St. Endellion Parish Council

Port Isaac • Trelights • Port Gaverne

# MINUTES OF THE FULL COUNCIL MEETING

## HELD AT ST ENDELLION HALL ON MONDAY 12TH OCTOBER 2026 AT 6:30PM

| Minute | Agenda Items | Action |
|---|---|---|
| | **Present**<br>Chair Cllr Penny<br>Cllrs: Webster, Smith, Williams, Dawe, Button – left at 7:30pm, Pierpoint, Symons<br>D. Harrison (Clerk)<br>C. Jon Contract & Maintenance Supervisor (C&MS) | |
| 26/160 | **Members' Declarations**<br>**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.<br>**None**<br>**b. Non-registerable Interests** – Members must declare non-pecuniary interests at the start of the meeting or whenever the interest becomes apparent.<br>**None**<br>**c. Declaration of Gifts** – Members are reminded they must declare any gift or hospitality with a value in excess of fifty pounds.<br>**None**<br>**d. Dispensations** – Members to consider any written requests for dispensations.<br>**None** | |
| 26/161 | **Cllrs Note and Accept Apologies from:**<br>Cllr Hills, Ward Cllr Moore, Vice Chair Cllr Cleave | |
| 26/162 | **Chair's Welcome / Public Forum**<br><br>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.<br><br>Cllr Penny opened the meeting by leading a minute's silence in memory of former Parish Councillor Mike Collings, who sadly passed away in September. The Council expressed its deepest condolences, noting that he was a highly respected member of the community who will be missed by all.<br><br>Martin Bell addressed the Council on items 26/168(a) and 26/168(b). He outlined the value of preparing a Community Emergency Plan, particularly for extreme weather, cyber disruption and the parish's relative isolation. He referred to government guidance, the need for households to maintain basic supplies for at least three days and the importance of secure Council data and offered to support the Council with the plan. He also invited the | |

| | | |
|---|---|---|
| | Council to participate in St Peter's Church Christmas Tree Festival, which is expected to include approximately 30 trees.<br>Mark Evans of Mark Evans Planning Ltd spoke in relation to planning application PA26/05953 at 2 Cliffside. He explained that the proposed extension would be increased by 400 mm, leaving a 600 mm setback. | |
| 26/163 | **Minutes of Meetings**<br><br>Members considered the minutes of the meeting held on 7th September 2026.<br>**Resolved:** The minutes were approved as a true record and signed by the Chair. | |
| 26/164 | **Organisations and Reports**<br><br>**a. Parish Council Chair** – Members to receive a report<br>Cllr Penny congratulated Sharon, Dee and Liz on the success of the Shanty Festival. The event had been well attended and had received a great deal of positive feedback, contributing to a busy and lively atmosphere in the village.<br>Repairs to the B3314 had been completed. However, there remained areas where the topcoat had come away and had not been replaced. These areas would continue to be monitored.<br>Cllr Penny also reported on the cliff-stabilisation works near Cliff Cottage, where falling debris and the absence of protective netting had caused concern. The Harbour Commissioners had responded promptly, and reassurance was provided by the workmen that the issue would not recur.<br><br>**b. Divisional Member** – Members to receive a report<br>Cllr Moore has sent the following report via the Clerk:<br>**Car park** – I have raised the concerns regarding the car park again and have received the following response: "The team have been out and inspected the railings and cannot identify any defects. As with the machine issues. Given the budget pressures, and decisions not to use the previously approved chemical weed control, area's may not look as tidy as they used to. We are working with Cormac & Biffa to ensure long term management is still carried out, but this is a contractual issue we are exploring solutions on as they are not performing to our expected standards. It looks like a section has missed a cut- we have contacted the landscaping team about this, as they should go out and fix. Unfortunately, we will not be able to pay for any additional work outside H&S works and already agreed schedules given the new constraints on The Council- if it isn't essential, we cannot approve it."<br>I'm happy to continue feeding back any specific outstanding issues and will also keep requesting H&S work on the car park.<br>**Water quality testing** – We have now launched our new real time water testing initiative across North Cornwall, working alongside Surfers Against Sewage and using rapid testing equipment to help build a better picture of water quality throughout the year. This is just the start, with more testing and locations to come.<br>**NHS Dentistry** – The Smile Together dental van has been in Wadebridge outside The Goods Shed this week, providing much-needed emergency dental treatment following on from the dental Summit which came about from my dental motions submitted to full council. It has been incredibly busy, demonstrating again the level of unmet need locally. I'll continue pushing for improved and more permanent NHS dental provision across North Cornwall.<br>**Together for Families** – I was at the Together for Families Overview and Scrutiny Committee meeting last Wednesday, when I met our new SRO, Tim. I'll continue raising issues affecting children, young people and families across our communities. I did have a chat with the service director about concerns raised at the last meeting and am waiting to hear back when she has found out some further information for me. | Cllr Penny<br><br>Cllr Moore |

