



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE SECONDARY COUNCIL MEETING  
HELD IN PORT ISAAC SCHOOL  
WEDNESDAY, 24<sup>th</sup> MAY 2017 @ 6.30pm**

Present:	Cllr. Raynor (Chairman) Cllr. McCormick Mrs Thompson (Clerk)	Cllr. Coles (Vice Chairman) Cllr. Penny (CC/PC)	Cllr. Collings Cllr. Webster
Minute	AGENDA ITEMS		Action
	<u>Chairman's Welcome and Public Forum</u> – the Chairman welcomed those present and advised them of exits, local hazards, location of WCs, etc.		
91/2017	<u>Acceptance of Office</u> – a. <i>Members</i> – Cllrs. Cleave and Dawe to sign their Acceptance of Office forms.		
92/2017	<u>Apologies for Absence</u> – Cllrs. Bell, Cleave, Dawe, Phelps and Williams,		
93/2017	<u>Members' Declarations</u> – a. <i>Members Interests Forms</i> – Members to return their forms to the Clerk by 1 <sup>st</sup> June 2017. b. <i>Registerable Declarations of Interests</i> – Cllrs. Webster and McCormick in Minute 97/2017. c. <i>Non-registerable interest</i> – none. d. <i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds.		Members Clerk
94/2017	<u>Planning Applications</u> – Members considered the following: a. PA17/01018/PREAPP, <i>Kittiwake Cottage, 7 - 9 Middle Street, Port Isaac</i> – pre-application advice for change of use from annexe to residential. <b>SUPPORT</b> . b. PA17/02399, <i>1 Middle Street, Port Isaac</i> – installation of new kitchen extractor fan system. <b>SUPPORT</b> . c. PA17/02400, <i>1 Middle Street, Port Isaac</i> – application for Listed Building Consent for the installation of new kitchen extractor fan system. <b>SUPPORT</b> . d. PA17/02851, <i>Mariners, Fore Street, Port Isaac</i> – proposed small wet room. Replace property windows to match existing finishes. Members <b>AGREED</b> to support the view of the Listed Building Officer. e. PA17/02852, <i>Mariners, Fore Street, Port Isaac</i> – Listed Building Consent for proposed small web room. Replace property windows to match existing finishes. Members <b>AGREED</b> to support the view of the Listed Building Officer. f. PA17/03530, <i>20 Dolphin Street, Port Isaac</i> – conversion of a small garage into a car port. <b>SUPPORT</b> . g. PA17/03682, <i>Merrywood Road from Chapel Villa to Rose Cottage, Trelights</i> – outline planning permission for two dwellings on separate plots. <b>SUPPORT</b> .		Clerk Clerk Clerk Clerk Clerk Clerk

	<p>h. PA17/03799, Little Garrick, Trewetha Lane, Port Isaac – extension and conversion of garage to additional bedroom. <b>SUPPORT.</b></p> <p>i. PA17/03890, 39 New Road, Port Isaac – replacement two-storey, 4-bedroom house. Deferred to the June Full Council Meeting. The Clerk to request an extension.</p> <p>j. PA17/04117, Driftwood, Trewetha Lane, Port Isaac – application for a non-material amendment [1] following grant of planning permission PA15/08230. Amendments sought – addition of pitched roofs to the dormer windows; use of natural slates instead of concrete tiles; cladding of the raised first floor with shiplap instead of render. <b>NO OBJECTION.</b></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
95/2017	<p><u>Trelights Village Green (TVG)</u> – Minute 82f/2017 refers. Representatives from the TVG will attend the meeting to be held on 12<sup>th</sup> June, to consider any measure to alleviate the wet ground condition.</p> <p>Mrs Andrews had advised their annual table top sale and coffee morning will be held on Saturday, 27<sup>th</sup> May 2017 on the Village Green.</p> <p>The Clerk had signed the agreement to purchase the Trelights 'Phone Kiosk (01208-880346), to enable local residents to utilise it to house their defibrillator. Cllr. Raynor to inform Mr Keith Wilmott.</p>	<p>Cllr. Raynor</p>
96/2017	<p><u>Grass Area, above Port Gaverne Beach</u> – Members pointed out the land is owned by the National Trust. No further action.</p>	
97/2017	<p><u>New Road WC / Shop</u> –</p> <p>a. <i>Building Works</i> – Members received the following updates:</p> <p>i. The extra steps and railings are installed.</p> <p>ii. Cllr. Raynor had spoken to Ward Williams regarding installation of the cill around the doors.</p> <p>He had spoken to Ward Williams and told them that as far as the PC is concerned the work is completed. Building Control will now be asked to sign off the works.</p> <p>iii. A site meeting had been held with representatives from CC and Biffa. The bins were empty at the time and Members believed they had not been used, even over Easter. After much discussion, it was <b>AGREED</b> that four bins will be accommodated on PC-owned land by the WCs, for a trial period of 6 months. If the trial is not successful, the bins will revert to their original site. CC are not willing to pay for the fencing. Cllr. Raynor said he will look into the security of the bins, hopefully, a fence might not be necessary.</p> <p>A licence to permit CC to use the land is needed and will apply until 2020. The Clerk to ask Mr Daniel Sproull, solicitor to act for the PC in this matter.</p> <p>b. <i>Shop</i> – Members received the following updates:</p> <p>i. <u>Provision of PO Services</u> – Cllr. Coles referred to the St Tudy Community Post Office. In the future, it might be possible to co-operate with them to provide a PO facility, but not at present.</p> <p>ii. <u>Draft lease</u> – Cllr. Coles suggested letting the shop now, with the proviso that it is the ultimate aim to have a Post Office facility on the premise.</p> <p>It was <b>AGREED</b> the lease should be for 3 years, with an expectation that a PO facility would eventually be provided on the site for a maximum of 12 hours per week.</p> <p>The Clerk to contact Mr Phil Tidey and Mr Kevin McCormick and establish if they are willing to proceed on this basis.</p> <p>c. <i>New Road WC</i></p> <p>i. <u>Keysafe</u> – it was <b>RESOLVED</b> to ask Mr Burnard to install a key safe.</p>	<p>Cllr. Raynor</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr. Raynor</p>

