



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE SECONDARY COUNCIL MEETING
HELD IN PORT ISAAC SCHOOL
MONDAY, 26th JUNE 2017 @ 7pm**

Present:	Cllr. Raynor (Chairman) Cllr. Collings Cllr. Williams	Cllr. Cleave Cllr. Dawe	Cllr. Coles (Vice Chairman) Cllr. Penny (CC/PC) Mrs Thompson (Clerk)
Minute	AGENDA ITEMS		Action
	<p><u>Chairman's Welcome and Public Forum</u> – the Chairman welcomed those present and advised them of exits, local hazards, location of WCs, etc.</p> <p>Mrs Barbara Bell spoke to Members in support of the catering application for the car park. (Minute 132b/2017 refers.)</p>		
124/2017	<p><u>Acceptance of Office</u> –</p> <p>a. <i>Members</i> – Cllr. Dawe signed his form in the presence of the Clerk.</p>		
125/2017	<p><u>Apologies for Absence</u> – Cllrs. Bell, McCormick, Phelps and Webster (all with personal commitments) and County Cllr. Mould.</p>		
126/2017	<p><u>Members' Declarations</u> –</p> <p>a. <i>Registerable Declarations of Interests</i> – none.</p> <p>b. <i>Non-registerable interest</i> – none.</p> <p>c. <i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds.</p> <p>d. <i>Dispensations</i> – none.</p>		
127/2017	<p><u>New Road WC / Shop</u> –</p> <p>a. <i>Building Works</i> – Members received an update on the following:</p> <p>i. Extra steps and railings now completed.</p> <p>ii. The security fixings had been put in place. Cllr. Raynor had spoken to Ms Donna Latham, CC and advised her that the space is ready for the bins to be re-sited.</p> <p>A formal agreement for CC's use of this space to be drawn up after the 6-month trial period. Cllr. Raynor had told Ms Latham of this.</p> <p>iii. Cllr. Raynor had asked Mr Robert Portman, WWA to ensure a cill had been built around the doors. It had been identified the electricity supply and fire proofing needs to be signed off by SWBM.</p> <p>iv. There had been problems with the WC doors, and these appear to have been rectified.</p> <p>b. <i>Shop</i> – Members received an update i.r.o.:</p> <p>i. <u>Draft lease</u> – Mr Phil Tidey had agreed to proceed with the acquisition of the shop and Mr Sproull had drawn up the lease. The wording of which was AGREED.</p>		

	<p>A number of queries had been raised:</p> <ul style="list-style-type: none"> • <i>Start Date</i> – it was RESOLVED the lease would commence on 1st July. Cllr. Collings said the lease couldn't commence until the building works had been signed off. Cllr. Raynor will chase this urgently. • <i>Landlord's Costs</i> – it was RESOLVED the tenant should be responsible for the legal costs. The Clerk to advise Mr Sproull of the decision. • <i>Site Plan</i> – the area to be included in the lease was AGREED. The Clerk to provide Mr Sproull with a copy of the plan. • <i>Water Supply</i> – Mr Tidey had asked if the water supply had been separated yet, as he will need to take a cold feed through the wall into the shop. His plumber will need to know where to take it from. The Clerk to advise Mr Tidey. • <i>Electricity Supply</i> – Cllr. Raynor explained the electricity to the shop and the toilets each have their own distribution boxes but are fed by one meter. Mr Phil Burnard is a qualified electrician and Cllr. Raynor will speak to him about fitting a meter for the shop. The meter supply needs to be checked every three years. <p>ii. <u>Provision of PO Services</u> – this is included as a clause in the lease.</p> <p>iii. <u>Fire Safety Equipment</u> – the Clerk to advise Mr Tidey this is his responsibility.</p> <p>c. <i>New Road WC</i></p> <p>i. <i>Keysafe</i> – a keystore had been fitted.</p>	<p>Cllr. Raynor</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Information</p>
128/2017	<p><u>Playing Field</u> –</p> <p>a. <i>Toilets / Kiosk / Shelter</i> – Minute 115a/2017 refers. Cllr. Raynor had met with Mr Jeal, architect. His advice was that initially a Topographical Survey needed to be conducted of the site. This will pick up key features in and around the vicinity of the proposal and will be imperative in determining finish levels. He normally uses Alpha Land Surveyors for this work. They have suggested that their fee to conduct a Topographical Survey would be £400 (no VAT, as they are not registered).</p> <p>Mr Jeal would expect his fees to be £1,560, again no VAT charged. His service would include:</p> <ul style="list-style-type: none"> • Liaise with Topographical Surveyor and instruct, complete, site, • Location, floor and elevation plans for the proposal. Amend where required. • Submit a Planning Application on behalf of the St Endellion Parish Council and act as your agent throughout the process. <p>It was RESOLVED to accept the quotations. The Clerk to issue a purchase order.</p> <p>NOTE – Ward Williams Associates had previously provided detailed build costings based on the plan.</p> <p>NOTE – a complaint had been received that people are using the field as a toilet. This would be resolved once the WC was installed.</p> <p>b. <i>Play Equipment</i> – the Clerk reported no update had been received.</p> <p>c. <i>H&S Inspections</i> – Minute AC51c/2016 refers. A copy of Cormac's operational inspection records for the play equipment from Cormac had been sent to Mr Phil Burnard.</p> <p>Ms Sandra Crawford, Cormac apologised that she was unable to locate the inspection report for April 2017, and will arrange a credit for this. She had also arranged for another inspector to do the site and promised this problem will not occur again.</p> <p>Members felt the Clerk's contact details should be clearly visible on the playing field.</p> <p>Mr Dawe had cut and removed the grass from the lower field.</p>	<p>Clerk</p> <p>Clerk</p>