| | | |
|---|---|---|
| | **Banking Hub** - Although the proposed banking hub would be based in Wadebridge, I am continuing to push for it to help support the wider rural catchment. Access to banking is particularly important for our rural communities, and this wider benefit is something we are continuing to push for.<br>**Post-16 transport** – A round-table meeting is being organised for November to look specifically at post-16/college transport and the difficulties young people and families are experiencing, particularly those living in rural areas. I'll be taking local concerns that have been raised with me into that discussion and pushing for better access.<br>Also, I appear to have missed a few emails due to a large number of meetings being cancelled and reorganised again, if I haven't replied to anyone can they please forward on again as it is possible it's been caught up in all the meeting requests/cancellations. | |
| | **c.** **Playing Field Development Committee** – Members to receive an update.<br>Cllr Button reported that completion of the Section 106 agreement, which was included elsewhere on the agenda, was the next step before the full planning application could be completed. It was hoped that the planning application would be completed before Christmas. The committee would regroup early in the new year to seek wider support. Members thanked Cllr Button for his work on the project. | Cllr Button |
| | **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.<br>**New Road Car Park:**<br>Removed large burdock plants on grass verges around the retail outlet. Conditions checked at New Road car park and reported to Divisional Cllr Moore.<br>**Public Conveniences:**<br>Main - Nayax payment unit sent to Hi-Tec for repair.<br>New Road - cubicle door intermittent locking issue, electric door strike replaced, within a week the door was damaged, will need carpentry to repair. Accessible cubicle electric door strike found hanging from the frame. This door has been repaired numerous times. The carpenter will be asked to assess the best repair solution.<br>Wallgate hand washing unit - intermittent problem with electrical connection remedied.<br>Roscarrock Hill - accessible cubicle toilet seat broken off, has been replaced.<br>Port Gaverrne - received a request from Port Isaac Academy to have the facility open for an afternoon for the use of the pupils and staff. The seasonal licence expired at the end of September.<br>All facilities - service of electrical items requested, local maintenance person not available until mid-October.<br>**Play Area, Dog Field & Hard Standing:**<br>Padlock replaced on double gates into football field. Swing chain fixing tightened. Goal nets replaced. Ship's wheel reattached. Basket swing - Cllr Cleave raised concerns from a parent over wires showing through on the basket of the swing. This is from normal wear and tear. Earmarked for replacement as soon as funds are available.<br>Hard Standing - liaised with RNLI personnel re: temporary lifeboat station while works are carried out at the station in Port Isaac.<br>**Footpaths:**<br>Port Isaac valley 537/35/1 - removal of large boughs across the footpath. Broken stile 537/2/1 - repaired, landowner thanked. Port Gaverne Hill - footpath overhead branches trimmed. Removed 'NO FIRES' signs from The Main & bridge end rail repaired. | C&MS |

