



MINUTES OF THE FULL COUNCIL MEETING

HELD AT ST ENDELLION HALL ON MONDAY 10TH AUGUST 2026 AT 6:30PM

Minute	Agenda Items	Action
	Present Cllr Penny (Chair), Vice Chair Cllr Cleave, Ward Cllr Moore (left at 8:10pm) Cllrs: Webster, Hills, Smith (arrived 6:48pm) D. Harrison (Clerk) C. Jon (C&MS)	
26/126	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. The Chair declares a non-pecuniary interest in PA26/04414 as a neighbour to the property. The Chair declares a non-registerable interest regarding parish maintenance work, noting that his son, Tom Penny, has been engaged as a tradesperson by the C&MS. The Chair stated that he will be exempt from any correspondence regarding the procurement of Tom's services, and in the approval of any associated invoices. 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	
26/127	Cllrs Note and Accept Apologies from: Cllrs: Williams, Button, Pierpoint Absent without apologies: Cllrs: Dawe, Symons	
26/128	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.	
26/129	Minutes of Meetings Members considered the minutes of the meeting held on 13 th July 2026.	

	Correction: A correction was highlighted and the change made to minute 113. b. 'Cornwall Council' replaced by 'Government'. Resolved: That the minutes of the meeting held on 13th July 2026 be approved as a true record and signed by the Chair.	
26/130	Organisations and Reports a. Parish Council Chair – Members to receive a report Cllr Penny begins by sending condolences to a long-time maintenance worker of the Parish Council (PC) who has recently suffered a family bereavement. After a conversation with a resident in Rose Hill regarding the overgrown weeds in the lower village, Cllr Penny would like to remind residents that they have a responsibility to maintain the fronts of their own properties and any hedgerows within their boundary. Ongoing issues with a house at the top of the village, the resident has not moved on as previously thought and has returned to the property. Cllr Moore has contacted the housing officer for support as there are substantial concerns for the welfare of an animal at the property and the build-up of rubbish around the property. The land beside Cliff Cottage will be cleared this week in preparation to start cliff stabilisation works. The work will take eight weeks with a generator situated on the parking area by the property, Monday-Friday from 9am-4pm. C&MS will inform local property let agencies. b. Divisional Member – Members to receive a report Cllr Moore touches on last month's update regarding the Headland Hotel being boarded and ensuring the swallows were still able to access their young. If there are any breaches in the boundary or building, Cllr Moore wishes to be informed. Works to the B3314 are scheduled for 7th September during night time hours. The route is subject to the summer embargo which restricts any significant works taking place in the summer months. The Highways Safety Inspector has made patching repairs to some of the worst affected areas. The list of required improvements sent by the C&MS to Cornwall Council (CC) regarding New Road car park is still outstanding with the exception of the grass banks being cut. The Strategic Parking Manager claimed to have checked the machines were taking cash and confirmed all was in order, but they are still only taking card payments. Cllr Moore will chase this up. Cllr Moore is still taking part in water testing at Polzeath. Community Chest Money from three-four PCs has been used to purchase test kits. Surfers Against Sewage are applying for further funding. South West Water (SWW) motion went to full council. Cllr Moore was reluctant about the wording of 'public owned company' and was keen to add 'public benefit company' which would include public professionals on the board. Any issues would still fall to SWW to fund. They have now pledged three billion pounds to cover these costs. The Special Educational Needs and Disabilities (SEND) motion was unanimously voted in favour of. It is hoped that the national funding formula will be reviewed for fairer funding, rather than a one model fits all approach. The recent dental summit was positive. Amongst those present were the Chair of the British Dental Association who reports to Westminster, an NHS dentist based in St Ives and the Integrated Care Board (ICB). Cllr Moore has volunteered to work with the Deputy Dean of the Peninsula Medical School to put more students forward for level three dentistry.	Cllr Penny Cllr Moore

