TANKCWFG0IS00">https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=TANKCWFG0IS00</a> <b>Closed - Advice Given</b></p>	
26/59	<p><b>Licensing Applications</b> – Members to consider the following, including any received after the agenda was published.</p> <p><b>None</b></p>	
26/60	<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>National Trust License Agreement – Toilet Block</b> To consider and resolve to renew the license agreement with the National Trust for the operation and management of the public convenience block in Port Gaverne.</p> <p>Members discussed the necessity of the toilet block in Port Gaverne. <b>Resolved:</b> That the PC renews the license agreement. <b>Decision:</b> Unanimous.</p> <p>b. <b>Campervan and Motorhome Provision Working Group (C&amp;MP WG) – Outcomes</b> To receive and consider the recommendations and outcomes of the C&amp;MP WG and to resolve accordingly.</p> <p>Cllr Smith relayed the Working Group Meeting discussion to Members. <b>Resolved:</b> That the PC will trial campervans and motorhomes in the Main Car Park from 1<sup>st</sup> October 2026 for the off-peak season. The rules and regulations will be written up in a clear sign and the charges implemented on the machines for £24 for 24 hours with a maximum 48 hour stay. Members are hopeful that it will bring revenue both to the car park and to the parish. The Clerk will discuss the plans and any potential issues with the car park enforcement company. <b>Decision:</b> Unanimous.</p> <p>c. <b>RNLI Request – Temporary Use of Hard Standing</b> To consider a request from the RNLI for the temporary use of an area of hardstanding next to the playing field and playground for the storage of a lifeboat and the potential operation of a temporary retail unit (pop-up shop) during works to the lifeboat station, and to resolve accordingly.</p> <p>Members considered the request. <b>Resolved:</b> That the PC agrees to the request, subject to sufficient space being maintained for the mobile Post Office and the existing concession not being impacted by a retail shop. <b>Decision:</b> Unanimous.</p> <p>d. <b>Cornwall Council Re-introduction of Weed Treatment</b> To consider the documents sent by Cornwall Council along with the email correspondence responding to queries raised and resolve whether to stay in or choose to opt out of the arrangement.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>Members considered the arrangement with CC.  <b>Resolved:</b> That the PC agrees to the default position of <b>opting in</b> to the arrangement.  <b>Comment:</b> Members considered the effects of the use of Glyphosate and compared this with the alternative of hand scraping the weeds. Hand scraping is considered damaging to the surface and encourages vast regrowth due to gapping. It was determined that agricultural workers have adopted the use of Glyphosate en masse across the county and its use is therefore already dominant.  <b>Decision:</b> Unanimous.</p> <p><b>e. Car Park Hedges/Whips</b>  To consider Cllr Williams concerns over areas of hedging/bracken in the Main Car Park being cut and resolve how best to proceed to enable 'screening'.</p> <p>Members discussed the cutting of the hedging/bracken and the poor screening provided by the failed trees/whips.  <b>Resolved:</b> That the PC waits for the playing field planning application to establish the BNG need before further planting in and around the car park area. C&amp;MS requires a management plan for the car park. The grass cutting contract will be tendered this year which will help to form the basis of the plan, providing clarity on the number of cuts required throughout the year.  <b>Decision:</b> Unanimous.</p>	
26/61	<p><b>Highway Matters</b></p> <p><b>a. Cormac Quote for Installation of Bollards at New Road / Back Hill Junction</b>  To consider and discuss the quote of £1918.78 and resolve whether to accept.</p> <p>Members discussed the quote and layout of the area where vehicles are parking on the pavement and blocking the crossing. The quote was valid for one month and has now expired. Cllr Williams currently finds crossing the road difficult and unsafe. C&amp;MS suggests planters as a low-cost way of preventing vehicle access, Cllr Symons would provide half barrels to house plants.  <b>Resolved:</b> That the PC adds planters to the pavement area to deter vehicles parking illegally. C&amp;MS will contact CC to ensure there are no objections to this.  <b>Decision:</b> Unanimous</p>	
26/62	<p><b>Financial Matters –</b></p> <p><b>a. Accounts for Payment –</b> Members to review accounts previously emailed for approval  Members considered the schedule of accounts for payment.  <b>Resolved:</b> That the payments totalling £9240.07 be approved.</p> <p><b>b. Payroll -</b> Members approval for next month  Members considered the payroll schedule for the month of March.  <b>Resolved:</b> That payroll be approved for payment at the end of the month.</p> <p><b>c. Service Level Agreement 2026/27 – Grass Cutting</b>  To consider the Service Level Agreement (SLA) for grass cutting services, as circulated by the Clerk, and to resolve whether to approve and enter into the agreement.  <b>Resolved:</b> That the PC proceeds with the SLA for the 2026/27 year.</p> <p><b>d. Cornwall Council – Waste Collection (Bin Emptying) Annual Charge 2026/27</b></p>	<p>Clerk</p> <p>Clerk</p>

