



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE SECONDARY COUNCIL MEETING
HELD IN PORT ISAAC SCHOOL
MONDAY, 25th SEPTEMBER 2017 @ 7pm**

Present:	Cllr. Raynor (Chairman) Cllr. Dawe Cllr. Webster	Cllr. Coles (Vice Chairman) Cllr. Penny Cllr. Williams	Cllr. Collings Cllr. Phelps Mrs Thompson (Clerk)
Minute	AGENDA ITEMS		Action
	<u>Chairman's Welcome and Public Forum</u> – the Chairman welcomed those present and advised of exits, local hazards, location of WCs, etc.		
191/2017	<u>Apologies for Absence</u> – Cllrs. Bell and Cleave; and County Cllr. Mould.		
192/2017	<u>Members' Declarations</u> – a. <i>Registerable Declarations of Interests</i> – none. b. <i>Non-registerable interest</i> – none. c. <i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds. d. <i>Dispensations</i> – none.		
193/2017	<u>New Road Premises</u> – a. <i>Bin Storage Area</i> – Minute 154a/2017. The Clerk reported both she and Mr Daniel Sproull had repeatedly asked CC for a response to queries i.r.o. a licence, requested by CC, to store their bins on site. b. <i>Shop</i> – 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. Noted Mr Tidey had opted for 4G mobile Broadband. The Clerk to obtain a quotation.		Clerk
194/2017	<u>Playing Field</u> – a. <i>Toilets / Kiosk / Shelter</i> – Minute 155a/2017 refers. Cllr. Raynor showed the draft plans. Members felt fewer toilets would suffice. Cllr. Williams read an email from Mr Julian Harris and he had made suggestions to reduce the overall budget. He pointed out a separate unit for a cafe had added approximately 30% to the build cost. Slate and stone are expensive options for roof and wall coverings. The overall budget indicates a £2,469 / M2 which is the kind of figure he would expect to see for a high end domestic property. He suggested a few separate sketches be produced by the PC's designer to which costs could be attached. He would be happy to cost these options for the council. Mr Harris advised another option would be a unit delivered to site purpose built by a specialist provider. There was general approval for this option. Cllr. Raynor said he had asked Mr Tony Jeal for drainage costings.		

	<p>Cllrs. Williams and Phelps were not in favour of a café area, but Cllrs. Penny and Collings felt it was a potential source of income.</p> <p>Cllr. Coles was in general favour of a purpose built 'ready-made' unit. He reminded members of the school's need for an outdoor classroom.</p> <p>Cllr. Penny said he would like to proceed with a toilet block now, but the building to be such that extras could be added at a later date, e.g. a café. Cllrs. Dawe, Webster and Williams were in favour of this approach.</p> <p>Cllr. Collings reminded Members it had already been agreed that work on the drainage works would begin this year.</p> <p>Cllr. Phelps was not in favour of a commercial café, but he liked the idea of a kitchen facility for the use of local organisations.</p> <p>The Clerk reminded Members they must abide by their Financial Regulations when issuing a contract. It was AGREED that a Project Manager would be needed and as this is a specialist service and also because Members had been pleased with the way Ms Emily Hayden of Ward Williams had managed the New Road Shop/WC scheme, it was AGREED to appoint her as Project Manager for this scheme.</p> <p>Cllr. Williams to approach some turnkey solution companies.</p> <p>b. <i>Play Equipment</i> – Cllr. Webster reported there had been a problem with the wrong email address being used. She now has a grant application form to complete.</p> <p>c. <i>H&S Inspections</i> – Members considered the operational inspection records for the play equipment from Cormac. A copy had been sent to Mr Phil Burnard.</p> <p>d. <i>Playing Field Association</i> – Cllr. Williams proposed creating an organisation to manage the playing field. She said this could simply funding applications. It was felt preferable to keep it 'in-house' for the time being.</p>	<p>Cllr. Williams</p> <p>Cllr. Webster</p>
<p>195/2017</p>	<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 RESOLVED to affix the sign to the bus shelter indicating the way to the New Road WC. Further consideration to be given in the future to provision of a fingerpost.</p> <p>ii. <u>Compliance Testing</u> – Ms Sonia Armstrong, Cormac advised the Legionella testing forms part of their service charge. They are not able to provide Legionella testing as a standalone service. She can provide contact details for their training provider. The Clerk to request the results of the tests and query the frequency testing is carried out.</p> <p>Cllr. Raynor reported Ward Williams has a meeting arranged with SWBM to deal with the outstanding snagging list.</p> <p>iii. <u>Any Other Issues</u> – none.</p> <p>b. <i>Roscarrock WCs</i> – Minute 156b/2017 refers. The quarterly report had been requested from Ms Alison Dymond, CC.</p> <p>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"> • CORMAC to instruct cleansing staff to work to the agreed contract specification for cleansing and monitor. • 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"> ▪ New Rd, Port Issac – 23rd August 2017 ▪ Roscarrock – 25th August 2017 • Contact email address and out of hours numbers to be circulated. Ms Celia Jenner provided this information: Public Conveniences – Central email and phone number: Cleaningservices@cormacltd.co.uk; 01872 	<p>Cllr. Raynor</p> <p>Clerk</p>

