St. Endellion Parish Council

Port Isaac • Trelights • Port Gaverne

MINUTES OF THE FULL COUNCIL MEETING

HELD AT ST ENDELLION HALL ON MONDAY 9TH NOVEMBER 2026 AT 6:30PM

Minute Ref.	Agenda Items	Action
	Present Vice Chair Cllr Cleave; Ward Cllr Moore (left at 7:30pm). Cllrs Webster, Smith, Williams, Dawe (arrived at 6:40pm), Pierpoint, Symons and Hills. D. Harrison (Clerk) C. Jon, Contract & Maintenance Supervisor (C&MS).	
26/183	**Members' Declarations** **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. **b. Non-registerable Interests** – Members must declare non-pecuniary interests at the start of the meeting or whenever the interest becomes apparent. **Cllr Symons declared an interest in item 26/188 e.** **Cllrs Williams, Hills, Pierpoint and Smith declared an interest in item 26/193 f.** **c. Declaration of Gifts** – Members are reminded they must declare any gift or hospitality with a value in excess of fifty pounds. **None** **d. Dispensations** – Members to consider any written requests for dispensations. Cllr Williams' Register of Interests records her CLT involvement under both Securities and other interests required to be registered. Cllrs Williams, Hills, Pierpoint and Smith each hold one £1 share in the CLT. **If a dispensation is granted, the minutes should record the reasons for the decision, the permitted level of participation and the duration of the dispensation.** Consideration of the dispensation requests was deferred to the extraordinary meeting on 23 November 2026.	
26/184	**Apologies** Apologies were received from Cllr Penny (Chair) and Cllr Button.	
26/185	**Chair's Welcome / Public Forum** Members of the Public may address the Council for a maximum of five minutes per speaker. All comments are to be directed to the Chair of the meeting. Alistair Jones and Amanda Pennington, representing Wadebridge Sports & Leisure Centre, described the campaign to save the centre five years earlier. They reported approximately 6,000 attendances each month and 500 children swimming each week, with the sports hall	

	used by clubs and other organisations. Cornwall Council had awarded the contract, and the centre had a 125-year lease. Approximately 75 members were from the parish, although this figure did not reflect overall use by parish residents. The representatives requested a contribution of £3 per dwelling per year to help establish a reserve for unexpected costs, explaining that the centre was managing month to month without a reserve. The RNLI used the centre weekly for lifeguards; the centre employed local people; and schools, including Port Isaac, paid to use the facilities. Seventeen parish councils had been approached. St Minver Lowlands and St Mabyn had agreed to contribute, while St Teath had declined. The representatives also reported competition from Snap Fitness, which had opened in Wadebridge. A member of the public raised concerns about the travel plan statement for application PA26/06462, particularly section 2.6. The speaker considered that the statement was based on a town-centre location and assumed reliable transport links. The speaker said it had been written by a former Cornwall Council highways development officer and expressed concern that this would give its conclusions undue weight.	
26/186	**Minutes of Meetings** Members considered the minutes of the ordinary council meeting held on 12th October 2026 and the extraordinary council meeting held on 2nd November 2026. **Resolved:** To approve the minutes of the ordinary council meeting held on 12 October 2026 and the extraordinary council meeting held on 2 November 2026 as a true record. The minutes were signed by the Vice Chair.	
26/187	**Organisations and Reports** **a. Parish Council Chair** – Report submitted by Cllr Penny The Vice-Chair, Cllr Cleave, read out the following report submitted by the Chair, Cllr Penny: My apologies for being unable to attend this meeting. Persistent coughing and difficulty speaking would only prolong an already lengthy agenda. Huge congratulations to our Clerk, for all her work on the business rates appeal, which has resulted in a substantial lump-sum payment. My thanks to Cllr Symons for hosting last week's open meeting after the problems with the water supply at St Endellion Hall. In my appraisal of last week's public meeting, I think the good attendance should be noted, estimated at 50 to 60 people. Apart from the architect and the applicant, every member of the public spoke, and every member of the public was against the development. My assessment was that support for more affordable housing was lacking at this time. There were real concerns about water pressure, sewage capacity and flooding. While Cornwall Council's highways department will submit its own appraisal, concerns were also expressed about increased traffic on roads that are effectively single-track. As a reminder, councillors are not bound by the local plan in their responses, but as usual, I expect us to uphold our neighbourhood development plan. **b. Divisional Member** – Report from Cllr Moore Cllr Moore reported attending the Wadebridge event on Remembrance Sunday and laying a wreath. In relation to Ben Maguire MP's work on dentistry, Cllr Moore reported that the Smile Together dental van had visited Wadebridge and expressed hope that it would return and visit more rural locations. Meetings were taking place with NHS dentists about procurement and the award of contracts to providers.	Cllr Penny Cllr Moore