	<p>To consider the annual charge of £5861.92 +VAT received from Cornwall Council for waste collection (bin emptying) services for the 2026/27 financial year and to resolve whether to accept.</p> <p><b>Resolved:</b> That the PC accepts the charges for the 2026/27 year.</p> <p><b>e. Cornwall Association of Local Councils (CALC) Membership Renewal</b> To consider the offer of annual membership renewal for £437.63 and resolve whether to accept.</p> <p><b>Resolved:</b> That the PC does not renew its membership with CALC.</p>	
26/63	<p><b>Administrative Matters</b></p> <p><b>a. Co-option to Parish Council Vacancy</b> To note the ongoing vacancy on the Parish Council following the May 2025 elections and to consider and agree actions to progress the co-option process.</p> <p><b>Resolved:</b> That the PC continues to advertise the role.</p> <p><b>b. Adoption of the General Power of Competence (GPC)</b> To consider and resolve that, having met the eligibility criteria, the Council hereby adopts the General Power of Competence in accordance with the provisions of the Localism Act 2011.</p> <p><b>Resolved:</b> That the PC adopts the GPC.</p> <p><b>c. Parish Council Audit Appointment</b> To consider the appointment of Aalgaard Renshaw to complete the annual internal audit for the 2026/27 financial year at a cost of £325 + VAT, and to resolve to approve the appointment.</p> <p><b>Resolved:</b> That the PC appoints Aalgaard Renshaw to complete the annual internal audit.</p>	Clerk
26/64	<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. Fencing for Dog Walking Field</b> There a 13-15 metre hole in the boundary – the C&amp;MS is acquiring quotes for fencing, and a meeting has been arranged with the C&amp;MS, Cllr Cleave, Cllr Penny and Cllr Hills for 15<sup>th</sup> April at 9am.</p>	Clerk
26/65	<p><b>Diary Dates</b> – including any dates received after the agenda has been published.</p> <p><b>a. Annual Council Meeting</b> - Monday 11<sup>th</sup> May 2026 7pm</p> <p><b>b. Rolling Meeting Date</b> - Thursday 28<sup>th</sup> May 2026</p>	Clerk Clerk
26/66	<p><b>Information Only / Future Agenda Items</b></p> <p><b>a. Clerk’s Annual Leave</b> – Shared with Members privately</p>	
26/67	<p><b>Closed Session</b> <i>To consider and resolve that, in accordance with Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following item(s) due to the confidential and sensitive nature of the business to be transacted.</i></p> <p><b>a. Future of the Parish Council Owned Concession Unit</b> To consider matters relating to the future of the Parish Council owned concession unit.</p> <p><b>b. Tender of the Grass Cutting Contract</b> To consider matters relating to advertising the contract and reviewing applications for tender.</p>	

	Will wait until after summer.	
26/68	<b>Meeting Closed</b> – 20:35pm	

Signature: D Harrison (Clerk)

Date: 13/04/2026

Signature: A. Penny (Chair)

## **Actions**

- 26/56 a.** Clerk to contact the Headland Hotel owners
- 26/57** Clerk to send PC's planning responses to CC
- 26/60 a.** Clerk to confirm license agreement with NT
- 26/60 b.** Clerk to contact Armtrac and progress plans for a campervan and motorhome provision
- 26/60 c.** Clerk to respond with the outcome of the proposal if the RNLI make contact
- 26/60 d.** Clerk to contact CC to confirm PC will opt in to the arrangement
- 26/60 e.** C&MS to be supported with Car Park Management Plan
- 26/61 a.** C&MS to install planters in place of bollards – after confirming with CC
- 26/62 a** Clerk to set up monthly payments with approval from second authoriser
- 26/62 b.** Clerk to set up payroll payments with approval from second authoriser
- 26/62 c.** Clerk to agree to CC SLA
- 26/62 d.** Clerk to accept CC bin emptying charge
- 26/62 e.** Clerk to cancel CALC membership
- 26/63 a.** Clerk to continue advertising co-option advert
- 26/63 c.** Clerk to inform the auditors of the decision
- 26/67 a.** Clerk to advertise the concession
- 26/67 b.** Clerk to prepare the grass cutting contract for tender after the summer months