

**MINUTES OF THE COUNCIL MEETING**

Held

13 January 2014 at 7pm

at

Port Isaac School

Present : Cllrs M Coles (Chairman), D Raynor (Deputy Chairman)  
Cllrs Cllr M Bell, R Brogan, R Dawe, R Manders, A Penny, D Philp, J Townsend, N Williams

Apologies : Cllr D Phelps

Also Present : Mrs E M Banfield (Clerk to the Council),

**178/13 Housekeeping and Chairman's Report**

(i) The Chairman Cllr Coles advised of the location of the toilets, fire exits and noted there were no local hazards.

(ii) Chairman's Report : Cllr Coles addressed Members regarding what appeared to be a joyrider in the car park which allegedly resulted in damage in the car park. The Council's insurance company had identified the driver as being insured by them and advice from the insurers appeared to say the Excess would not be applied to the Council's claim under these circumstances. The Police were continuing with their own enquiries. Cormac had been engaged to effect repairs. Further information regarding the car park included :

- Hydraseeding has been carried out and growth is showing already
- Yellow lines and bay marking work is on order
- Revenue for the car park to date is approximately £100,000 and at the moment income is around £18 average/day.
- Problems over the New Year period had been difficult to have resolved but thanks must go to Kevin McManus who had helped greatly. However the car park was busier and that income was lost due to battery problems with the machines. Now resolved.

On other matters the Chairman referring to the TV programme the night before, told Members there is an urgent need for the Neighbourhood Plan to come to fruition if the position regarding increasing housing levels and matters thereto, were to be set by the Parish.

**179/13 Apologies for Absence**

Cllr Coles advised that Cllr Phelps was indisposed

**180/13 Declarations of Interest and Dispensations : None**

**181/13 Public Forum**

No members of the public were present

- **Police Report** : Apologies had been received from PC Taylor but he had submitted a report to the Clerk which was read to Members and will be filed with the minutes.
- **C.Cllr A Penny** : Nothing heard as yet regarding public toilets although the question had been asked of C.Cllr Jeremy Rowe (Portfolio Holder) as to why the freehold is not being offered (Roscarrock WC's). Reply awaited.

There is to be a meeting of the Full Council tomorrow and among other matters on the agenda is housing and numbers thereto. Also on the agenda is the matter of the incinerator at St Dennis

Nothing further has been heard to date with regard to enquiries from the Parish Council over the past few months.

**182/13**    **Planning**

**Applications :** None **Noted**

**Approvals :**

PA13/09739 26 Trewetha Lane

PA13/09246 Land at Trewetha **Noted**

**Enforcements :** None received to date **Noted**

**Withdrawn :**

PA13/09742 : 86 Fore Street

PA13/10178 : 68 Fore Street

PA13/10170 : 68 Fore Street **Noted**

**S52/S106 and Discharge of Condition apps :** 51 Fore Street (in respect of Dec'n notice PA13/01685) **Noted**

**183/13**    **Minutes of Previous Meeting**

**9 December 2013 :** **RESOLVED** that the Minutes of the Meeting of St Endellion Parish Council held on Monday 9 December 2013 at 19:00 hours having previously been circulated to be taken as read, adopted and signed as a true record.

**So proposed Cllr Williams Seconded Cllr Raynor**

**16 December 2013 :** **RESOLVED** that the Minutes of the Meeting of St Endellion Parish Council held on 16 December 2013 at 18:00 hours having previously been circulated to be taken as read, adopted and signed as a true record.

**So proposed Cllr Williams Seconded Cllr Manders**

**2 January 2014 :** **RESOLVED** that the Minutes of the Meeting of St Endellion Parish Council held on 2 January 2014 at 18:00 hours having previously been circulated to be taken as read, adopted and signed as a true record.

**So proposed Cllr Williams Seconded Cllr Raynor**

**184/13**    **Matters Arising**

**Minute 162/13 :** Bench. Cllr Williams pointed out that a bench had apparently been washed away at the Harbour and there was a space created for future use should anyone make enquiries. Although the Council doesn't own the land, as a replacement it was assumed permission would not need to be sought from the Harbour Commissioners. However, applicants should be directed to the Harbour Commissioners in the first instance. **Noted**

Cllr Philp also advised of a base without a bench at the Homer Park area **Noted**

**Minute Number 158/13 :** Cllr Bell has lodged an appeal with the VOA regarding the car park Rating Assessment. **Noted**

**Minute Number 161/13 :** Basket Ball Hoop. The Clerk advised that she had received and completed the form which would be sent off tomorrow. **Noted**

**185/13**    **Committee Reports**

(i) **RESOLVED** that the report of the meeting held 16 December 2013 having previously been circulated, be taken as read, adopted and signed as a true record.