| | | |
|---|---|---|
| | South West Coast Path 537/33/1 - Cormac have carried out repairs on a section of the path at Pine Awn including filling a deep gully in the path, repairing rails on fence, cleared steps, repaired kissing gate.<br>**Community Payback Scheme (CPS):**<br>Strimmed Trelights Village Green. Worked on Trewetha to Port Isaac path to widen it. Discussed other possible projects, including asking if they would be able to tidy around the new Post Box in Trelights.<br>**Money Counting:**<br>Fake £20 note - was noticed at the Post Office and refused to be paid in. Retail outlets advised to be wary of counterfeit notes in circulation.<br>**Highways:**<br>New Road/Back Hill - bollard installation work scheduled for December or possibly Earlier.<br>Chicago House - requested Cornwall Council inspect, if possible, as concerns the remaining section of 'extra' wall may subside into Dolphin Street, awaiting reply.<br>Trewetha Lane hedge - reported to Cornwall Council who reported, 'have determined that it does not require attention at the present time'. Asked Highways for<br>advice, awaiting update.<br>**Volunteer Group (POPI):**<br>A few residents have asked if they could carry out a few tasks in Port Isaac; weeding pavements, opes and other areas, as well as litter picking where required.<br>A meeting was arranged for those interested with Cormac's Partnership Officer. Advice was provided with extra assistance for the group once registration was completed, also with Clean Cornwall. This has now been done. Public liability insurance covers weeding from Cormac and litter picking from Clean Cornwall. Equipment has been collected for both types of activity, a WhatsApp group set up, and the volunteers have decided the group will be known as, 'Proud of Port Isaac' (aka POPI).<br><br>**C&MS Update:**<br>A local carpenter had visited New Road to assess the work required. Highways had also inspected the wall at Chicago House; however, the photographs taken did not show the section of concern, and no further action was proposed. Members remained concerned that the wall could collapse into Dolphin Street.<br>Highways would arrange for the opposite side of Trewetha Lane to be flailed but would not undertake work at Back Hill. This would be discussed with Cllr Symons and Cllr Dawe.<br>The Parish Council no longer had a contact for the Hills Trust, which own part of the affected area. Cllr Williams reported that the worst section was from the top of the hill down to Sea Glimpses; the section owned by the Hills Trust was wider and easier to pass.<br><br>**e. Bodmin, Wadebridge, Padstow, St Teath & Tintagel Community Area Partnership** – Members to receive an update.<br>Members received an update on a presentation from Exploding Words, an organisation that encourages children to read and raises awareness and funds for its work. A further presentation highlighted the shortage of suitable housing for older people in the Camel Valley area and outlined emerging schemes intended to help meet that need. These included supported communities providing services and facilities such as wardens with amenities such as hairdressers and shops. It was noted that funding would be required to progress such schemes. | Cllr Penny / C&MS |
| 26/165 | **Planning Applications** – Members to consider the following.<br>**a. PA26/05952** 3 Silvershell Road Port Isaac Cornwall PL29 3SN<br>Proposed extension to existing annexe, with internal alterations. | |

| | | |
|---|---|---|
| | https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TKD69PFGION00&activeTab=summary<br>**Resolved:** To support the application. **Unanimous**<br><br>**b.** **PA26/06262** 16 Tintagel Terrace Port Isaac Cornwall PL29 3SE<br>Non material amendment in relation to decision notice PA25/08258 dated 17/12/2025 to allow the addition of a high level permanently fixed window with privacy level 5 obscured glass.<br>https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TL393EFGK1K00&activeTab=summary<br>**Resolved:** That the Council submits a response of **'no comment'** to the planning authority.<br><br>**c.** **PA26/01072/PREAPP** Sunnybank 12 Trewetha Lane Port Isaac Cornwall PL29 3RN<br>Pre-application advice for the remodelling of existing dwelling - to include raised roof, new dormer windows, additional parking, balcony to front and rear.<br>https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TLPN2ZFG0JW00&activeTab=summary<br>**Resolved:** That the Council notes the pre-application update.<br><br>**d.** **PA26/05953** 2 Cliffside Port Isaac Cornwall PL29 3RE<br>Demolition of single storey side extension and replacement with two storey side extension with associated landscaping with variation of condition 2 of decision notice PA25/09136 dated 09.02.2026.<br>https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TKD90LFGIQF00&activeTab=summary<br>**Resolved:** To object to the application on the grounds that the proposed variation would conflict with the development boundary and the Neighbourhood Plan. Proposed by Cllr Williams and seconded by Cllr Pierpoint. **Unanimous.**<br><br>**Post-meeting note:** Further research by Cllr Williams indicated that the development boundary would not be breached. The Council's resolution will therefore require further consideration before a response is submitted.<br>This will be discussed and resolved at the Extraordinary Meeting of the Parish Council on 2nd November. | |
| 26/166 | **Cornwall Council Planning Decisions** – **<u>information only.</u>**<br><br>**a.** **PA26/04414** Cranstoun Mayfield Road Port Isaac Cornwall PL29 3RT<br>Proposed replacement/enlargement of detached storage and annexe building with a new annexe. Proposed utility link extension between existing dwelling and garage.<br>https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TH5A2DFGHLS00&activeTab=summary<br>**Approved with conditions**<br><br>**b.** **PA26/04895** The Folly Roscarrock Hill Port Isaac Cornwall PL29 3RG<br>Single storey rear extension with minor internal alterations.<br>https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TI5RXVFGG1B00&activeTab=summary<br>**Approved (Statutory/one condition only)**<br><br>**c.** **PA26/05369** RNLI 2 Church Hill Port Isaac Cornwall PL29 3RQ<br>Submission of details to discharge Condition number 5 in respect of Decision Notice PA24/00905 dated 21/05/24.<br>https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TJ1N7BFGL9Z00&activeTab=summary<br>**S52/S106 and discharge of condition apps** | |

