



MINUTES OF THE FULL COUNCIL MEETING

HELD AT ST ENDELLION HALL ON MONDAY 7TH SEPTEMBER 2026 AT 6:30PM

Minute	Agenda Items	Action
	Present Chair Cllr Penny, Vice Chair Cllr Cleave Cllrs: Webster, Hills, Smith, Williams, Dawe, Button D. Harrison (Clerk) C. Jon (C&MS)	
26/143	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	
26/144	Cllrs Note and Accept Apologies from: Ward Cllr Moore Cllrs: Pierpoint Absent without apologies: Cllrs: Symons	
26/145	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. Camel Valley Connect organiser Barry Cornelius attended to brief Members on the community transport scheme. He explained that rural villages in Cornwall have limited public transport and little or no door-to-door provision for medical appointments or wider community access. The scheme, operating as an overarching community transport brand, aims to work with existing operators across the Camel Valley area. The project currently has two minibuses and two electric vehicles, including a seven-seater to be based at St Minver Community Hub. The vehicle has an estimated range of around 200 miles. Future plans may include purchasing Berlingo-type vehicles.	

	Members noted that the service would support medical appointments, dentist visits and community access. The medical service would be booked through a transport coordinator, with an estimated charge of 50p per mile, approximately £30 for a journey to Treliske. Volunteer drivers are required. The scheme is funded in part by the Peninsula Trust, with support also received from MIND. Parish Councils have the power to award grants; the transport coordinator post costs approximately £20,000 per year and contributions are calculated based on tax base. Of twenty-six Parish Councils approached, thirteen have signed up, including St Minver Lowlands. The requested contribution from St Endellion Parish Council is £937. It was agreed that further information should be gathered on local need within the parish and, where appropriate, considered at ward level. The service would operate under a Section 19 arrangement, with users required to become members of the community transport scheme. The Clerk will add an item to the next agenda to allow Members to vote on the £937 contribution.	
26/146	Minutes of Meetings Members considered the minutes of the meeting held on 10th August 2026. Resolved: That the minutes of the meeting held on 10th August 2026 be approved as a true record and signed by the Chair.	
26/147	Organisations and Reports a. Parish Council Chair – Members to receive a report Cllr Penny reported that works on the B3314 had commenced, covering the section from the Port Isaac to the Port Gaverne junction. Cllr Penny noted that some residents had been clearing weeds and front boundaries around the village, which had improved the appearance of the area. A meeting with Cormac is scheduled to take place at All Aboard, New Road, Port Isaac at 10.00am on Thursday 10th September to discuss volunteer groups, all are welcome to attend. It was further noted that the RNLI was moving into position at the hard standing area, and that Chicago House was now for sale, with the site having been cleared and improved. b. Divisional Member – Members to receive a report Apologies were received from Cllr Moore, who was attending the St Minver Lowlands meeting. Members were also advised that Cllr Moore was temporarily unable to access emails while awaiting a new password. Any correspondence sent during this period would be responded to as soon as access was restored. Cllr Moore reported that there were no major updates but noted that she would be chairing the Autism Partnership Board meeting on Wednesday and that Full Council would take place the following Tuesday. Members were informed that the Chief Executive Officer of the Council was currently on a leave of absence. No further information had been released, as the matter was confidential between the employee and employer. Interim arrangements were being sought. Cllr Moore had contacted the Strategic Parking Manager regarding New Road Car Park payment machine and wider maintenance of the area. She was advised that the machine was operational and accepting both card and coin payments, and that further maintenance remained on the list, although no timescale had been confirmed. She would continue to follow this up. It was requested that the C&MS email Cllr Moore with details of the payment machine issues reported the previous month, so that these could be forwarded to the relevant officer and raised again.	Cllr Penny Cllr Moore