	On 24th August there is a public gathering of Our Climate Your Voice from 10am-3pm at the Old Library in Bodmin. There will be a Q&A with MP Ben Maguire, guest speakers and round table discussions. Cllr Moore celebrates the post box being reinstated and praises Trelights residents for their perseverance. Cllr Hills asks if there is any movement on Cornwall having its own Mayor. Cllr Moore confirms that Cornwall councillors would be opposed to it but that there has not been any information filtered down from central government thus far. Cllrs raised residents concerns regarding the criminal activity of two residents living in the parish. Cllr Moore will escalate and respond accordingly. c. Playing Field Development Committee – Members to receive an update. Cllr Button is absent from the meeting but has shared the latest update on the Section 106 with Members via the Clerk. Thanks are given to Cllr Button for his diligence in getting the project to where it is. 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. Public Conveniences: New Road - accessible door frame repaired. Roscarrock Hill - Broken turnstile, discovered while coin collecting. Temporarily closed the section of the building. Fixed for free, after a wait of a couple of weeks. Regularly checked between to ensure there was no further damage. Complaint received of card payment unit accepting payment but not activating the turnstile, three times. Clerk replied to the complainant to reimburse the £1.50. Was asked to donate the fund to the RNLI, which has now been done. The unit was checked on site and via the service website, no issues at either. Port Gaverne - a large vehicle damaged part of the Raleigh Cellars. National Trust informed. Play Area & Hard Standing: Goal nets re-staked to the ground. Basketball hoop net replaced twice. Gate replacement spring fitted on footpath entrance. Hut & Slide first floor interior painted. Conveyor belt wood filled to remove rough edges from supporting post, where it's been damaged. Swing fixtures tightened after report from received via Clerk of being loose. Dog field - another repair to gate fixtures required. Community Payback Scheme (CPS): Attended - carried out work at Mine Pit Corner. Dumpy bags provided, removed and vegetation contents disposed of. Work at Trigg Court footpath 537/13/1. CPS liaised directly with landowner for permission and parking of minibus. Meeting - discussed Trewetha to Port Isaac valley 537/35/2 viability of widening current path by removing excess vegetation. Agreed to carry out the work. Fuel for strimmer and hedge trimmer provided. New rebound bollard - installed at top of Church Hill & checks continue. Volunteers - a few residents of Port Isaac have asked about carrying out volunteer work, such as weeding. Cormac has been contacted for advice. Cllr Hills queries whether the Community Payback Scheme (CPS) could be given the task of cutting the grass around the post box and the phone box in Trelights. The C&MS adds it to her notes. The C&MS is seeking advice from Cormac to engage a group of volunteers to help care for the upkeep of the parish. Cllr Penny suggests that a gardening group would also be beneficial as Cllrs have agreed for the C&MS to purchase and plant bulbs in the Main car park.	Cllr Button C&MS
--	---	--

	The C&MS informs Members that the path suggested for the Enhanced Local Maintenance Partnership (LMP) Grant down into Port Isaac Valley from Trewetha side would be very expensive and require a lot of work. However, the actual pathway is quite wide and if all the bracken and ground were cleared, this would provide an area for people to walk and form a new path away from the natural rainwater gully. The C&MS will ask the CPS if they would be willing to take this task on. Members agree that the CPS workers should be given tokens of thanks for all their hard work. A pasty lunch idea is considered a suitable token after completion of a task. C&MS reports that the trees in Pine Awn valley have finally been cleared. e. Bodmin, Wadebridge, Padstow, St Teath & Tintagel Community Area Partnership – Next meeting Monday 21st September. The Clerk is to invite Barry Cornelius – Camel Valley Connect - to September's meeting to learn more about what the scheme has to offer parishioners.	Cllr Penny / C&MS
26/131	Planning Applications – Members to consider the following. a. PA26/04414 Cranstoun Mayfield Road Port Isaac Cornwall PL29 3RT Proposed replacement/enlargement of detached storage and annexe building with a new annexe. Proposed utility link extension between existing dwelling and garage. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TH5A2DFGHS00&activeTab=summary Proposed by Cllr Hills, seconded by Cllr Cleave, and resolved unanimously to support the application. b. PA26/04895 The Folly Roscarrock Hill Port Isaac Cornwall PL29 3RG Single storey rear extension with minor internal alterations. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TI5RXVFGG1B00&activeTab=summary Proposed by Cllr Penny, seconded by Cllr Webster, and resolved unanimously to support the application. c. PA26/05295 48 New Road Port Isaac Cornwall PL29 3SD Non-material amendment in relation to decision notice PA24/09039 dated 21.01.2025 for removal of South East ground floor window, in step to wall following boundary adjustment, reduction in size to a South East gable reducing the associated window, internal layout alterations and introduction of solar PV. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TIXV3AFGIPI00&activeTab=summary Proposed by Cllr Webster, seconded by Cllr Hills, and resolved unanimously to support the application. Members discuss PA26/04006 and the five-day protocol issued by the planning officer. It is unclear whether there is an option to disagree and go to panel. The Clerk and Cllr Moore will discuss with the planning officer.	
26/132	Cornwall Council Planning Decisions – information only. a. 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 Approved with conditions	