	<p>d. <i>Fencing</i> – Minute 111a/2017 refers. Members considered a complaint about damage to the fencing in the playing field and that of a neighbouring property. A sign warning acts of vandalism will be prosecuted to be placed.</p>	Cllr. Raynor
129/2017	<p><u>Public Conveniences</u> –</p> <p>a. <i>New Road WCs</i> –</p> <p>i. <u>Daily Checks</u> – Members considered a proposal to have daily checks carried out to flag up issues, e.g. problems with the Pay As You Enter doors. It was thought this would not be an issue when the shop was let. No further action at this stage.</p> <p>ii. <u>Any other issues</u> – none.</p> <p>b. <i>Roscarrock WCs</i> – discussion on the future provision of these public toilets was deferred to the October meeting. Minute 129b/2017 refers.</p>	Clerk
130/2017	<p><u>Cemetery</u> –</p> <p>a. <i>Any issues</i> – Cllr. Raynor reported that Mr Ian Sandbrook had indicated the field behind The Rectory had dried out and consideration is being given to moving the St Endellion car park to this location.</p>	
131/2017	<p><u>Public Rights of Way (PROW)</u> –</p> <p>a. <i>Benches on CC Land</i> – Minute 116b/2017 refers. The Clerk reported it was unlikely that CC has a list of benches on its land, but she is still pursuing this point.</p> <p>b. <i>Cutting Regime</i> – Minute 118c/2017 refers. A1 Trees and Grounds Ltd. had undertaken to prioritise cutting the path by the Co-op and to check the cliff path. Street cleaning team to be asked to pick up the debris. The Clerk to ask the Co-op if they could install a ‘closed’ bin to help prevent rubbish being blown from the open top bin currently on site.</p> <p>The Clerk understood the PROW cutting was completed, but Members said this was not so and cited the Trewetha to Port Gaverne path and The Main as examples. The Clerk to speak to A1 Tree Surgery Ltd.</p> <p>A complaint had been received about the coast path from Lower Hendra Farm to Port Gaverne. This is not in St Endellion’s area.</p> <p>c. <i>Any Other Issues</i> – none.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
132/2017	<p><u>Car Park Matters</u> –</p> <p>a. <i>Charging Policy for Motor Bikes</i> – Cllr. Coles explained the question of a charging policy for motor bikes had arisen because of a complaint that a group of motor cyclists had parked within one bay and purchased a single parking ticket. All but one of the bikes had then been issued with penalty notice. It was RESOLVED motor bikes can park free of charge, providing they are parked in the overflow car park. The Clerk to ask AS Parking to update the signage and waive the outstanding charge.</p> <p>b. <i>Catering Van</i> – it was RESOLVED to grant permission to Ms Sharon Richards to site a food beverage van on the car park or a 3-month trial period. The van to be parked on the hard standing next to the play area. Ms Richards will provide a portaloos that will also be available to the public. In lieu of this, no charge to be made for the trial period. The Clerk to advise the applicant and AS Parking.</p> <p>c. <i>Car Park Ticket Machines</i> – Ms Lynne Calder, Calebriparc advised their Service Manager is seeking a solution to ensure that once the old-style pound coins had been withdrawn they will no longer be accepted in the ticket machines.</p>	<p>Clerk</p> <p>Clerk</p>
133/2017	<p><u>Financial Matters</u> –</p> <p>a. <i>2016/17 Accounts</i> – Members considered in detail the Internal Auditor’s Report and the Clerk’s response.</p> <p>i. <u>Financial Regulations</u> – it was RESOLVED to adopt the Model Regulations. The figures on the current regulations to be incorporated into the new.</p>	Clerk

