



**NOTICE AND AGENDA OF THE SECONDARY COUNCIL MEETING  
TO BE HELD IN PORT ISAAC SCHOOL  
MONDAY, 25<sup>th</sup> SEPTEMBER 2017 @ 7pm**

Members of the public and press are invited to attend this meeting of the Council.

Minute	AGENDA ITEMS	Action
	<u>Chairman's Welcome and Public Forum</u> – members of the public may address the Council prior to the commencement of the Meeting.	
191/2017	<u>Apologies for Absence</u> – Cllr. Williams and County Cllr. Mould.	
192/2017	<u>Members' Declarations</u> – a. <i>Registerable Declarations of Interests</i> – Members must declare an interest, which has been declared on their Register of Financial Interests form, relevant to the agenda. b. <i>Non-registerable interest</i> – Members must declare non-registerable interests at the start of the meeting or whenever the interest becomes apparent. c. <i>Declaration of Gifts</i> – Members are reminded they must declare any gift or hospitality with a value in excess of fifty pounds. d. <i>Dispensations</i> – Members to consider any requests for dispensations.	
193/2017	<u>New Road Premises</u> – a. <i>Bin Storage Area</i> – Minute 154a/2017. Members to receive an update, i.r.o. a licence to CC to store their bins on site. b. <i>Shop</i> – Members to consider any issues: i. <u>BT 'Phone Line</u> – BT advise they cannot put a line above ground and the only way would be below the road. This would involve at least two surveys, a lot of time and, potentially, substantial cost. Members to confirm they want a quotation and to establish who is to pay for line rental. NOTE – Mr Tidey had opted for 4G mobile Broadband.	
194/2017	<u>Playing Field</u> – a. <i>Toilets / Kiosk / Shelter</i> – Minute 155a/2017 refers. Members to receive an update. NOTE – Ward Williams Associates had previously provided detailed build costings based on the plan. b. <i>Play Equipment</i> – Members to receive an update. c. <i>H&amp;S Inspections</i> – Members to consider the operational inspection records for the play equipment from Cormac. d. <i>Playing Field Association</i> – Members to consider a proposal to create an organisation to manage the playing field, to simply funding application.	Cllr. Raynor    Cllr. Webster

195/2017	<p><u>Public Conveniences</u> –</p> <p>a. <i>New Road WCs</i> –</p> <p>i. <u>WC Sign</u> – Minute 156a/2017 refers. Members to consider a suitable location for a sign indicating the way to the New Road WCs, to include possible fingerpost type sign. Deferred from the July Secondary Meeting. NOTE – Cllr. Williams to provide photographs of possible locations.</p> <p>ii. <u>Compliance Testing</u> – deferred until all building work had been completed, including legionnaire testing.</p> <p>iii. <u>Any Issues</u> –</p> <p>b. <i>Roscarrock WCs</i> – Minute 156b/2017 refers. Quarterly report had been requested from Ms Alison Dymond, CC. The following action had been agreed at the meeting with County Cllr. Mould, CC officers and representatives from St Minver Highlands and Lowlands PCs.</p> <ul style="list-style-type: none"> <li>• CORMAC to instruct cleansing staff to work to the agreed contract specification for cleansing and monitor.</li> <li>• CORMAC to carry out a deep cleanse of facilities and will notify the Cornwall Council and Parish Councils when this will take place. Mr Phil Kyte, Cormac reported this was carried out on; <ul style="list-style-type: none"> <li>▪ New Rd, Port Issac – 23<sup>rd</sup> August 2017</li> <li>▪ Roscarrock – 25<sup>th</sup> August 2017</li> </ul> </li> <li>• Contact email address and out of hours numbers to be circulated. Ms Celia Jenner provided this information: Public Conveniences – Central email and phone number: <a href="mailto:Cleaningservices@corma ltd.co.uk">Cleaningservices@corma ltd.co.uk</a>; 01872 324100. The Clerk advised this does not seem like the out-of-hours number that was promised, it seems more like the switchboard.</li> <li>• Contact for coin collection to be provided in an event that the machines become full. Copy of emptying schedule to be provided. Copy of emptying schedule received, but not the contact details.</li> <li>• Address the wedging open of doors with CORMAC staff and others i.e. BIFFA.</li> <li>• Check list to be prepared for Cleansing team. Copy received.</li> <li>• Joint Inspection to be arrange with CORMAC/CC/PC/Local Member. Currently being arranged and likely to be on 23<sup>rd</sup> October 2017.</li> <li>• Set up review meeting in September. Currently being arranged and likely to be on 23<sup>rd</sup> October 2017.</li> </ul>	
196/2017	<p><u>Cemetery</u> –</p> <p>a. <i>Any Issues</i> –</p>	
197/2017	<p><u>Public Rights of Way (PROW)</u> –</p> <p>a. <i>Benches on CC Land</i> – Minute 158a/2017 refers. Mr Oliver Jones, Highways had provided maps of the benches, but pointed out that although the majority are located within highway limits they are not considered to be highway maintainable. <b>Previously circulated via email.</b></p> <p>b. <i>New Bench</i> – Members to consider an offer to donate a memorial bench.</p> <p>c. <i>PROW 537/15/1</i> – Members to consider adding this path to the cutting regime.</p> <p>d. <i>Any Other Issues</i> –</p>	Cllr. Williams
198/2017	<p><u>Car Park Matters</u> –</p> <p>a. <i>Parking on Grass Areas</i> – Members to consider preventative measures to stop motorists parking on the grass.</p>	

	<p>b. <i>New Pound Coins</i> – Members to consider an offer from AS Parking to change the settings on the car park machines, so they no longer accept the old £1 coins, free of charge.</p> <p>c. <i>Any Other Issues</i> –</p>	
199/2017	<u>Facebook Page</u> – Minute 155d/2017 refers. Members to receive an update.	
200/2017	<p><u>Financial Matters</u> –</p> <p>a. <i>Banking Charges</i> – Minute 162c/2017. Members to receive details of the bank charges likely to be incurred.</p> <p>b. <i>Risk Assessments</i> – Members to consider and adopt individual risk assessments for:</p> <ol style="list-style-type: none"> <li>i. St Endellion Cemetery – PC owned section only.</li> <li>ii. New Road WCs.</li> <li>iii. Playing Field.</li> <li>iv. Trelights Village Green.</li> <li>v. The Main, including the Slate Quay.</li> <li>vi. Car Park.</li> </ol> <p>c. <i>Internal Auditor</i> – an interim audit check would be carried out by Mr Hudson in October.</p>	Cllr. Raynor / Clerk
201/2017	<u>Cornwall Rural Housing Assoc. AGM</u> – Friday, 29 <sup>th</sup> September 2017, 10.45am at The Pavilion Centre, Royal Cornwall Showground.	
202/2017	<p><u>Date of Next Meeting</u> –</p> <p>a. Full Council meeting – 11<sup>th</sup> September 2017.</p> <p>b. Secondary Council Meeting – 25<sup>th</sup> September 2017.</p>	
203/2017	<u>Closed Session</u> – in view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and they are instructed to withdraw.	
204/2017	<p><u>The Main Car Park</u> – Members to consider:</p> <p>a. <i>Fence</i> – quotation to erect a fence around the soakaway area in the overspill car park. Minute 181a/2017 refers.</p> <p>b. <i>Car Park Machine</i> – quotation for a new machine. Minute 185j/2017 refers.</p>	
205/2017	<u>Meeting Closed</u> –	

Signature: ..... (Mrs Gillian Thompson)  
Parish Clerk

Date: 18<sup>th</sup> September 2017

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