| | | |
|---|---|---|
| 26/167 | **Licensing Applications** – Members to consider the following, including any received after the agenda was published.<br><br>**None** | |
| 26/168 | **Environmental / Amenity Matters** – including the Contract & Maintenance Supervisor Report and any items received after the agenda was issued:<br><br>**a. Community Emergency Plan**<br>Members considered the request to prepare a Community Emergency Plan and noted that an initial draft had been prepared by the C&MS. The plan would address local risks, vulnerable residents, communications and minimum emergency supplies, with support from relevant partners including the Cornwall Community Flood Forum and the RNLI, if in agreement.<br>**Resolved:** To proceed with the Community Emergency Plan and establish a community emergency group.<br><br>**b. St Peter's Church Christmas Tree Festival 2026**<br>**Resolved:** To participate in the 2026 Christmas Tree Festival. The Clerk will coordinate the Council's entry and arrangements.<br><br>**c. Tre Haven Community Land Trust – Project and Funding Update**<br>Members received the following report:<br>**Tre Haven CLT Mixed Affordable Housing & Commercial Development Proposals**<br>·Positive feedback in principle for mixed affordable/commercial development proposal<br>·Design Review Panel supportive in principle/was not supportive of design<br>·Feedback/too urban/not compact/failed to interface with commercial development<br>**Next Steps**<br>·Review all planning and design comment<br>·Undertake SUD's initial percolation testing (1 yr min)<br>·Post review/ prepare an alternative Masterplan<br>·Early-Stage Feasibility Funding (ESFF) to date 31k (match funded by PC)<br>·9k residual which must fund both SUD's & Masterplan<br>·Funding opportunities for pre-development severely limited<br>·Alternative fundraising /share issue?<br>·Problematic to attract interest without design images<br>We will be seeking PC support at next month's budget meeting for our Next Steps, notwithstanding the live Affordable Led Housing scheme in Trelights, figures demonstrate critical local need/45 St Endellion households/total in wider (eligible) area demonstrates 139 households in need.<br><br>**d. Volunteer Group – Storage and Funding Request**<br>Members discussed temporary storage for bags of weeds and hand tools, including possible storage at the hard standing. Initial equipment costs were estimated at £70-£100, with invoices to be submitted.<br>**Resolved:** To identify suitable temporary storage and approve a one-off budget of up to £100 for essential tools and supplies, subject to invoices.<br><br>**e. Parking Permit Applications from Outside the Parish**<br>**Resolved:** Applications from people living outside the parish may be determined case by case. The application from the Pendoggett resident was approved.<br>**Unanimous.**<br><br>**f. Memorial Bench at the War Memorial**<br>Members noted that space was available for one further bench and that the proposed bench, costing approximately £500, would require little maintenance. | Clerk / C&MS<br><br>C&MS<br><br>C&MS<br><br>Clerk |

