



MINUTES OF THE FULL COUNCIL MEETING

HELD AT ST ENDELLION HALL ON MONDAY 13TH JULY 2026 AT 6:30PM

Minute	Agenda Items	Action
	Present Cllr Penny (Chair), Vice Chair Cllr Cleave, Ward Cllr Moore (Left at 8pm) Cllrs: Symons, Smith, Button, Pierpoint, Williams (Left at 8pm) D. Harrison (Clerk) C. Jon (C&MS)	
26/109	Members' Declarations 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 Non-registerable Interests – Members must declare non-pecuniary interests at the start of the meeting or whenever the interest becomes apparent. None Declaration of Gifts – Members are reminded they must declare any gift or hospitality with a value in excess of fifty pounds. None Dispensations – Members to consider any written requests for dispensations. None	
26/110	Cllrs Note and Accept Apologies from: Cllrs: Webster, Hills Absent without apologies: Cllr Dawe	
26/111	Chair's Welcome / Public Forum 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. No members of the public present.	
26/112	Minutes of Meetings Members considered the minutes of the meeting held on 8 th June 2026. Resolved: That the minutes of the meeting held on 8 th June 2026 be approved as a true record and signed by the Chair.	
26/113	Organisations and Reports Parish Council Chair – Members to receive a report	Cllr Penny