	Further discussions were planned with the Integrated Care Board and Peninsula Dental School in relation to level three learners. Cllr Moore reported a round-table discussion on improving bus transport for post-16 students to access education and addressing transport issues going forward. Cllr Moore provided a further update on the ongoing real-time water testing following the successful bid to secure tests. Testing was continuing throughout the winter, extending beyond the summer testing period. Two further councils were expected to join soon. Cllr Moore reported that the next full council meeting would be held on 24th November and that no motions would be submitted by Cllr Moore at that meeting. A further update would be provided in December.	
	c. Playing Field Development Committee – Update Members considered an additional payment of £2,000 towards Cornwall Council's solicitors' legal costs to bring the playing field project matter to completion. The motion to pay the additional costs to bring the project to the full planning stage was **proposed** by Cllr Williams and **seconded** by Cllr Hills.	Cllr Button
	d. C&MS Report – Members could raise questions about the Contract & Maintenance Supervisor's report and the Playground Inspection Report. The Contract & Maintenance Supervisor could also provide any relevant new information. **Main Car Park:** Tariff changes to one ticket machine had been completed, with updated signage for the tariff boards still outstanding. The car park management company was obtaining the necessary stickers. Agapanthus and daffodil bulbs had been planted at the car park entrance. **Public Conveniences:** At New Road, work on the accessible door frame could commence following the Clerk's approval of the estimate. At the main public conveniences, Hi-Tec had received the Nayax card payment unit for repair. The Clerk had been informed of the charges and had given consent, and investigation of the unit was underway. **Play Area & Hard Standing:** The wooden sections at the top of the hut and slide were repaired, and the inside was painted at the top and bottom. Access was restricted with hazard tape and signs while the paint dried; these were removed the following day. The Contract & Maintenance Supervisor liaised with RNLI personnel before and during the works to bring electricity to the hard standing, kept the Clerk and Chair updated and posted an update on Facebook. All lifeboat equipment was in place and was expected to be operational by the time of the report. Heras fencing had been erected around the occupied area. **Footpaths:** Cornwall Council had confirmed that repairs to the Port Gaverne Hill footpath would be carried out in February. The road might be closed for up to three days. **Trelights:** A vehicle on the grass verge near Laburnums had been reported to Cornwall Council as potentially abandoned. The Contract & Maintenance Supervisor clarified that the vehicle was not abandoned and that its owner had been contacted. A further request for its removal could be made in the next three-four months.	C&MS Cllr Penny / C&MS
	e. Bodmin, Wadebridge, Padstow, St Teath & Tintagel Community Area Partnership – Next meeting Monday 11th January 2027.	

26/188	**Planning Applications** – Members considered the following applications. **a.** **PA26/06557** 2 New Road Port Isaac Cornwall PL29 3SB Replacement of existing summer house with new outbuilding for incidental use (Home office/gym, garden store and workshop). https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TLPJX4FGI9K00&activeTab=summary **Proposed by** Cllr Williams and **seconded by** Cllr Hill that the application be supported. Members requested a condition addressing any exterior lighting to protect the night sky, given the site's proximity to the South West Coast Path. **b.** **PA26/07398** 10 The Terrace Port Isaac PL29 3SG Proposed extension/replacement of garage. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TNCTA4FGIEG00&prevPage=inTray **Proposed by** Cllr Dawe and **seconded by** Cllr Webster that the application be supported. **c.** **PA26/07060** 12 New Road Port Isaac Cornwall PL29 3SB Partial demolition and extensions to 'Signal Post' and annex ('The Folly'). https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TMN48OFGHN600&prevPage=inTray **Proposed by** Cllr Williams and **seconded by** Cllr Hills that the Council object to the application. Members did not object in principle to the proposals but considered that the application lacked clarity about the status of the accommodation. They noted that the condition imposed in 2005 expressly precluded the premises from being used or let as standalone accommodation, whereas a local letting agent advertised The Folly for holiday letting as a 'detached property'. **d.** **PA26/06462** Land South East Of Under Town Trelights Port Isaac Cornwall PL28 3TL Affordable-led residential scheme of nine units. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TLGDEAFGL0A00&prevPage=inTray The Parish Council acknowledged and took into account twenty-four objections from Trelights residents and had held a dedicated meeting to hear residents' views. The objections concerned the suitability of the site, harm to the Cornwall National Landscape (CNL), loss of locally best and most versatile (BMV) agricultural land, run-off and flooding, and the inadequacy of the road network. Residents strongly criticised the applicant's Transport Statement, describing it as a 'work of fiction'. They considered the proposal to be vehicle-led because Trelights village had no amenities and cited conflict with TR6 (4): Assessing transport impacts: an unacceptable impact on highway safety. **Resolved:** To object to the application. **Voting:** Unanimous.	

