St. Endellion Parish Council

Port Isaac • Trelights • Port Gaverne

MINUTES OF THE AMENITIES COMMITTEE MEETING

HELD IN PORT ISAAC SCHOOL

ON WEDNESDAY, 22nd MARCH 2017 @ 6.30pm

Present:	Cllr. Raynor (Chairman) Cllr. Dawe Cllr. Williams	Cllr. Coles Cllr. McCormick	Cllr. Collings Cllr. Penny (CC/PC) Mrs Thompson (Clerk)

Minute	AGENDA ITEMS	Action
	Chairman's Welcome and Public Forum – the Chairman welcomed those present and advised them of exits, local hazards, location of WCs, etc.	
AC28/17	Apologies – Cllrs. Cleave and Webster.	
AC29/17	Members' Declarations – a. *Registerable Declarations of Interests* – Cllr. McCormick in Minute AC30b/2017 and AC38/2017. b. *Non-registerable interest* – none. c. *Declaration of Gifts* – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds.	
AC30/17	New Road WC / Shop – a. *Building Works* – Members received updates on: i. Cllr. Coles said the extra steps and railings had not been installed. Cllr. Williams will speak to Mr Harris. ii. Ms Verity Palk, CC had been asked to look into setting up a formal agreement for their use of this space and whether CC will pay for fencing around their bin area. iii. Cllr. Raynor said the list of outstanding items SW Building and Maintenance had been addressed. Cllr. Williams asked if this included the cill around the doors. He will enquire. iv. Mr Alex Lewis, Wallgate Ltd. said they aim to have the works completed to replace the wallgate units by the end of March. b. *Shop* – Cllr. Williams said she had spoken to Mr Lewis Horn, PO. He had asked for various measurements to ensure wheelchair access to the shop. She and Cllr. Dawe will deal with this. Mr Horn hopes to complete his report by the end of the week. He will then be able to issue invitations to provide a PO Service to the shop candidates. Members **AGREED** that the provision of a PO Service was a priority. Cllr. McCormick left the position whilst the next topic was discussed. Mr Daniel Sproull had requested the following information: 1. Details of the tenant – yet to be confirmed. 2. A plan showing the extent of the property to be let – Cllr. Raynor to provide.	Cllr. Williams Cllr. Raynor Cllrs. Dawe / Williams

	3. The rent to be paid on a quarterly basis. 4. The length of the lease term – five years had been requested by both candidates. Cllr. Williams said the term would need to be tied to whatever the PO wanted. 5. The rent review should be linked to the cost of living index and reviewed after 2.5 years. 6. The tenant will be responsible for the repair of the interior only. 7. Members do not wish the lease to be protected. 8. There is to be no sub letting or selling of the lease. 9. Break clause is needed after 2.5 years. Cllr. Williams felt we needed to see some example leases. Cllr. Penny wanted to ensure that whoever had the shop would be willing to provide change for the car park and WC. The Clerk to submit this information to Mr Sproull and ask that he draws up a draft lease. All the above points will depend on the requirements of the PO. c. *New Road WC* i. <u>Compliance Testing</u> – deferred until all building work had been completed, including the rail. ii. <u>Notices</u> – Cllr. Raynor had ordered notices asking users not to put nappies, wipes, etc. into the disabled toilet bowl. He will also order signs to replace the existing signs showing a lady and gentleman with one reading: 'UNISEX WC'. iii. <u>Handrails</u> – Cllr. Phelps had suggested putting a handrail in all the WC cubicles. The Clerk will ask Mr Burnard for a price.	Clerk Cllr. Raynor Clerk
AC31/17	<u>Playing Field</u> – a. *Toilets / Kiosk / Shelter* – Minute AC65a/2016 refers. Deferred until after the election. b. *New Play Equipment* – Minute AC51b/2016 refers. Cllr. Williams said that what had been agreed was that a lottery application was to be drawn up through CRCC. Cllr. McCormick said Cllrs. Cleave and Webster are meeting with the suppliers next Tuesday. The Clerk to establish what pieces of equipment is preferred and to then contract CRCC to progress the funding application. c. *H&S Inspections* – Minute AC51c/2016 refers. Members considered the operational inspection records for the play equipment from Cormac. The Clerk to send copies of the reports to Mr Burnard monthly. Cormac will continue to carry out this function in 2017. A Service Level Agreement, for the same price as the previous year, had been signed with them. The Clerk had asked Ms Sandra Crawford, Cormac why the comment to 'fix the benches to the ground' had appeared on recent inspection reports. Ms Crawford had agreed that not have the picnic benches fixed is not a safety defect or a hazard. The Clerk to request this item is not included on future reports. Noted the annual RoSPA inspection of the play equipment will take place in April. d. *Dog Ban* – Mr Kevin Brader, Senior Environmental Health Officer advised: If you wish to create a PSPO for this area you will need to liaise with Cornwall Council's legal team to arrange this. It is worth noting that prior to creating a new order the parish council will need to be able to ensure that it can enforce it. Noted CC's 'blanket' order covers the area for dog fouling but dogs are allowed in the area. e. *Football Net* – the second net will be put up shortly.	Clerk Clerk Clerk Clerk Cllr. Penny

AC32/17	Cemetery – a. *Any Issues* – none.	
AC33/17	Public Rights of Way (PROW) – a. *Missing Bench* – Minute AC20a/2017 refers. There was no update regarding the return of the old bench (at the top of the hill past Fern cottage) or its replacement. Cllr. Williams will make enquiries. b. *Weed Spraying Contract* – Cllr. Penny had provided a map of additional areas in Trelights to be included in the contract, which had been passed to A1 Tree Surgery for 2017. c. *Cleave Building Site* – Minute F&CP12e/2017 refers. Cllr. Penny reported it looked as if the footpath is being installed now. No further action. d. *Any Other Issues* – the Clerk to contact Cornwall Housing Ltd., and ask that they remind their tenants to cut the hedges at Hartland Road and New Road.	Cllr. Williams Clerk
AC34/17	Information Only/Future Agenda Items – a. *Roscarrock WCs* – the Clerk had requested Mr Jon James, CC to open the public WCs from Monday, 27th March to accommodate filming of the new Doc Martin series. The Clerk to remind Mr James, to ensure this happens. Cllr. Raynor reported he had given permission for filming to be carried out on 27th March and had received a cheque for £500 as a donation. *b.* *PA16/12129 Land SE of Treswarrow Park Farm, Trelights* – Members **AGREED** this application should go to CC's Planning Committee. Cllr. Williams to represent the PC at the meeting.	Clerk Clerk / Cllr. Williams
AC35/17	Date of Next Meeting – 19th April 2017.	
AC36/17	Closed Session – in view of the confidential nature of the business about to be transacted, namely quotations, it was **RESOLVED** that it is advisable in the public interest that the press and public be excluded and they were instructed to withdraw.	
AC37/17	Cleaning Contract – it was **RESOLVED** to award the contract to Cormac Solutions Ltd. at a cost of £6,087.22, which includes twice weekly cleaning from 27th May to 30th September 2017 and daily cleaning for the remainder of the year.	Clerk
AC38/17	Retail Unit – deferred from the March Full Council meeting. It was not possible to award the lease of the shop to either of the preferred candidates. Minute AC30b/2017 above refers.	
AC39/17	Meeting Closed – 19.25pm.	

Signature: …… (Cllr. Raynor)
Chairman

Date: 10th April 2017