	Cllr Penny has received written confirmation that the Parish Council (PC) owned car park cannot be given charitable status to achieve business rates exemption. Cllr Button argues that it is a none profit enterprise as all earnings go back into the parish. Cllr Penny reiterates the Clerks update to Members that the activity around the Headland Hotel is to clear rubble, install hoardings and block windows. The property on Hartland Road in continual need of clearing has now been vacated. C&MS has completed the filing system, and old documents have been disposed of. Cllr Penny will archive the rest. b. Divisional Member – Members to receive a report Cllr Moore explains that the Royal Mail have still not provided a time scale for the implementation of the new/replacement post box. A public letter has been sent but no response thus far. The Community Highways Improvement Programme (CHIP) has funding available which could cover costs such as double yellow line painting if the PC are interested in applying. Cllr Moore attended the 3G pitch opening in Wadebridge. Public Switch Telephone Network (PSTN), MP Ben Maguire is working on this and has spoken to the Minister of State. The Athena Learning Trust will transfer its schools in Devon and Cornwall to other trusts after discipline issues led to its dissolution. Cllr Moore is still involved in water testing around Cornish beaches to assess the water quality. Funds have been allocated from the Community Chest Fund. The Dowr Glan campaign is a grassroots, cross-party movement in Cornwall demanding South West Water be stripped of its contract and renationalised due to systemic sewage pollution. This would cost the government billions of pounds. MP Ben Maguire is pushing for a community owned company with a board of individuals with targeted areas of knowledge and understanding of the system. Cllr Button argues that shareholder dividends should be going back into the infrastructure to reduce the cost of the required improvements. Cllr Moore has submitted a motion for Special Educational Needs and Disabilities (SEND) funding and a SEND review has been submitted to government. It is asking for fair funding which is often overlooked in rural communities. Cllr Moore attended the dental summit on Friday (10th July). Discussions took place with the Integrated Care Board (ICB) to try and access funds. Cllr Penny enquires about the status of the spraying of public footpaths. Cllr Moore confirms CC will be looking at the legislation over winter and are waiting for more instruction/guidance from the government. Members concur that weeds are prevalent around the parish, especially around the Hartland Road area. Home owners are responsible for the pavement in front of their property and when maintained regularly, this makes a significant difference to the appearance of the area. C&MS and a local maintenance person completed the task last year and some owners have continued to keep on top of it. Cllr Symons highlights the condition of the section of the B3314 enroute to Delabole but repairs are not due until after the summer. C&MS has reported several issues with New Road car park to CC and has received a response. Their parking machines are also only taking card payments in a place with limited signal. Cllr Moore will contact the relevant department to try and move things along. c. Playing Field Development Committee – Members to receive an update.	Cllr Moore Cllr Button
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	Cllr Button informs Members that there is now a draft Section 106 agreement in place. There is a rain garden on the plans, and the PC needs to continue to maintain the dog walking field and general green space around the development. The process seems to be a box ticking exercise. Cllr Button is hopeful that by September the PC should be in a good position to start discussing funding and next steps. Cllr Penny praises Cllr Button for his hard work on the project. 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: Fly-tipping - an old car tyre left in car park. Removed; Trelawney Garage agreed to dispose of it. Public Conveniences: Main - new door sensor fitted accessible cubicle. Retail outlets: The View - Torch Fire carried out the annual inspection of the fire Equipment. Play Area & Hard Standing: Monthly Inspection - carried out 3/7/26 report sent to Members Goal nets - restrung to frame. Multi-play - lower crossbeam reattached to frame. Hut & Slide - removed and replaced first floor. Grass cutting in lower football field & dog field. Public Spaces Protection Order is due for renewal in October 2026. Rhino Play - requests for quotes for replacement play equipment. Dog field gate repaired. Footpaths: Footpath cutting - is still behind the usual schedule, Trewetha to Port Gaverne valley & Port Gaverne valley have been done Community Payback Scheme (CPS): Attended - carried out work at Trelights footpath from Marshalls Way, Trelights Village Green & grass verge with bench, cut through from Cliff Path to Peace & Harmony. Highways: Port Gaverne Hill footway repair - due to be carried out autumn 2026. Port Gaverne - Cartway Cove wall damage reported to Cornwall Council's Highway's Dept. Rose Hill - damaged road sign reported to Cornwall Council's Highway's Dept. Church Hill pinch point - a rebound bollard is missing; enquiries with owners of Summersalt's builders. No reply, so a replacement has been ordered. The remaining bollard may need replacing in the next few months. Pot Holes - on Back Hill, Fore Street & Roscarrock Hill, Port Isaac reported to Cornwall Council's Highway's Dept. Cornwall Council's New Road car park: Raised issues with Cornwall Council Parking Enforcement - pot holes, weeds both inside, outside and on the steps, grass banks overgrown, lack of space markings, ticket machines not accepting coins, fence panel down and to be removed. Coach parking, causing hazards with potential for accidents. Cornwall Council responded - vegetation issues will be passed onto Cornwall Council's Environment Dept., pot holes, markings; car park due for general maintenance in autumn 2026. Fence panel overlooked, will be removed. Ticket machines should've already been rectified. Coaches should not be parking on double yellow lines, wardens will be informed. Cllr Smith offers praise for the work the CPS team have carried out on Trelights village green. Cllr Williams queries whether Mine Pit Corner could be considered for works by the CPS team. C&MS expresses doubt as it is on the highway but will ask. The missing bollard at Church Hill has been replaced. The CPS have also cut a bronze footpath path at Lower Trefeock.	C&MS
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	e. Bodmin, Wadebridge, Padstow, St Teath & Tintagel Community Area Partnership – Members to receive an update. Robin Moorcroft was elected as Chair. There was a Camel Valley Connect update. Inspector Adam Stonehill reported on crime figures. A lot of figures were influenced by unlocked vehicles. The police tested this by walking around and checking then contacted the owners of those left unlocked. There have also been a lot of rural thefts of farm machinery but again keys have been left inside the tractors. There was a talk from Darren Collins from Man Down UK, a men's metal health charity founded in Cornwall in 2019. The Campaign to Protect Rural England (CPRE) can offer advice on planning applications but do not hold any statutory weight. They were keen for PCs to join. There was a discussion about Cornwall's path to devolution. Dan Rogers discussed plans for increased parking at Bodmin Parkway and the restrictions because of the surrounding land. Community Infrastructure Levy (CIL) - £75,000 was allocated to solar lighting for the skate park in Wadebridge but the fund was otherwise oversubscribed with approximately four hundred applicants. A Parish Councillor present asked if the CIL team can provide feedback, so future applications can be better targeted.	Cllr Penny / C&MS
26/114	Planning Applications – Members to consider the following. a. PA26/03730 Brambledene Trelights Port Isaac Cornwall PL29 3TQ Non material amendment in relation to decision notice PA24/07488 dated 27/11/2024 to allow first floor bathroom dormer to rear elevation to match size and style of other existing rear dormers. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TFY80FFGMN700&activeTab=summary The application has since been withdrawn – see decisions below b. PA26/03715 8 Silvershell View Port Isaac Cornwall PL29 3TU Non-material amendment in relation to decision notice PA24/03843 dated 17/07/2024, namely 1) Change of elevation material on the South and East elevation. 2) Changes to the driveway/entrance steps design. 3) Changes to garage roof height. 4) Changes to garage door design. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TFWG5CFGLHU00&activeTab=summary The PC is not required to make any comment c. PA26/04006 The Moorings Port Gaverne Port Isaac Cornwall PL29 3SQ Construction of a car port with sundeck on roof. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TGF7ETFGIRU00&activeTab=summary Discussion: Members agree with neighbour's objections relating to <i>overlooking</i>, <i>loss of privacy</i> and <i>noise</i>. There is already a parking space at the property therefore this is not affected by the decision to object. Proposed by Cllr Button, seconded by Cllr Williams, that Members resolve to object to the application. The decision is unanimous. d. PA26/04197 Seaward 14 The Terrace Port Isaac Cornwall PL29 3SG Construction of detached garage (previously approved under application PA18/03945). https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TGS2ZCFGH5400&activeTab=summary	Clerk