	For the Parish Council's full planning responses, please access Cornwall Council's Planning Portal.	
26/189	**Cornwall Council Planning Decisions** – **<u>information only.</u>** **a.** **PA26/06262** 16 Tintagel Terrace Port Isaac Cornwall PL29 3SE 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. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TL393EFGK1K00&activeTab=summary **Approved unconditional** **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 **Approved with conditions** **c.** **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 **Approved (Statutory/one condition only)** **d.** **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 **Approved with conditions** **e.** **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 **Approved with conditions** **f.** **PA26/05952** 3 Silvershell Road Port Isaac Cornwall PL29 3SN Proposed extension to existing annexe, with internal alterations. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=TKD69PFGION00&activeTab=summary **Approved (Statutory/one condition only)**	
26/190	**Licensing Applications** – No licensing applications were recorded, including any received after the agenda was published. **None**	
26/191	**Environmental / Amenity Matters** – including the Contract & Maintenance Supervisor Report and any items received after the agenda was issued: **a.** **Trelights Village Green Noticeboard (separate from the Parish Council noticeboard)**	

	Members considered options for repairing or refurbishing the noticeboard donated by a member of the public. The Contract & Maintenance Supervisor confirmed that the cost of a new noticeboard would start at approximately £300, depending on its material and size. **Proposed by** Cllr Hills and **seconded by** Cllr Webster that the noticeboard be refurbished by Cllr Hills and the matter included on the agenda for the next Trelights Village Green meeting. **b. Fallen Trees – Port Isaac and Port Gaverne Valleys** Members considered A1 Tree Surgery's estimate of £1,020, inclusive of VAT, to remove five fallen trees in Port Isaac and Port Gaverne valleys. Consideration of the works was deferred to the next month's meeting. Cllr Dawe would inspect the five fallen trees. The C&MS would obtain the respective timescales for A1 Tree Surgery and Cornwall Council to carry out the works.	Clerk / C&MS Clerk/ C&MS
26/192	**Highway Matters** **a. Longcross–Trelights–B3314 Roadworks – Information Only** Roadworks were reported along the route from Longcross through Trelights to the B3314, scheduled for 27th November to 11th December 2026. **b. Overgrown Hedgerow – Marshalls Way** Members considered the overgrown hedgerow on Marshalls Way and possible action to address it. Highways and Cornwall Council's Waste and Environmental Contracts Officer had been contacted about the overgrown hedgerow, but no reply had been received. The section near Trelights Farmhouse was identified as the worst affected. Members suggested asking homeowners to maintain the vegetation around their properties. Use of the Community Payback Scheme was also suggested, subject to further risk assessments.	Clerk / C&MS
26/193	**Financial Matters** – **a. Accounts for Payment** – Members reviewed the schedule circulated before the meeting. **Resolved:** To approve payments totalling **£4,471.95**. **b. Payroll** - **Resolved:** To approve payroll for payment at the end of the month. **c. Annual Budget Setting** The proposed 2027/28 budget had been circulated to members by email for consideration of the budget allocations and precept. Members discussed the proposed 2027/28 budget, including year-on-year fluctuations in car park income, the reserves held in the bank account and their possible allocation. The information required from Cornwall Council to set the precept had not yet been received. **Resolved:** To agree the proposed budget allocations and reserves for 2027/28 so far as could be determined from the information available, subject to further consideration when Cornwall Council's precept information was received. The final decision on the precept was deferred to the December meeting. **d. Camel Valley Connect – Funding Request**	Clerk Clerk Clerk Clerk