| | | |
|---|---|---|
| | **Resolved:** To accept the family's offer of a memorial bench for Peter Bowers, subject to Council approval of the final location, design and inscription, with installation sought before Remembrance Day if practicable.<br><br>**g. Port Gaverne Public Toilets – National Trust Contribution**<br>Members received an update on discussions with the National Trust. A higher contribution from 2027 will be considered when budgets are set. An extension to the seasonal license was agreed. Donation facilities accepting card and cash were discussed, including location, service charges and security.<br>**Resolved:** To agree in principle to a donation facility, subject to the Clerk/C&MS confirming the preferred location, costs and security arrangements. C&MS will discuss with the local coasteering company.<br><br>**h. Playing Field Development – Section 106 Agreement**<br>**Resolved:** To approve the Section 106 agreement and authorise two elected Members to sign it, witnessed by the Clerk. The agreement was signed. | Clerk / C&MS<br><br>Clerk / C&MS<br><br>Clerk |
| 26/169 | **Highway Matters**<br><br>No additional matters were recorded. | |
| 26/170 | **Financial Matters** –<br><br>**a. Accounts for Payment** – Members reviewed the schedule circulated before the meeting.<br>**Resolved:** Payments totalling **£9,467.58** were approved.<br><br>**b. Payroll** - **Resolved:** Payroll was approved for payment at the end of the month.<br><br>**c. Quarterly Budget Review**<br>Members considered the review and discussed comparative car park figures for the current and previous quarters.<br>**Resolved:** To accept the quarterly budget review and use it to inform the November budget-setting meeting.<br><br>**d. Camel Valley Connect – Funding Request**<br>**Resolved:** To defer consideration of the £937 request until the budget-setting meeting.<br><br>**e. Wadebridge Sport and Leisure – Request for Financial Support**<br>**Resolved:** To defer consideration of the £2000-£3000 request until the budget-setting meeting. | Clerk<br><br>Clerk<br><br>Clerk<br><br>Clerk<br><br>Clerk |
| 26/171 | **Administrative Matters**<br><br>**a. Employment Committee – Terms of Reference**<br>**Resolved:** To approve and adopt the Terms of Reference and implement them with immediate effect.<br><br>**b. IT Equipment Agreement – Contract and Maintenance Supervisor**<br>**Resolved:** To confirm that the laptop remains Council property, is subject to the Council's GDPR and IT policies, and will be covered by a written agreement governing ownership, use, security, maintenance and return. **Unanimous.**<br><br>**c. Business Rates Valuation Appeal**<br>Members note the HMRC VOA decision to reduce the 2023 list assessment rate from £71,000 to £55,000. A decision to accept or appeal will need to be made before 20th October 2026. A further challenge will need to be made for the 2026 list assessment. | Clerk<br><br>Clerk<br><br>Clerk |

| | | |
|---|---|---|
| | **Resolved:** The Clerk will obtain quotations from suitable agents for handling a potential appeal and a further challenge.<br><br>**d. Co-option to Parish Council Vacancy**<br>The continuing vacancy following the May 2025 elections was noted. | Clerk |
| 26/172 | **Documentation / Correspondence** – not covered elsewhere on the agenda, including any items received after the agenda had been issued.<br><br>No additional correspondence was recorded. | |
| 26/173 | **Diary Dates** – including any dates received after the agenda has been published.<br><br>**a. Extraordinary Meeting of the Parish Council** - Monday 2nd November **6:30pm-7pm** for Members to revisit PA26/05953 2 Cliffside Port Isaac Cornwall PL29 3RE. **7pm-8:30pm** for members of the public to discuss PA26/06462 Land South East Of Under Town Trelights Port Isaac Cornwall.<br><br>**b. Ordinary Council Meeting** - Monday 9th November 2026 6:30pm<br><br>**c. Rolling Meeting Date** - Thursday 26th November 2026 | Clerk<br><br>Clerk<br><br>Clerk |
| 26/174 | **Information Only / Future Agenda Items**<br><br>**a. Tariff Changes**<br>The agreed changes at the Main Car Park remained in progress. The Clerk continued to pursue implementation following delays.<br><br>**b. Car Park Terminals**<br>The three terminals use 3G connectivity but can continue operating on 2G following the end of the 3G Extended Service on 1 October 2026. No issues had been identified. A quotation for a 4G upgrade had been obtained should it become necessary. | Clerk<br><br>Clerk |
| 26/175 | **Closed Session** – Not required. | |
| 26/176 | **Meeting Closed** – 20:21pm | |

Signature: D Harrison (Clerk) Date: 13/10/2026

Signature: A. Penny (Chair)

## Actions

**26/165** Clerk to send the planning responses to Cornwall Council Planning Portal

**26/168 a.** C&MS to continue with the Community Emergency Plan and establish a community group

**26/168 b.** C&MS to gather information on how the PC engages with the Christmas Tree Festival

**26/168 d.** C&MS to establish temporary storage and manage £100 budget with invoices

**26/168 e.** Clerk to contact permit enquirer

**26/168 f.** C&MS to contact Peter Bowers family

**26/168 g.** C&MS to research donation facility and suitable location

**26/168 h.** Clerk to return engrossments to the solicitors

**26/170 a.** Clerk to set up monthly payments with approval from second authoriser

**26/170 b.** Clerk to set up payroll payments with approval from second authoriser

**26/170 c**. Clerk to start preparing the November budget

**26/170 d. & e.** Clerk to defer both donation request to November's budget meeting

**26/171 a.** Clerk to upload TORs

**26/171 b.** Clerk to store agreement

**26/171 c.** Clerk to contact agents for business rates appeal

**26/173 a.** Clerk to prepare an agenda and send invites