	Proposed by Cllr Penny, seconded by Cllr Williams, that Members resolve to support the application. e. PA26/03234 Sunnybank 12 Trewetha Lane Port Isaac Cornwall PL29 3RN Construction of car space in garden at front of property. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TEX9LMFGM5600&activeTab=summary Proposed by Cllr Penny, seconded by Cllr Cleave, that Members resolve to support the application. f. PA26/04359 Brambledene Trelights Port Isaac Cornwall PL29 3TQ Replacement extension and alterations with variation of condition 2 of decision notice PA24/07488 dated 27/11/2024. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TH2YNTFGFXZ00&activeTab=summary Proposed by Cllr Williams, seconded by Cllr Penny, that Members resolve to support the application. The following application/s are <i>For Information Only</i>, the Parish Council is not a consultee g. PA26/04051 2 Cliffside Port Isaac Cornwall PL29 3RE Application for a Lawful Development Certificate for a Proposed alterations to front ground floor windows within existing dwelling facade to create new patio doors. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TGH7DDFGK5700&activeTab=summary History of the Application: The PC recommended refusal of the earlier application and the planning officer agreed, it went to appeal and the applicants lost. The most recent application was approved based on the designs shown within that application. The architect was thanked for their consideration of the Neighbourhood Development Plan (NDP). Windows have since been added that were not approved and a Lawful Development Certificate has been applied for later. The PC is concerned that this is a typical example of 'back door planning' and will change the future of planning within this area. The PC has made a complaint to CC. Cllr Moore will discuss further with the officer.	
26/115	Cornwall Council Planning Decisions – <u>information only</u>. 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 Approved unconditional 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 Approved unconditional c. 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=TB2GZWFGJOR00&activeTab=summary Approved (Statutory/one condition only) d. PA26/01343 12 Church Hill Port Isaac Cornwall PL29 3RQ Listed building consent for proposed internal alterations and minor external alterations to a listed building. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TB2GZXFGJOS00&activeTab=summary Approved with conditions e. 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 Closed - advice given f. 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 Prior approval not req'd (PA/AF/TEL/DEM/) g. PA26/03730 Brambledene Trelights Port Isaac Cornwall PL29 3TQ Non material amendment in relation to decision notice PA24/07488 dated 27/11/2024 to allow first floor bathroom dormer to rear elevation to match size and style of other existing rear dormers. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TFY80FFGMN700&activeTab=summary Withdrawn	
26/116	Licensing Applications – Members to consider the following, including any received after the agenda was published. None	
26/117	Environmental / Amenity Matters – including the Contract & Maintenance Supervisor Report and any items received after the agenda was issued: a. Planned switch-off of the Public Switched Telephone Network (PSTN) and the migration of copper cable services to digital networks The Clerk has written to MP Ben Maguire and will update members with any progress. Cllr Moore has updated Members in her report that the situation is in hand. b. Public Spaces Protection Order (PSPO) - Dog Exclusion Sites Members to discuss keeping the playing field as an exclusion site. The site is currently part of a planning application with plans to develop on the land. The consultation is open until August 2026.	Clerk Clerk