**So proposed Cllr Raynor Seconded Cllr Philp**

- (ii) **RESOLVED** that the report of the reconvened meeting held 2 January, with the amendment that note be included that a meeting with Cornwall Council is to be held regarding the toilets (opening, costs etc in a tourism area , considerations with regard and comparison to other tourist areas to be made)  
**So proposed Cllr Raynor Seconded Cllr Bell**

### **Committee Recommendations**

#### **Meeting of 16 December 2013 :**

**Payment to PDP Green** : The Chairman advised that e mailed correspondence between himself and PDP Green had occurred and reminded Members of the situation to date in that the invoice received by the Council exceeded quoted costs and an explanation had been requested. A satisfactory response was awaited from PDP Green.

**RESOLVED** that the final account is not paid until a satisfactory reply is received.

**So proposed Cllr Philp Seconded Cllr Bell.**

#### **Reconvened Meeting 2 January 2014**

**Weed Killing** : A quote from Cormac in the sum of £275.20 had been received to carry out the treatment which Cornwall Council would no longer be servicing. Members noted that some weed killing is in the Council's own grass cutting schedule and it could be viable to ask Cormac to undertake that work too.

**RESOLVED that** Cllrs Bell, Philp, Dawe and Manders mark up plans/maps of areas to be treated and pass to the Clerk to obtain a price from Cormac. It was noted this needs to be done fairly soon

**So proposed Cllr Bell Seconded Cllr Williams**

**Cllrs Bell, Dawe,  
Manders and  
Philp.**

**Precept** : Cllr Coles explained that whilst the Recommendation from the Committee had been to increase the precept by 2%, with such a small starting point, this only amounted to £410 and was hardly worth bothering about as it made very little difference to the overall scheme.

Many items of correspondence had been received with regard to 'capping', each one offering different outcomes. Cllr Coles asked whether 2% was enough.

It was pointed out that after the figures had been set a number of other items were added, weed killing on Highways and General Maintenance resulting in an additional two thousand pounds and therefore the additional £410 was more than wiped out.

Cllr Coles added that by increasing the Precept by a nominal £2000 would add very little per annum to each property Band. £5 to a Band G, £3 to a Band D and so on.

Amendment to the Proposition : Cllr Bell proposed increasing the Precept by £2000 and was seconded by Cllr Townsend  
The original Proposition was not supported

The amendment became the Proposition.

**RESOLVED** that the Precept be increased by £2000  
**So proposed Cllr Bell and Seconded by Cllr Townsend**

**Decision  
Unanimous**

**Reserves Policy** : Cllr Coles explained this matter to Members reading the relevant clause regarding the five months General Reserve figure.

Members agreed that including the Reserves Policy in the Financial Regulations was appropriate as was a five month General Reserve figure.

**RESOLVED** that the Reserves Policy be included in the Financial Regulations  
**So proposed Cllr Bell and Seconded by Cllr Williams**

**RESOLVED** that a five month General Reserve figure be included in the Financial Regulations in accordance with the Governance and Finance for England Regulations.

**So Proposed Cllr Bell and Seconded by Cllr Williams**

**Slate Quay** : A meeting has been arranged for the Insurance Assessor to inspect the cliff and quay owned by the Council on 15 January.  
Cllrs Raynor and Philp had already agreed to accompany the Inspector and Cllr Bell told members he would like to be included.

**Grass Cutting** : This matter was discussed at length with concern being raised regarding the possible 'edging out' of local contractors who may not be able to commit to one large contract.

However it was noted that one local contractor believed it to be a good idea and the Recommendation from the Committee was that all the Grass Cutting work was to be placed under one contract.

All Members were invited to comment and discuss.

**RESOLVED** that all grass cutting be placed under one contract  
**So Proposed Cllr Bell and Seconded by Cllr Williams**

**Notice Board** : The Chairman explained the background and difficulties of managing the various payments required for different lengths of advertising and different sizes.

Cllr Williams reminded members that some prospective advertisers found it difficult to make up a 'copy' and that this could incur further cost to them.

Members agreed with Cllr Brogan that adverts should be A5 size but if A4 was wanted, consideration could be given as long as there is room on the board. This would obviously incur double the cost

**RESOLVED** the Committee's Recommendation to permit A5 adverts for an annual fee of £50, 1 April to 31 March inclusive. A4 adverts to be considered at double the cost.

So Proposed Cllr Brogan and Seconded by Cllr Williams

Cllr Brogan to speak to Dee Littlechild to enquire about the possibility of making 'copy' .

**Cllr Brogan**

**Car Park Catering Facility:** Members had received a copy of the proposed advertisement as drafted by Cllr Coles. The Clerk advised that the advertisement should read 'informal tender' and not 'formal tender' as stated. She had advised incorrectly at the time that it should be by formal tender but as a small parish Council, appreciated this would not be the case.

Members needed to establish whether the 'facility' would be permanently sited at the car park for the season or taken away daily in order to decide whether planning permission was required.

Cllr Bell suggested preparing a Planning Application requesting the broadest possible provision (hot food and drinks etc), anyway to cover all options.

