



MINUTES OF THE FULL COUNCIL MEETING

HELD AT ST ENDELLION HALL ON MONDAY 11TH MAY 2026 AT 7PM

| Minute | Agenda Items | Action |
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| 26/69 | <p>Election of the Chair The Clerk opens the meeting and requests any nominations for the position of Chair. Cllr Cleave nominates Cllr Penny, seconded by Cllr Webster. Cllr Penny accepts the position.</p> | |
| 26/70 | <p>Declaration of Acceptance Chair signs the declaration of acceptance.</p> | |
| 26/71 | <p>Election of Vice Chair Cllr Penny nominates Cllr Cleave, seconded by Cllr Webster. Cllr Cleave accepts the position.</p> | |
| 26/72 | <p>Cllrs Note and Accept Apologies from: Cllr Hills</p> | |
| 26/73 | <p>Present Cllr Penny (Chair), Cllr Cleave (Vice Chair), Ward Cllr Moore Cllrs: Symons, Smith, Dawe, Button, Webster, Pierpoint, Williams D. Harrison (Clerk) C. Jon (C&MS)</p> | |
| 26/74 | <p>Members' Declarations</p> <ul style="list-style-type: none"> a. 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 b. Non-registerable Interests – Members must declare non-pecuniary interests at the start of the meeting or whenever the interest becomes apparent. None c. Declaration of Gifts – Members are reminded they must declare any gift or hospitality with a value in excess of fifty pounds. None d. Dispensations – Members to consider any written requests for dispensations. None | |
| 26/75 | <p>Minutes of the Previous Meeting Members considered the minutes of the meetings held on 13th April 2026. Resolved: That the minutes of the meetings held on 13th April 2026 be approved as a true record and signed by the Chair.</p> | |
| 26/76 | <p>Cllrs to sign Declaration of Acceptance forms</p> | |

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| | Members sign the forms and return them to the Clerk. | |
| 26/77 | <p>Chair's Welcome / Public Forum</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>Member of the public present by prior arrangement with the Clerk to represent the RNLI. The Parish Council (PC) has previously agreed for the RNLI to use the hardstanding area next to the playground whilst renovations take place on the current lifeboat station. The plan is to install three portacabins (20ft x 8ft) to house the tractor/boat, the shop and the crew/kit.</p> <p>They are mindful that the area for the mobile Post Office and basketball court will need to remain accessible. There may be some modifications made to the fence and the entrance for which the RNLI will cover the costs and return to their current state once they leave the site. They will need electricity which is possible by trenching across from the toilet block. The RNLI will cover these costs. This may also prove to serve multiple uses in the future e.g. the shanty festival, monthly markets. They would also need a water supply which may prove more difficult to arrange but this will be revisited with the C&MS.</p> <p>The duration of the set up will be from around September 2026 through to Easter 2027. The new launch route is not currently known.</p> <p>The RNLI shop will not compete with the PC owned concession.</p> | |
| 26/78 | <p>Council Committees/Appointments to Outside Bodies – the following appointments to be made:</p> <ul style="list-style-type: none"> a. CAP (Community Area Partnership) Representative – Cllr Penny and the C&MS to remain as CAP reps. b. Playing Field Development Committee – Cllr Button will continue to lead this committee with full council being welcome to meetings. c. Planning Lead – Cllr Williams will remain as planning lead, Members decided a committee was no longer required. d. Tre Haven CLT Representative – Cllrs: Williams, Symons, Hills, Pierpoint and Smith are all Members of the CLT and can act as reps. e. Village Hall Representative – Cllr Webster will remain as the village hall rep. f. Employment Committee – The Clerk requests that the committee is made of Members that have some understanding of being employed or employing others. Cllrs: Cleave, Button, Hills, Dawe and Pierpoint put themselves forward. g. C&MS Working Group – C&MS and Cllrs: Pierpoint, Penny, Webster and Hills. h. NDP Working Group – Not currently required. <p>Cllrs Williams, Smith and Hills were allocated to the Campervan and Motorhome Provision Working Group in March 2026.</p> | |
| 26/79 | <p>Organisations and Reports</p> <ul style="list-style-type: none"> a. Parish Council Chair Cllr Penny expresses gratitude to Cllr Symons for repairing the fence in the dog walking field. Members concur. The B3314 has finally been marked for repair. The Chair has requested the Clerk to ask for a timescale. Cllr Penny has spoken to the planning officer at Cornwall Council (CC) who is handling the Headland Hotel case. In relation to the Town and Country Planning Act, CC can only act if there are concerns to safety. As these concerns are obvious, these will likely be resolved by building up windows and doors, and not by pulling the building down. The Building Act is used by building control and not by the planning | Cllr Penny |