	Cllr Moore also reported that she had met with Housing and Social Services regarding Hartland Road and had requested that several matters be actioned. She would follow up with officers in due course. c. Playing Field Development Committee – Members to receive an update. Cllr Button reported that there was no further update in relation to the playing field development. He had contacted the relevant parties approximately two weeks previously and was awaiting a response. 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 - 'Arrive' sent engineer to finish work on a replacement security door. Maintenance required for all machines; ticket roll, replaced, another machine rebooted & a temporary repair to coin chute. Public Conveniences: Main - report of a flush continuously running in a cubicle. Attended and repaired. Roscarrock Hill - turnstile broken, maintenance person carried out the repair, no charge. Payment system failure, also fixed at the same visit. Accessible cubicle - toilet seat broken off. Maintenance person replaced it. Port Gaverne - approx. ten bin bags of incontinent products left in the toilet block over about a week. Some 'hidden' under paper towels in the litter bins. Operative cleared away. Retail outlets: The View - lost purse reunited with owner. Also, two pairs of walking boots returned. Public complaints - received due to door mechanisms not opening when 50p inserted, on more than one occasion. Trewetha Hut - reported issue with cubicle door. Attended & fixed. Blocked coin machine reported & cleared. Play Area, Dog Field & Hard Standing: Goal nets - re-staked to the ground, additional to last months. The goal nets are becoming worn and have been repaired in several areas. New nets maybe required in a few months. Play Area Gate - adjusted height to ensure smooth closing. Double gates - into football field, padlock missing. Replaced, using the same combination as previous lock. Footpaths: Mayfield Drive - footpath strimmed & cuttings cleared. A1 Tree Surgery - completed all cuts of footpaths. Port Isaac valley - 537/35/1 two large boughs overhanging the path, removed and section of path cleared. More work needed. Main - second 'ball' glued to the top of the 'rebar' checked a couple of times, still in place. Main - temporary notices re: 'NO FIRES NO BBQS' placed on two entrances and near Tag's Pit. Main - meeting with Polzeath & Boscastle Coastguards; checking with the access for vehicles. They may want to install a folding bollard at the entrance near the Headlands Hotel but will make a request via the Parish Council before doing so. A combination lock would be attached and the code shared with the PC. Highways: Boulders, New Road/Back Hill - awaiting date for works to be carried out. Trewetha Lane - remaining section of hedge cut as far as lockups; left hand side when viewing from top of hill. Broken finger-post - remaining section of sign removed from post. All pieces taken to Irons Brothers Foundry, Wadebridge for repair. Liaised with Cornwall Council, the foundry, Clerk & Chair to update progress. Cllr Button asked for the football field goal nets to be replaced. C&MS made a note to action.	Cllr Button C&MS
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	Members discussed reports of drones over the playing field area. Cllr Penny suggested speaking with the police inspector at the next Camel Valley Community Area Partnership meeting regarding rules and regulations around drone use. e. Bodmin, Wadebridge, Padstow, St Teath & Tintagel Community Area Partnership – Next meeting Monday 21st September.	Cllr Penny / C&MS
26/148	Planning Applications – Members to consider the following. a. PA26/05661 6 Church Hill Port Isaac Cornwall PL29 3RQ Proposed rear dormers, to replace existing non-conservation roof lights, re-roofing where necessary and replacement of ridge tiles (aspects previously approved PA22/07528). https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TJPK9EFGLIQ00&activeTab=summary Proposed by Cllr Williams, seconded by Cllr Cleave, and resolved unanimously to support the application. b. PA26/05662 6 Church Hill Port Isaac Cornwall PL29 3RQ Listed Building Consent for proposed rear dormers, to replace existing non-conservation roof lights, re-roofing where necessary and replacement of ridge tiles (aspects previously approved PA22/07528). https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TJPK9FFGLIR00&activeTab=summary Proposed by Cllr Penny, seconded by Cllr Hills, and resolved unanimously to support the application. c. PA26/05344 Annexe To The South Of 8 The Terrace Port Isaac Cornwall Change of use residential annexe/ holiday unit to single dwelling house. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TIZY20FGK5P00&activeTab=summary Proposed by Cllr Williams, seconded by Cllr Webster, and resolved unanimously to support the application. d. PA26/05885 Sea Glimpse Back Hill Port Isaac Cornwall PL29 3RN Extensions and alterations to dwelling. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TKA19KFGGHV00&activeTab=summary Proposed by Cllr Williams, seconded by Cllr Button, and resolved unanimously to support the application. Members thanked the applicants for working proactively with the planning service to bring forward a proposal that meets members' support. Members requested the following conditions: - any exterior light should be at foot level or downlit to protect the night sky as per NDP Policy 6 (e) - Policy 6C (f) Character Area – Trewetha Lane and Rose Hill f. retains and/or incorporates new indigenous planting appropriate to the environment - Slates should be nailed not clipped	
26/149	Cornwall Council Planning Decisions – <u>information only.</u>	

	a. 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 Granted (CAADs, PIPs and LUs only) b. 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 Approved with conditions 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 Approved with conditions d. 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=TH2YNTFGFX00&activeTab=summary Approved (Statutory/one condition only) e. 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 Approved unconditional	
26/150	Licensing Applications – Members to consider the following, including any received after the agenda was published. None	
26/151	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. The Clerk hopes to provide an update after discussions with the car park enforcement company. The Clerk reported that the car park enforcement company did not support the proposed 09:00 to 18:00 restriction for vehicles over 5 metres in the Main Car Park. Members agreed to remove the restriction and keep the original tariff of £12 for stays of up to 12-hours for vehicles over 5m. It was noted that a 24-hour stay could be enforced at £24 for live in vehicles. Members asked whether the overnight-stay trial could be limited to one parking terminal to reduce costs.	Clerk