	Members considered a donation of £937 to Camel Valley Connect from the Council's donations budget. **Proposed by** Cllr Smith and **seconded by** Cllr Webster that the Council **resolves** to approve a donation of £937 to Camel Valley Connect and monitor feedback from people accessing the service over the following year. **e. Wadebridge Sport and Leisure – Request for Financial Support** Members considered Wadebridge Sport and Leisure's request for a donation of £3,000 from the Council's donations budget. The request was for ongoing funding over the next four years, calculated at £3 per household using the Band D Council Tax base. As the Council had not yet received the tax-base information for the year, the amount requested remained subject to change. **Proposed by** Cllr Cleave and **seconded by** Cllr Hills that the Council **resolves** to defer consideration of the funding request to the next meeting, when the Council expected to have received the tax-base information. **f. Tre Haven Community Land Trust – Funding Request** Members considered Tre Haven CLT's request for £10,000 towards initial drainage percolation testing and an updated masterplan for its mixed affordable housing and commercial development proposals. Consideration of the funding request was deferred to the extraordinary meeting on 23rd November, pending guidance from Cornwall Council's Monitoring Officer.	Clerk Clerk
26/194	**Administrative Matters** **a. Playing Field Licence with the School** Members considered the playing field licence with the school, as circulated. The Council **resolves** to approve the licence and authorise two councillors to sign on its behalf, with the Clerk witnessing their signatures. The licence was signed by Cllrs Cleave and Williams. **b. Business Rates Valuation – Main Car Park** The Clerk had submitted the 'Check Case' in preparation for challenging the 2026 listing. **c. Parish Council Vacancy — Update** The vacancy on the Parish Council following the May 2025 elections remained unfilled.	Clerk Clerk Clerk
26/195	**Documentation / Correspondence** – Items not covered elsewhere on the agenda, including any received after the agenda was issued. No additional correspondence was recorded under this item.	
26/196	**Diary Dates** – including any dates received after the agenda has been published. **a. Extraordinary Meeting** – Monday 23rd November 2026 6:30pm St Endellion Hall **b. Ordinary Council Meeting** - Monday 7th December 2026 6:30pm St Endellion Hall **c. Rolling Meeting Date** – Wednesday 30th December 2026 - provisionally reserved for a meeting, usually an extraordinary meeting, if required before the following ordinary council meeting.	Clerk Clerk Clerk

26/197	**Information Only / Future Agenda Items** **a. Campervan and Motorhome Scheme** The Campervan and Motorhome Scheme had been advertised on the Park4Night app.	Clerk
26/198	**Closed Session -** Exclusion of the Press and Public – Motion: In accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that the press and public be excluded from the meeting during consideration of the following item. Publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, namely a staffing matter concerning the Clerk's appraisal and salary. **Clerk's Appraisal and Salary** – Members received and considered the Clerk's appraisal and considered the related salary matter. Members discussed the appraisal points. **Resolved:** To approve the change to the Clerk's salary. **Voting:** Unanimous.	Clerk
26/199	**Meeting Closed** – 8:30pm	

Signature: D Harrison (Clerk) Date: 11/11/2026

Signature: A. Penny (Chair)

Actions

26/183 d. Clerk to acquire more clarity from CC's Monitoring Officer

26/187 c. Clerk to add the payment to the schedule

26/188 Clerk to upload the planning responses to Cornwall Council Planning Portal

26/191 b. C&MS to obtain timescales / Cllr Dawe to check and report back

26/192 b. C&MS to provide an update

26/193 a. Clerk to set up monthly payments with approval from second authoriser

26/193 b. Clerk to set up payroll payments with approval from second authoriser

26/193 c. Clerk to request update on Precept docs from CC

26/193 d. Clerk add to payment schedule

26/193 e. Clerk to add the item to the next agenda for a decision

26/193 f. Clerk to organise the Extraordinary Meeting and defer the CLT decision

26/194 a. Clerk to return the license to the solicitor

26/194 b. Clerk to monitor 'check case' status

26/198 Clerk to update B&J