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| | <p>department. The owner of the Headland Hotel has again insisted that there are plans afoot for the building and hopes to progress these in the next three months. Cllr Penny has received an email inviting all PC Chairs to a meeting in Bodmin with Cllrs Ben McGuire and Leigh Frost regarding housing and planning in Cornwall. Cllr Penny reads a letter of praise from the internal auditors for the standard of this year’s audit. Members congratulate the Clerk on the audit.</p> <p>b. Divisional Members Report</p> <p>Cllr Moore apologises for missing last month’s meeting and for not forwarding a report.</p> <p>The Community Chest Fund has reopened – it helped the Truro Cathedral concert last year and the Two Bays Trust have applied this year. She would be happy to support any suitable proposals.</p> <p>Cllr Moore is looking forward to the Big Blue Day hosted by the Two Bays on Saturday at Trevathan Farm.</p> <p>Cllr Moore confirms the meeting referenced by Cllr Penny taking place on 29th May. Cllr Moore updates Members on the ongoing issues with reinstating Trelights Post Box. Ben McGuire’s office will write a public letter to express “disgust” at the lack of communication and transparency of the PO and feel that the PO have taken the public for granted in this instance. It has been six months since the box was removed. Residents intend to make a press report. Cllr Smith will also write a letter on behalf of Trelights residents which will be passed on by the Clerk to Cllr Moore. Cllr Moore apologises for the lack of update in response to Cllr Button’s email regarding CC solicitors’ fees. This has since been resolved and Cllr Button has managed to negotiate a fairer price.</p> <p>Ongoing issues at a property at the top of the village. The Director of Children’s Social Care has given the following quote, “I have talked with the service and know that they are aware of the concerns and that appropriate action is being taken to protect the children.”</p> <p>The strategic director for Together Families is retiring, and interviews are being held next week.</p> <p>Motion for access to NHS dentists was passed at the last full council meeting. CC are working with Smile Together who are providing supervised toothbrushing hubs; dental nurses into schools for checks and possible referral to a dental hub/van. They hope to encourage local students into dentistry. All Looked After Children (LAC) should be registered with an NHS dentist, a Freedom of Information request revealed that over 40% had not seen a dentist within the last year. Requests have been made for other practices to extend their NHS intake.</p> <p>There is a school’s motion next week for the health and wellbeing of students after safeguarding issues were raised. The CEO of the academy has now stepped down. Over the Easter period, Cllr Moore was at Polzeath with Cllr Garrigan checking bacteria levels in the water using a Bactiquick instrument. The results were “shocking”. It would be beneficial to engage Volunteers and the Beach Ranger to build a broader picture of the water quality. The Bactiquick cannot establish the area of discharge but will give readings for red, yellow or green, with red indicating high levels of bacteria.</p> <p>Cllr Moore is also looking at Autism in employment and what companies are doing to support this.</p> <p>c. Playing Field Development Committee – Members to receive an update.</p> <p>Cllr Button has received further correspondence regarding the delay in the planning application process due to issues around the section 106. After a new route (option</p> | <p>Cllr Moore</p> <p>Cllr Button</p> <p>C&MS</p> |
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| | <p>b) of progressing with the planning application had been established, it has since proved to be a less attractive and more expensive option. Cllr Button has managed to negotiate more favourable terms with CC and members are happy to go ahead as previously agreed with option a. Cllr Cleave makes a request for rugby posts on the playing field. This will be considered when the plans are formalised.</p> <p>d. C&MS Report – Members can enquire about anything on the C&MS Report or Playground Inspection Report / C&MS can inform Members of any relevant new information. Main car park: Ticket machines - Tariff changes completed 15/4/26 Dog Walking Field: Gap in hedge - Cllr Symons volunteered to erect a stock fence, at no charge, as a prevention against dogs escaping the field. Divots - a resident raised a concern over the damage rabbits create by digging small holes. The worry being dogs could miss seeing the divots and get injured. Signage at each gate and a mention in the Trio report. Public Conveniences: Electricity Meters - annual servicing certificates received. Signage re: running costs - signs mounted in all three WC blocks in Port Isaac (6 signs; 4 x A3, 2 x A4 £239.00). Port Gaverne - toilets will be open by either Rock Tors or the Beach Association are available. Port Isaac Academy requested the facility on a day when the block was closed. Attended, met with staff and ensured the building will be open for the weekly visits to the beach. Retail outlets: Main car park kiosk - adverts in all Parish Council noticeboards. Attended to show prospective tenants the facility. Play Area & Hard Standing: Annual Independent Inspection - due during April. Hut & Slide - materials purchased; work to repair in hand. Hard Standing - ‘No Dog’ sign detached from back board, temporarily stored, awaiting re-fixing. Fence - a section requires replacement. Quotes requested Footpaths: Pine Awn circular walk 537/16/2 - trees still down, Cornwall Council contacted for a timescale, awaiting reply. Port Isaac to The Mill 537/35/1 - overgrown in some areas, especially from Church Hill towards South West Water treatment plant. Trigg Court to Port Gaverne valley 537/7/1 - overgrown from the stile at B3267 to the valley. Cemetery: Gate onto track - needs repairing. Highways: Old Dairy pavement - advice requested from Oliver Jones on use of planters to prevent parking on extended pavement. Concerns raised on reduced visibility for vehicles on the highway and obstacles for people with impaired vision. Mayfield Road/Silvershell Road - steps have been repaired. First reported to Cornwall Council in March 2025.</p> <p>e. Bodmin, Wadebridge, Padstow, St Teath & Tintagel Community Area Partnership – The next meeting will take place on 15th June 2026.</p> | <p>Cllr Penny / C&MS</p> |
| <p>26/80</p> | <p>Planning Applications – Members to consider the following. There are no planning applications to discuss this month.</p> | |
| <p>26/81</p> | <p>Cornwall Council Planning Decisions – information only.</p> <p>a. PA26/00887 Central Garage 3 New Road Port Isaac Cornwall PL29 3SB 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. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TA8FQ8FGFQE00&activeTab=summary</p> | |

