



MINUTES OF THE FULL COUNCIL MEETING

HELD AT ST ENDELLION HALL ON MONDAY 8TH JUNE 2026 AT 6:30PM

Minute	Agenda Items	Action
	<p>Present Cllr Penny (Chair) Cllrs: Symons, Smith, Dawe, Button, Pierpoint D. Harrison (Clerk) C. Jon (C&MS)</p>	
26/92	<p>Members' Declarations</p> <p>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</p> <p>b. Non-registerable Interests – Members must declare non-pecuniary interests at the start of the meeting or whenever the interest becomes apparent. None</p> <p>c. Declaration of Gifts – Members are reminded they must declare any gift or hospitality with a value in excess of fifty pounds. None</p> <p>d. Dispensations – Members to consider any written requests for dispensations. None</p>	
26/93	<p>Cllrs Note and Accept Apologies from: Vice Chair Cllr Cleave, Ward Cllr Moore Cllrs: Williams, Hills, Webster</p>	
26/94	<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>No members of the public present.</p>	
26/95	<p>Minutes of Meetings</p> <p>Members considered the minutes of the meeting held on 11th May 2026. Resolved: That the minutes of the meeting held on 11th May 2026 be approved as a true record and signed by the Chair.</p>	
26/96	<p>Organisations and Reports</p> <p>a. Parish Council Chair – Members to receive a report Cllr Penny informs members of his recent meeting at Shire Hall with MP's Ben Maguire, Gideon Amos & Leigh Frost along with other Parish Council (PC) Chairs.</p>	<p>Cllr Penny</p>

	<p>Cllr Penny received a complaint from home owners at the bottom of Rose Hill regarding a vehicle blocking their driveway. The Clerk contacted the company and received a response, but the matter remains unresolved.</p> <p>The old wooden bench on Lobber has been replaced with a recycled plastic bench. Access was required through the Sloman’s farmland. Cllr Penny gives thanks to the family for allowing access, to Martin Dingle for organising and Gareth and Mark Dawe for facilitating.</p> <p>b. Divisional Member – Members to receive a report</p> <p>Cllr Moore is unable to attend but has passed on the following to the Clerk. Cllr Moore is trying to get a date from Royal Mail for when the post box will be reinstated. She is on hand if Cllr Penny should need any support with the Headland Hotel talks with Cornwall Council (CC). Local MP’s thanked Cllr Penny for his attendance at the meeting at Shire Hall. Cllr Moore has been reinstated as Vice Chair of Families Together.</p> <p>c. Playing Field Development Committee – Members to receive an update.</p> <p>Cllr Button is waiting for correspondence from the council’s solicitors regarding a draft plan sent last week. Cllr Button will chase up if he has not had a response by Wednesday (10th).</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.</p> <p>Public Conveniences:</p> <p>Main - complaint received from WC user due to continuing issues with accessible cubicle’s payment system. Awaiting a replacement door sensor. Grab handle from the inside of the door removed refurbished and re-fixed. An additional cubicle’s card payment unit has failed. Several attempts with advice from Nayax to get it back online failed. Enquiry made for repairing/replacing.</p> <p>New Road - coin machine reported as blocked, cleared. Sanitation bin removed from accessible cubicle, replacement one from Roscarrock Hill used to replace it, as it was surplus to requirements. New Wallgate hand washing unit fitted. Signage adapted - removed 20p and replaced with a large arrow to show which direction the entrance is in.</p> <p>Roscarrock Hill - card payment unit unable to communicate with system; repaired. Advice given to Chapel Cafe when complaints received.</p> <p>Port Gaverne - checking the facility’s open for Port Isaac Academy for Friday afternoons. Checked with Parish Clerk if donation received from National Trust to contribute towards the running costs for 2025. This was overlooked by National Trust, however, will be corrected.</p> <p>Footpaths:</p> <p>Many of the footpaths are getting overgrown with a sudden spurt, due to the perfect weather conditions. Unfortunately, A1 haven’t been able to respond to getting them cleared. The Community Payback Scheme have not attended on several Mondays due to Bank Holidays and other organisational issues. The usual maintenance person was unavailable through illness and holiday. All of these issues should be remedied in the coming weeks.</p> <p>Enhanced LMP Grant - another £10,000 is available from Cornwall Council to use on footpath repairs. A few potential projects have been suggested, but as they involve the South West Coast Path, which the parish doesn’t maintain the Countryside Officer was asked if these would be valid. He concurred that they would. Next step will be to identify which project will be most beneficial.</p>	<p>Cllr Moore</p> <p>Cllr Button</p> <p>C&MS</p>
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	<p>Members are asked to send ideas to the Clerk who will create a list of potential areas for improvement, shared with the C&MS, to decide on the most appropriate for which to apply for funding. Cllr Williams forwarded an area for consideration prior to the meeting.</p> <p>e. Bodmin, Wadebridge, Padstow, St Teath & Tintagel Community Area Partnership – Next meeting 15th June 2026</p>	Cllr Penny / C&MS
26/97	<p>Planning Applications – Members to consider the following.</p> <p>a. PA26/03189 1 Furze Park Trelights Port Isaac Cornwall PL29 3TG Non-material amendment in relation to decision notice PA25/06343 dated 14.10.2025 for change to roof finish from concrete tiles to natural slate, removal of window to front of property and reduction in glazed area. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TEVC4PFGKTM00&activeTab=summary</p> <p>Proposed by Cllr Penny, seconded by Cllr Pierpoint, that Members resolve to support the application.</p> <p>b. PA26/03199 85 Fore Street Port Isaac Cornwall PL29 3RF Non-material amendment in relation to decision notice PA23/02337 dated 15.05.2023 for introduction of a single roof light above kitchen. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TEVN54FGL1P00&activeTab=summary</p> <p>Proposed by Cllr Penny, seconded by Cllr Button, that Members resolve to support the application.</p> <p>c. PA26/03072 Meadow Stile Trewetha Lane Port Isaac Cornwall PL29 3RN Proposed; internal alterations, solar panels, changes to exterior openings/materials, timber cladding replacing rendered areas and removal of chimney. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TEMAZSFGMKG00&activeTab=summary</p> <p>Proposed by Cllr Penny, seconded by Cllr Symons, that Members resolve to support the application recommending that the slate roof be nailed/not clipped.</p> <p>The following applications are <i>For Information Only</i>, the Parish Council is not a consultee</p> <p>d. PA26/00432/PREAPP Central Garage 3 New Road Port Isaac Cornwall PL29 3SB Pre-application advice for proposed alterations to the previously approved and implemented former Central Garage site to provide a ground floor commercial unit, replacement ground floor garaging and a replacement four bed residential apartment on the upper floors. Proposals seek to make minor alterations to the footprint, internal layout alterations and increase in height of dwelling. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TCKCF1FG1Z500&activeTab=summary</p> <p>e. PA26/03186 Land Near Queens Land Trelights PL29 3TF Submission of details to discharge Condition (5 - HMMP) in respect of Decision Notice (PA24/09603) dated (25.02.2025).</p>	Clerk