	Proposed by Cllr Williams, seconded by Cllr Button, that Members resolve to renew the license. Cllr Button will consider how best to enforce this and discuss at the next meeting. c. Enhanced Local Maintenance Partnership (LMP) Ideas Members to discuss any ideas they have had since last month's meeting to enable the C&MS to apply for the funding. Cllr Williams asks for the Port Isaac valley walk to be considered, as the path is deeply rutted where the water has eroded it. C&MS has identified approximately ten way-markers and stiles around the parish that would benefit from some level of repair. d. National Trust Donation for Port Gaverne Toilet Block Members to consider a request for the National Trust (NT) to increase their donation in line with increased running costs. The current donation amount is £1000 per annum. Discussion: The NT has donated £1000 since 2022. The costs of running the toilet block are circa £5000. Proposed by Cllr Williams, seconded by Cllr Symons, that Members resolve to request that the NT increases their donation to £2000. Decision unanimous. e. Tre Haven Community Land Trust Members to receive an update from Cllr Williams. Feedback from the Design Review Panel: 'The Panel recognises the ambition and community led nature of this pioneering Rural Exception Site. If developed with sensitivity, compactness, and a strong landscape and heritage response, the scheme has the potential to become an exemplar for rural Cornwall. We hope our comments assist your next stage of design development, and we would be pleased to review the scheme again as it progresses.'	C&MS Clerk Cllr Williams
26/118	Highway Matters a. Boulders New Road Members to discuss whether the boulders should remain in place. Two complaints from members of the public have been received by the Clerk, one complaint has been received via Cornwall Council. Members have already considered planters but decided the slope would affect the positioning. Members need to consider whether to acquire an updated quote to install bollards or to leave the space clear and monitor/record any vehicles parking on the pavement. C&MS has suggested two other areas that may benefit from bollards 1) Hartland Road – end corner 2) The Old School – adjacent Members to discuss. Discussion: Members all agree that although the intention was to save money for the parish, the boulders have not been a popular addition. They are however considered a safe option to help prevent vehicles parking on the crossing until CC can place three bollards in the area to replace the boulders. Due to the turnaround on this, Members have agreed that the boulders can remain until 31st August to manage the	Clerk

	summer season but will then be removed regardless of CC's timescale to fit the bollards. Members agree that in the first instance, yellow lines would be more suitable for areas at 1) Hartland Road and 2) The Old School. Decision: Proposed by Cllr Penny, seconded by Cllr Williams, that Members resolve to keep the boulders in place to manage the summer holiday season, removing them on 31st August and instructing CC to implement three bollards. The boulders will be removed on this date regardless of CC's timescale to place the bollards.	
26/119	Financial Matters – 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 £7437.44 be approved. b. Payroll - Members approval for next month Resolved: That payroll be approved for payment at the end of the month. c. Quarterly Budget Review Members to discuss the budget spreadsheet as prepared by the Clerk after the first quarter of the financial year. Discussion: Members consider the increase in income comparatively from the same period in 2025 and discuss the reasons for this. Expenditure is roughly the same and car park income remains steady. The toilet revenue has increased; there are tenants in the concession; the precept was increased slightly; and this year the PC received money from CIL. Budget setting will take place in October for the 2027-2028 financial year. There will also be the next quarter between July-October to consider and evaluate.	Clerk Clerk Clerk
26/120	Administrative Matters a. Co-option to Parish Council Vacancy To note the ongoing vacancy on the Parish Council following the May 2025 elections. b. Business Rates Valuation Appeal The Clerk is awaiting the appeal decision. c. IT Policy Members to agree to the adoption of the new IT Policy. Resolved: Members agree to adopt the policy.	Clerk Clerk Clerk
26/121	Documentation / Correspondence – not covered elsewhere on the agenda, including any items received after the agenda had been issued. a. New Road Boulders Email received from a member of the public shared with Members. b. Headland Hotel Correspondence with CC after works being carried out by mini diggers were spotted at the hotel. CC confirmed this is the agreed clearing work required by the owner to make the site look better than it does currently. There will be white wooden hoarding installed around the ground floor and all windows will be boarded.	Clerk Clerk

26/122	Diary Dates – including any dates received after the agenda has been published. a. Ordinary Council Meeting - Monday 10 th August 2026 6:30pm b. Rolling Meeting Date - Thursday 27 th August 2026	Clerk Clerk
26/123	Information Only / Future Agenda Items a. The tenants have signed the lease and statutory declaration, and the business is fully operational. b. Members request an update on the timescale for the bollards at New Road. c. Members request an update on the progress of plans to allow motorhomes to stay overnight in the Main car park.	Clerk Clerk
26/124	Closed Session	
26/125	Meeting Closed – 20:20pm	

Signature: D Harrison (Clerk)

Date: 13/07/2026

Signature: A. Penny (Chair)

Actions

- 26/113 d.** C&MS to ask CPS team if they would be happy to cut back foliage on Minepick Corner
- 26/114** Clerk to send PC's planning responses to CC
- 26/117 b.** Clerk to contact CC to renew PSPO
- 26/117 c.** C&MS to contact CC regarding ideas for the enhanced LMP grant
- 26/117 d** Clerk to contact NT regarding suggested increase in donation
- 26/118 a.** C&MS to contact Highways for an updated quote for three bollards and a timescale for the works
- 26/119 a** Clerk to set up monthly payments with approval from second authoriser
- 26/119 b.** Clerk to set up payroll payments with approval from second authoriser
- 26/120 c.** Clerk to upload the IT Policy to the website