Enquiries to be made with Cornwall Council to see whether/where they advertise leasing their sites otherwise advertise in the Cornish Guardian and NC Advertiser which would give county wide and local coverage.

**Clerk**

**RESOLVED** that Cllr Bell prepare a Planning Application  
**So proposed Cllr Townsend seconded Cllr Manders**

**Cllr Bell**

**RESOLVED** that the Clerk places the advert as soon as possible in as many places as necessary

**So Proposed Cllr Bell**

Clerk

**Outside Committees** : Cllr Coles explained the situation to date and advice received from the Council's insurers with regard to the Committee and the Council's involvement with the committee.

It was explained that the Council can organise the Fireworks/Bonfire and have volunteers to set it all off but Risk Assessments etc must be sent to the Insurers a month before the event. The Council would place an order for the fireworks (on advice from the volunteers of what was required), pay for the fireworks, send the necessary RA forms to the insurers, pay for the fireworks and claim the VAT.

Cllr Penny advised that the 'other' arm of the fireworks committee was considering joining with other committees in the village and becoming a 'village fundraising committee'.

The Clerk replied this would be a good idea as to call themselves the 'Fireworks Committee' was not really the case as the Council would be providing the fireworks. If the 'Village Fundraising Committee' wish to make a donation to the Council at any time, the Council would gladly accept it.

General discussion followed and Members in general considered this to be the best way forward and asked that an agenda item 'To Dissolve the Council's Fireworks Committee' be placed on the next agenda.

**Next Agenda**

Members also suggested the same could be applied to the Trelights Village Green Committee and that this too should be dissolved.

**Next Agenda**

**Trelights Village Green Grant** : Cllr Philp updated Members that the Committee had obtained permission to erect a shed on private land to store the Christmas lights and had reapplied for financial assistance.

Members queried exactly what the financial assistance would be used for when it became unclear what was being done.

**RESOLVED** that Executive Powers be granted to the Clerk to release a cheque for £300 upon receipt of a satisfactory letter of explanation from the Committee

**Cllr Philp/  
Clerk**

**So proposed Cllr Penny Seconded Cllr Williams**

Cllr Philp to contact the Treasurer

**186/13**     **Payment of Accounts**

**RESOLVED** that the accounts paid (cheque number 200137 totalling £16.00), accounts to be paid (cheque numbers 200138-200144 totalling £9815.13) be accepted/paid and Direct Debit(s) noted. Total expenditure £9841.14.

**So proposed Cllr Raynor Seconded Cllr Williams**

Bank Balances were noted as Community Account £147328.79 and the Business Money Manager Account £23812.19 as at 30 December 2013.

**187/13**     **Outside Committees and Members Reports**

- (i) *Community Network* : Minutes of the last meeting 12 December had been e mailed to Members by the Clerk
- (ii) *Neighbourhood Plan* : Cllr Williams told Members that terms for working groups had been defined and updated Members on who the group leaders are.
- (iii) Insurance Situation re Fireworks and Trelights Village Green – deal with earlier in the meeting.

**188/13**     **Items for Next Agenda**

- Rubbish Report
- Gull Guard Bins
- Footpaths trimming schedule from CC
- Code of Conduct Training

**189/13 Correspondence**

1. The Collegiate Church of St Endellion : Request for grant for 2014. Letter explains that although maintenance was transferred to CC in 2012, the work carried out is below what is expected and the Church has had management restored to the PCC.  
  
*NB : Prior to the meeting starting, the Clerk had spoken to Cllr Penny asking that he make enquiries with CC regarding their legal responsibility to maintain this Churchyard especially given the H&S concerns over the memorial stones and the grant now given to the Church in lieu of maintenance is not sufficient to cover the costs. The Clerk will contact the Churchwarden in the meantime.* **Noted**
2. Publication : Landscape and Amenity  
*Handed to Cllr Philp for info* **Noted**
3. Cormac Solutions : Notification of the intention to issue a Temporary Road Closure Order – Pendogget Road, Port Isaac. 10 – 16 March (24 hours, weekends included) Surface dressing preparation work. **Noted**
4. Cormac Solutions : Notification of the Intention to issue a Temporary Road Closure Order : Fore Street Port Isaac. 3 March. 24 Hours. Pole replacement work **Noted**
5. Rialtas (RBS) : Notification of accounting services provided and costs. **Noted**
6. Cormac Solutions : Playground report 26. 11. 13  
*Copy handed to Cllr Philp* **Noted**
7. Peninsula Community Health : Peninsula News **Noted**

All other correspondence has been received by e mail and forwarded to Members for information.

**190/13 Date of Next Meeting**

Full Council 10 February 2014 at 7pm – Port Isaac CP School **Apols MC**  
Finance and Car Park Meeting - TBA

The meeting closed at 9:30pm.

Signed as a True and Accurate Account : .....Date .....  
Cllr M Coles, Chairman St Endellion Parish Council