	<p>https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TEVC3EFGKTG00&activeTab=summary</p> <p>f. PA26/03358 Street Record Trelights Port Isaac Cornwall Royal Mail are proposing to install a post box at Bunt Mews, Trelights, Port Isaac, PL29 3TQ. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TF2WH9FG0JW00&activeTab=summary</p> <p>g. PA26/01342 12 Church Hill Port Isaac Cornwall PL29 3RQ Proposed internal alterations and minor external alterations to a listed building. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TB2GZWFJGJ00&activeTab=summary</p> <p>h. PA26/03461 Roscarrock Manor Farm Trelights Port Isaac Cornwall PL29 3SS Prior notification of agricultural or forestry development for farm yard manure store and cattle handling area roofing. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TFBQZXFGGAI00&activeTab=summary</p>	
26/98	<p>Cornwall Council Planning Decisions – information only.</p> <p>a. PA25/08972 Park Villa Trelights Port Isaac Cornwall PL29 3TJ Proposed dismantling of existing greenhouse framework and erection of the replacement greenhouse. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=T6E5MUFGMZJ00&activeTab=summary Approved (Statutory/one condition only)</p> <p>b. PA26/00125 Park Villa Trelights Port Isaac Cornwall PL29 3TJ Listed building consent for dismantling of existing greenhouse framework and erection of the replacement greenhouse. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=T8K1VKFGI8Q00&activeTab=summary Approved (Statutory/one condition only)</p> <p>c. PA25/03358 Street Record Trelights Port Isaac Cornwall Royal Mail are proposing to install a post box at Bunt Mews, Trelights, Port Isaac, PL29 3TQ. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TF2WH9FG0JW00&activeTab=summary Closed - advice given</p>	
26/99	<p>Licensing Applications – Members to consider the following, including any received after the agenda was published.</p> <p>None</p>	
26/100	<p>Environmental / Amenity Matters – including the Contract & Maintenance Supervisor Report and any items received after the agenda was issued:</p> <p>a. Funding to replace play area item e.g. basket swing Members to consider making a request to the Doc Martin Fund. Discussion:</p>	Clerk