	b. 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). https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TEVC3EFGKTG00&activeTab=summary S52/S106 and discharge of condition apps c. 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 Approved unconditional	
26/133	Licensing Applications – Members to consider the following, including any received after the agenda was published. None	
26/134	Environmental / Amenity Matters – including the Contract & Maintenance Supervisor Report and any items received after the agenda was issued: a. Campervan and Motorhome Provision Main Car Park. Commencing on 1st October 2026. £12 day rate will stay in place but specify 9am-6pm. New rate of £24 for <u>any</u> 24-hour period. Quote from Arrive (Flowbird) is currently £859 +VAT. Awaiting Armtrac quote for signage changes and any cost incurred from JustPark. Discussion: Members discuss the issues around enforcing regulations and being unable to use signage comparable to council run car parks. Decision: Members reinforce their agreement to trial the scheme with all necessary and applicable updates to the current signage as approved by Armtrac and the International Parking Community (IPC). b. Grass Cutting Tender The Clerk and C&MS have prepared a contract and advert for Members to review. Discussion: The Clerk shares the outcomes from the meeting with Members. • The contract is to be split into two contracts. One for grass cutting and one for footpaths. This will make it easier to monitor progress. • The contracts are to be advertised and quotes invited from those that have already declared an interest. • Contracts to be advertised from 1st December 2026 with an aim to start the contractor/s on 1st April 2027. • Currently there are two footpath cuts per year partially subsidised by the LMP. The Clerk and C&MS propose an additional cut paid for by the PC to allow footpaths to be accessible year-round. First cut April/May, second cut July/August and third cut September/October. If the cost remains roughly the same as it is now, Members would be happy to support the additional cut.	Clerk Clerk

	All the areas requiring cutting have been collated and allocated the appropriate number of cuts per year. The C&MS has a map of all parish footpaths. The CPS will be provided with adequate and appropriate tasks within this plan.	
26/135	Highway Matters a. Boulders New Road CC have quoted the same amount of £1,918.78 and will send through a time slot when the works can be completed. Discussion: Members are aware of one of the boulders being moved slightly. It is still balanced and considered safe. The public seem to enjoy sitting on the boulders, but Members are happy with the current plan to remove them at the end of August in preparation for bollards.	Clerk
26/136	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 £16,295.63 be approved. b. Payroll - Members approval for next month Resolved: That payroll be approved for payment at the end of the month.	Clerk Clerk
26/137	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.	Clerk Clerk
26/138	Documentation / Correspondence – not covered elsewhere on the agenda, including any items received after the agenda had been issued. a.	
26/139	Diary Dates – including any dates received after the agenda has been published. a. Ordinary Council Meeting - Monday 7th September 2026 6:30pm b. Rolling Meeting Date - Thursday 24th September 2026	Clerk Clerk
26/140	Information Only / Future Agenda Items a. Planned switch-off of the Public Switched Telephone Network (PSTN) and the migration of copper cable services to digital networks. MP Ben Maguire has responded and Members have been updated. b. Old School Hotel Railings. The Clerk has contacted the owners with concerns raised. c. Public Spaces Protection Order (PSPO) - Dog Exclusion Sites. The Clerk has written to Cornwall Council and extended the PSPO. d. Please note that September's meeting has been moved to Monday 7th September 6:30pm - as agreed at June's meeting. e. Trelights Post Box. The new post box has been installed.	Clerk Clerk Clerk Clerk

26/141	Closed Session	
26/142	Meeting Closed – 8:20pm	

Signature: D Harrison (Clerk)

Date: 10/08/2026

Signature: A. Penny (Chair)

Actions

26/130 d. C&MS to ask CPS team if they would be happy to cut the grass around Trelights post box and phone box. C&MS to facilitate volunteer groups for PC upkeep and gardening. C&MS to purchase and plant bulbs in the Main car park

26/130 e. Clerk to invite Barry Cornelius to September's meeting

26/131 Clerk to send PC's planning responses to CC and enquire with the planning officer re: PA26/04006

26/134 a. Clerk to contact Armtrac and complete Flowbird set up for campervan and motorhome trial

26/134 b. Clerk to prepare the grass cutting and footpath contracts and advert ready for 1st December 2026

26/136 a. Clerk to set up monthly payments with approval from second authoriser

26/136 b. Clerk to set up payroll payments with approval from second authoriser