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| | <p>Withdrawn</p> <p>b. PA26/01665 Land West Of The Chard Trelights Port Isaac Cornwall PL29 3TL Prior notification of agricultural or forestry development for a proposed general purpose agricultural shed to store machinery. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TBS003FGL5500&activeTab=summary</p> <p>Withdrawn</p> <p>c. PA26/00899 The Rockies Port Gaverne Hill Port Isaac Cornwall PL29 3SQ Remodelling of cottage including new fenestration, reroofing and new roof windows, plus demolition of outbuildings for new extension including landscaping. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TA8UZRFGG1W00&activeTab=summary</p> <p>Approved with conditions</p> <p>Cllr Williams raises with Cllr Moore that CC ignored the PC's recommendations regarding the exterior lighting. Cllr Penny adds that the PC would advocate for conditions on lighting in the local plan.</p> | |
| 26/82 | <p>Licensing Applications – Members to consider the following, including any received after the agenda was published.</p> <p>None</p> | |
| 26/83 | <p>Environmental / Amenity Matters – including the Contract & Maintenance Supervisor Report and any items received after the agenda was issued:</p> <p>a. Trelights Post Box To receive an update from Cllr Moore. This was given by Cllr Moore in her report. See above.</p> <p>b. Concession Trewetha Lane Members to consider the applications. Resolved: The Clerk has shared the business plan received and Members are keen to progress with the current applicant. Decision: Unanimous.</p> <p>c. Tourism Promotion Consideration of correspondence from local business owner/resident. Resolved: Members agree that the PC cannot propose solutions for the current decline in tourism for local businesses and have advised that business owners create a Chamber of Commerce style group that can bring forth ideas which the PC can support and offer help where appropriate. There are no viable options for coach parking. The PC could not impose a Park and Ride service when there are taxi businesses to consider. Decision: Unanimous.</p> | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |
| 26/84 | <p>Highway Matters</p> <p>a. Cornwall Council Approval of Planters - on the Pavement at the Junction of Back Hill and New Road. If the proposal to CC is not accepted, Members may discuss alternative proposals.</p> <p>Discussion: The C&MS has outlined the potential problems with using planters in this area. If CC are agreeable, Members would like to trial two granite boulders and monitor this for one month.</p> | |