	The Clerk will contact the machine management and enforcement company to progress the changes and confirm whether one machine can be included. b. Coastal Path Wall – Fern Cottage Due to public safety concerns, the Parish Council paid for works to be carried out to the low section of wall overlooking the harbour in May 2025. The area was previously obscured by vegetation but following recent trimming, it has become accessible to sightseers who stand on the wall to view the harbour, without being aware of the dangerous drop below. This has resulted in the area being trodden down and has recreated the safety concern that the works in 2025 sought to address. Cllr Williams has obtained a quote for remedial works, and the Clerk will contact the owners of Fern Cottage regarding the matter. Members to consider next steps. Members noted that a quote for the remedial works had not yet been received. The Clerk will contact the owners of Fern Cottage to discuss the issue, which appears to have arisen following the vegetation being cut back. It was also noted that the land is not currently registered to any owner, as identified in May 2025.	Clerk
26/152	Highway Matters a. Designated Parking Trelights – Resident Complaint Concerns have been raised regarding inconsiderate parking within the Barton's designated parking area. Members to consider possible measures to alleviate any ongoing issues. Members noted that a trailer had been parked within the designated parking area. It was understood that Cornwall social housing may be responsible for marking out the designated parking spaces, and it was recommended that the complainant contact Cornwall social housing directly regarding the matter.	Clerk
26/153	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 £7372.41 be approved. b. Payroll - Members approval for next month Resolved: That payroll be approved for payment at the end of the month. c. Clerk's Laptop and Printer - Replacement The Clerk's laptop and printer require replacement. The laptop is approximately four years old and is experiencing performance issues. The printer is approximately three years old and is extremely slow, although it may be suitable for use by someone with lower printing requirements. Member to consider and approve expenditure of up to £1,050 for replacement equipment. Asus Vivobook 18 M1807GA 18" Laptop and Epson Eco Tank ET-2876 printer, or as similar to. Members discussed and concluded that the Clerk be permitted to purchase a new laptop and printer. The Clerk requested that Cllr Penny provide the external hard drive for an update to the stored documents. A document with passwords for all Parish Council owned laptops will also be added in the event that access is needed to individual laptops in the absence of the Clerk, C&MS or Planning Lead.	Clerk Clerk Clerk

	d. Contract and Maintenance Supervisor – IT Provision Members to consider whether the C&MS role requires the provision of a computer or laptop to enable the postholder to carry out the duties effectively. If Members determine that IT equipment is required, Members are asked to agree an appropriate budget for its provision and a timescale for its replacement. The Clerk explained that any IT equipment purchased by the Parish Council would remain the property of the Council. The Contract and Maintenance Supervisor confirmed that she was content to use Council-owned equipment on this basis. The Clerk will prepare an agreement confirming ownership of the equipment and setting out the expected use of the device, including compliance with GDPR requirements and confirmation that it is to be used for work purposes only. Members agreed that replacement of the equipment should be reviewed every four years. The Clerk confirmed that the invoice for the computer had been received and would be reimbursed accordingly.	Clerk
26/154	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
26/155	Documentation / Correspondence – not covered elsewhere on the agenda, including any items received after the agenda had been issued. a. Parking Permit – Pendoggett Members considered a request from a non-parish resident whose child attends Port Isaac School. It was resolved unanimously to support the request on the basis of the applicant's connection to the school. The Clerk will add an item to the October agenda confirming that parking permit applications from outside the parish will be considered on a case-by-case basis.	Clerk
26/156	Diary Dates – including any dates received after the agenda has been published. a. Ordinary Council Meeting - Monday 12th October 2026 6:30pm b. Rolling Meeting Date - Thursday 29th October 2026	Clerk Clerk
26/157	Information Only / Future Agenda Items a. RNLI – Temporary Site The RNLI will be temporarily based on the hardstanding area – near the playground - from Monday 7th September while planned renovation works are carried out to their harbour facilities. b. B3314 – Pendoggett Road, Port Isaac & Pendoggett Road, St Kew Works are due to commence on Monday 7th September after the summer embargo.	Clerk Clerk
26/158	Closed Session	
26/159	Meeting Closed – 19:55pm	

Signature: D Harrison (Clerk)

Date: 07/09/2026

Signature: A. Penny (Chair)

Actions

- 26/145** Clerk to add the contribution request of £937 to October's agenda
- 26/147 b.** C&MS to email Cllr Moore details of New Road Car Park payment machine issues
- 26/147 d.** C&MS to replace football goal nets
- 26/147 d.** Chair and C&MS to gather more information from police inspector at CAP meeting regarding current drone rules & regs
- 26/148** Clerk to send the planning responses to Cornwall Council Planning Portal
- 26/151 a.** Clerk to contact all companies involved in car park tariff changes
- 26/151 b.** Clerk to contact Fern Cottage owners regarding the wall
- 26/152** Cllr Hills to pass on the advice given by Members
- 26/153 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
- 26/153 c.** Clerk to purchase the agreed laptop and printer
- 26/153 d.** Clerk to prepare agreement and back pay for C&MS laptop
- 26/155 a.** Clerk to contact Pendoggett resident regarding parking permit