	<p>The C&MS estimates the items to cost over £20,000 to replace. They could continue to be repaired and probably last a further two years, but it may be better to replace sooner rather than spending money on repairs. There is an amount in the budget reserves for the play area. Cllr Symons suggests applying to the WREN fund.</p> <p>Proposed by Cllr Penny, seconded by Cllr Pierpoint that Members resolve for the C&MS to acquire quotes and apply for funding from both the Doc Martin and the WREN fund.</p> <p>b. QR code linked to parish website Members to discuss and agree content.</p> <p>Discussion; The C&MS highlights some key areas to be included: the toilets, the bench on Trelights Village Green, the welcome banner and how it was funded, cemetery information – all linked back to a page on the website. There are two options of QR Code – a free version that cannot be updated, and a paid for that can be altered whenever necessary. Cllr Penny suggests both options pre-empting a QR Code for the car park that will need to be updated with any changes over time.</p> <p>Proposed by Cllr Symons, seconded by Cllr Smith that Members resolve for the C&MS to create the pages which will link to the PC website and to share them with Members.</p>	Clerk
26/101	<p>Highway Matters</p> <p>a. Granite Boulders Members to consider the effectiveness of the trial to prevent vehicles blocking the pavement. The placing of the boulders was arranged for 8th June but did not go ahead - Members to discuss at the next meeting.</p>	Clerk
26/102	<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 £10,875.45 be approved. Cllr Penny queries entries on the general ledger which the Clerk clarifies for Members. Nayax payments were coded incorrectly but are now showing under the correct coding centre. Income has been received under the cemetery coding centre after the sale of a burial plot. There has been additional expenditure on the toilets due to items needing to be replaced.</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>	Clerk Clerk
26/103	<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. Conflict of Interest Members to confirm that there is no conflict of Interest for BDO to carry out the external audit of the Parish Council. Resolved: Members confirm there is no conflict of interest. The Clerk can forward the declaration to BDO.</p>	Clerk Clerk

	<p>c. Lease and Statutory Declaration Members to agree a time and date to sign the paperwork with the new tenants, in the presence of Cllr Button and the Clerk, and to agree a cost. Resolved: Members unanimously agree for the Clerk to arrange with Cllr Button and the tenants to meet at the concession. The Clerk will consider the cost of administering the lease and share this with Members and the tenants.</p> <p>d. Meeting Date Change Request for September Members to consider holding September's meeting on the first Monday of the month rather than the second - Monday 7th September at the same time and location instead of Monday 14th September. Resolved: Members unanimously agree to the meeting change.</p>	Clerk Clerk
26/104	<p>Documentation / Correspondence – not covered elsewhere on the agenda, including any items received after the agenda had been issued.</p> <p>a. Landline Switch-Off - By January 2027, the UK's old copper phone network will be switched off, area by area. Information has been published on the website and in the notice boards. Cllr Smith updates Members regarding the difficulties facing residents due to Sky's refusal to switch from copper to fibre due to no mobile phone signal. Members suggest a letter is written to the local MP. To be added as an item on the next agenda.</p>	Clerk
26/105	<p>Diary Dates – including any dates received after the agenda has been published.</p> <p>a. Ordinary Council Meeting - Monday 13th July 2026 6:30pm</p> <p>b. Rolling Meeting Date - Thursday 23rd July 2026</p>	Clerk Clerk
26/106	<p>Information Only / Future Agenda Items</p> <p>a.</p>	
26/107	Closed Session	
26/108	Meeting Closed – 7:20pm	

Signature: D Harrison (Clerk)

Date: 08/06/2026

Signature: A. Penny (Chair)

Actions

- 26/96 d.** Clerk and C&MS to collate ideas from Members
- 26/97** Clerk to send PC's planning responses to CC
- 26/100 a.** C&MS to apply for funding from the Doc Martin and WREN fund
- 26/100 b.** C&MS to create the pages for the QR Codes
- 26/102 a** Clerk to set up monthly payments with approval from second authoriser
- 26/102 b.** Clerk to set up payroll payments with approval from second authoriser
- 26/103 b.** Clerk to send the *no conflict of interest* declaration to BDO
- 26/103 c.** Clerk to organise the signing of the lease and implicated costs
- 26/103 d.** Clerk to alter the meeting date on the website and with St Endellion Hall
- 26/104 a.** Clerk to add for discussion at July's meeting