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| | <p>Cllr Williams suggests the bollard on the right-hand side of the road should be moved to the tactile crossing point to further discourage pedestrians walking round the blind bend.</p> <p>Resolved: The C&MS will contact Highways to discuss the boulders and the positioning of the bollard. If CC agree, two boulders will be trialled for one month.</p> <p>Decision: Unanimous</p> | |
| 26/85 | <p>Financial Matters –</p> <p>a. Accounts for Payment – Members to review accounts previously emailed for approval Members considered the schedule of accounts for payment. Resolved: That the payments totalling £7056.36 be approved.</p> <p>b. Payroll - Members approval for next month Members considered the payroll schedule for the month of March. Resolved: That payroll be approved for payment at the end of the month.</p> <p>c. AWP – End of Year Accounts from Brooks & Jeal To consider the end of year accounts and resolve to accept the workbook Resolved: Members have had access to the end of year accounts for the past month and accept the workings within the workbook.</p> <p>d. Annual Governance & Accountability Return (AGAR) Members are to:</p> <ul style="list-style-type: none"> • Receive & Consider the Internal Auditors Report. Resolved: Members have received and considered points A – P on the internal auditor’s report. • Discuss & Agree the Governance Statement. Resolved: Members have each read and discussed the Governance Statement and agree that the criteria have been met. • Note & Agree the Accounting Statement. Resolved: Members note the figures in the accounting statements match the end of year accounts and therefore agree to the statements. <p>e. Audit To discuss and consider the internal audit and resolve to accept the findings. If Members resolve to accept, the Clerk will forward the internal audit to BDO - external auditors. Resolved: Members have read the Internal Audit Report undertaken by Aagaard Renshaw and accept the findings. Members are pleased with the outcome of this year’s audit. Proposed by Cllr Williams and seconded by Cllr Button to accept. Decision: Unanimous</p> <p>f. Exercise of Public Rights To note that the 30-working-day period for the exercise of public rights to inspect the 2025/26 accounts will commence on 3rd June 2026 and end on 14th July 2026, and that the unaudited Annual Governance & Accountability return (AGAR) for 2025/26 is available for viewing. Notice is given that the inspection period includes the required 10 working days of July (1st – 14th). Documents can be inspected by appointment with the Clerk at clerk@stendellionparish.gov.uk Resolved: Members have taken note of the dates of the exercise of public rights.</p> | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |

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| 26/86 | <p>Administrative Matters</p> <p>a. Co-option to Parish Council Vacancy To note the ongoing vacancy on the Parish Council following the May 2025 elections.</p> <p>b. Meeting Start Time To consider starting the monthly Parish Council meeting at 6:30pm and resolve whether the earlier start time would be a positive adjustment. Resolved: Members agree to trial this. The Clerk will contact the Hall to alter future bookings, advertise the change in the Trio and change the dates on the PC website.</p> | Clerk |
| 26/87 | <p>Documentation / Correspondence – not covered elsewhere on the agenda, including any items received after the agenda had been issued.</p> <p>a. Joint Letter to Local Councils re Public Realm Referring to Cornwall Council improving the public realm, touching on the handling of reintroducing weed treatment and the consequent withdrawal of the program and proposing how to target ‘hot spots’ with advice from CALC on how to involve Parish and Town Council going forward. Previously emailed to Members.</p> | Clerk |
| 26/88 | <p>Diary Dates – including any dates received after the agenda has been published.</p> <p>a. Ordinary Full Council Meeting - Monday 8th June 2026 6:30pm</p> <p>b. Rolling Meeting Date - Thursday 25th June 2026</p> | Clerk Clerk |
| 26/89 | Information Only / Future Agenda Items | |
| 26/90 | Closed Session | |
| 26/91 | Meeting Closed – 8:32pm | |

Signature: D Harrison (Clerk)

Date: 11/05/2026

Signature: A. Penny (Chair)

Actions

26/77 C7MS to act as point of contact for the RNLI

26/79 Clerk to contact Highways for a timescale on B3314 works

26/83 b. Clerk to contact the new tenants

26/83 c. Clerk to make a response on behalf of the PC

26/84 a. C&MS to discuss granite boulders with Highways

26/85 a Clerk to set up monthly payments with approval from second authoriser

26/85 b. Clerk to set up payroll payments with approval from second authoriser

26/85 d. Clerk to return AGAR

26/85 e. Clerk to forward the completed internal audit to BDO

26/85 f. Clerk to advertise the Exercise of Public Rights

26/86 b. Clerk to advertise the meeting time change on the website, Trio and inform St Endellion Hall