98/2017	<p><u>Playing Field</u> –</p> <p>a. <i>Toilets / Kiosk / Shelter</i> – Minute AC04a/2017 refers. It was <b>AGREED</b> Cllr. Raynor will provide the rough plan to Mr Tony Jeal, architect, to move this project on. Further discussion was deferred to the Main Council meeting in June.</p> <p>b. <i>H&amp;S Inspections</i> – the latest operational inspection record for the play equipment was dated February. The Clerk to remind Cormac.</p> <p>The annual RoSPA inspection report of the play equipment was circulated via email. A copy had been sent to Mr Phil Burnard.</p>	<p>Cllr. Raynor / Clerk</p> <p>Clerk</p>
99/2017	<u>Cemetery</u> – no issues.	
100/2017	<p><u>Public Rights of Way (PROW)</u> –</p> <p>a. <i>Missing Bench</i> – the old bench (at the top of the hill past Fern cottage) is to be repaired and replaced at a ceremony in July.</p> <p>b. <i>Bench Policy</i> – Mr Daniel Sproull, solicitor advised that he cannot see that the Council has any right to authorise, maintain or otherwise deal with any bench on any property which is not owned by it, unless the landowner agrees. It was <b>RESOLVED</b> to amend the Bench Policy clarify that it applies to our land only.</p> <p>Cllr. Coles reported the following seats have ‘St Endellion PC’ carved on the back of the bench: 23 and 24. Seat No.21 has ‘Parish Council’ carved on the back. The following seats have nothing carved or attached to the back of the bench:10 16 22 25 26 and 36. He had provided a map with the benches marked on it, but the ownership is rarely clear.</p> <p>As a bench becomes in need of repair, the owner / landowner to be advised of their responsibility. Cllr. Collings said some benches are on strategically more important locations than others and he believed the PC should consider maintaining these.</p> <p>c. <i>Any Other Issues</i> –</p>	Clerk
101/2017	<p><u>Car Park Matters</u> –</p> <p>a. <i>Winter Storage</i> – Minute 57a/2017 refers. There had been no word from Mr Tom Brown regarding the views of the Port Isaac Fishermen’s Association i.r.o. dates and insurance. No further action until the views of the PIFA is known.</p>	Clerk
102/2017	<p><u>Financial Matters</u> –</p> <p>a. <i>Bank Accounts</i> – currently there is £166K in the current account. It was <b>AGREED</b> to transfer £100K into the savings accounts.</p> <p>b. <i>Insurance Policy</i> – Members <b>RESOLVED</b> to renew their insurance policy with Inspire / AXA for a period of three years to take advantage of a 5% discount.</p>	<p>Cllrs. Raynor / Coles</p> <p>Clerk</p>
103/2017	<u>Secondary Council Meeting</u> – it was <b>RESOLVED</b> to hold the Secondary Council Meeting on the 4 <sup>th</sup> Monday of each month @ 7pm.	
104/2017	<p><u>Information Only / Future Agenda Items</u> –</p> <p>a. <i>Notice Boards</i> – Members <b>AGREED</b> to a plan drawn by Mrs Littlechild, to improve the use of the notice board.</p> <p>b. <i>Clerk’s Leave</i> – 25<sup>th</sup> May to 4<sup>th</sup> June 2017.</p>	
105/2017	<u>Date of Next Meeting</u> – 12 <sup>th</sup> June 2017.	
106/2017	<u>Meeting Closed</u> – 20.02pm.	

Signature: ..... (Cllr. Raynor)  
Chairman

Date: 12<sup>th</sup> June 2017