	<p>ii. <u>Risk Management</u> – the Clerk had obtained a copy of a checklist of the application of internal controls used by another PC, but this was deemed to exceed the needs of St Endellion PC. NFA.</p> <p>iii. <u>Banking</u> – Members considered ‘spreading’ its cash holdings in order to take advantage of the FSCS £85K cash protection scheme, but felt the risk was small. Defer to receipt of the External Auditor’s Report.</p> <p>iv. <u>Transparency Code</u> – Clerk’s report previously circulated via email.</p> <ul style="list-style-type: none"> • <i>Procurement Information</i> – Members to comply with the recommendations when tendering in the future. • <i>Local Authority Land</i> – details to be published annually. • <i>Parking Account</i> – details to be published at year-end. • <i>Parking Spaces</i> – details to be published annually, in conjunction with Parking Account above. <p>The following items are for information only:</p> <p>v. <u>Purchase Orders</u> – these will be issued in future, where appropriate.</p> <p>vi. <u>Risk Management</u> – Procedure Notes had been / to be written by the Clerk to cover the following:</p> <ul style="list-style-type: none"> • <i>How to Deal with The Accounts</i> – copy on file. • <i>VAT Returns</i> – to be written. • <i>Meetings</i> – agendas, minutes, copy on file, • <i>Planning</i> – to be written by the Clerk and Cllr. Williams. <p>NOTE – Grant Thornton had requested additional information, which the Clerk had provided.</p>	Clerk
134/2017	<u>Notice Boards</u> – the notice board in Trelights is full of advertising and has none of the current updates or minutes. The lock to be changed, if possible, and a set of keys to be supplied to Cllr. McCormick. The one in Fore Street doesn’t have any minutes either, but carries all the new stuff. The notice board in the car park to be added to the list to be maintained.	Cllr. Raynor Clerk
135/2017	<u>PA17/03466, Land to the S of Silvershell View, Port Isaac</u> – proposed new single storey dwelling. Members had supported this application on a vote of 4 against and 5 in favour. The case officer, Mr Mark Wigley, had agreed to take this to CC’s Planning Committee meeting on 17 th July 2017, but had requested “the planning reason(s) the PC are calling for it to Committee”. The Clerk to advise that in addition to supporting the application as it would provide housing for a local family, Members believe the land to be a brown field site, and they prefer ad hoc new dwellings (rather than an estate to bring the new housing numbers up). They also point out the houses in Silvershell View already dominate the view from the AONB and this proposal is not so prominent. Cllr. Penny will represent the PC at the meeting.	Clerk
136/2017	<u>Secondary Council Meeting</u> – in future these meetings will be held on the 4 th Monday of each month.	Information
137/2017	<u>Date of Next Meeting</u> – Full Council meeting on 10 th July 2017; Secondary Council Meeting on 24 th July 2017.	
138/2017	<u>Meeting Closed</u> – 20.05 pm.	

Signature: (Cllr. Raynor)
Chairman

Date: 10th July 2017