	<p>324100. The Clerk advised this is not the out-of-hours number that was promised, it seems more like the switchboard.</p> <ul style="list-style-type: none"> 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. Address the wedging open of doors with CORMAC staff and others i.e. BIFFA. Check list to be prepared for Cleansing team. Copy received. The Clerk to send a copy to Cllr. Webster. Joint Inspection to be arrange with CORMAC/CC/PC/Local Member. Currently being arranged and likely to be on 4th October 2017. Set up review meeting in September. Currently being arranged and likely to be on 4th October 2017. 	Clerk
196/2017	<p><u>Cemetery</u> -</p> <p>a. <i>Any Issues</i> - none.</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. Previously circulated via email.</p> <p>b. <i>New Bench</i> - Members considered an offer to donate a memorial bench, but it was felt there is no available space on PC-owned land.</p> <p>c. <i>PROW 537/15/1</i> - it was RESOLVED to add this path to the cutting schedule. The Clerk to inform A1 Tree Surgery and add to the tender documents.</p> <p>d. <i>Any Other Issues</i> - none.</p>	Cllr. Raynor Clerk
198/2017	<p><u>Car Park Matters</u> -</p> <p>a. <i>Parking on Grass Areas</i> - Members felt there were sufficient notices and did not consider any additional preventative measures to stop motorists parking on the grass, was needed.</p> <p>It was RESOLVED to lay mesh and gravel chippings on the area at the end of the overflow car park, to facilitate vehicles turning.</p> <p>b. <i>New Pound Coins</i> - it was RESOLVED to accept 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> - it was RESOLVED to remove the rabbit guards. The trees to be trimmed, where needed. Cllr. Williams will organise a working party.</p>	Cllr. Raynor Clerk Cllr. Williams
199/2017	<p><u>Facebook Page</u> - Minute 155d/2017 refers. Cllr. Penny has set up a Facebook page for the PC. He invited Members' comments.</p> <p>Cllr. Penny said he had moved the filing cabinets, and queried how much needed to be kept. The Clerk to provide Members with a copy of the Retention and Destruction guidance notes. An invoice will be provided for the storage costs</p>	Clerk
200/2017	<p><u>Financial Matters</u> -</p> <p>a. <i>Banking Charges</i> - Minute 162c/2017. The Clerk reported there is a monthly charge of £6.50 (£78 p.a.) and each cheque incurs a charge of 65p. Based on the number of cheques issued this would have cost £145 in 2016/17 and £185 in 2015/16. It was AGREED to take no further action.</p> <p>b. <i>Risk Assessments</i> - it was RESOLVED to adopt individual risk assessments for:</p> <ol style="list-style-type: none"> St Endellion Cemetery - PC owned section only. New Road WCs. Playing Field. Trelights Village Green. 	

	<ul style="list-style-type: none"> v. The Main, including the Slate Quay – amended version. vi. Car Park. <p>c. <i>Internal Auditor</i> – an interim audit check would be carried out by Mr Hudson in October. Noted the Internal Auditor had provided a copy of his insurance certificate.</p> <p>d. <i>Christmas Lights</i> – it was RESOLVED to make a donation of £500 towards the lights.</p>	Clerk
201/2017	<u>Cornwall Rural Housing Assoc. AGM</u> – Friday, 29 th September 2017, 10.45am at The Pavilion Centre, Royal Cornwall Showground.	
202/2017	<p><u>Date of Next Meeting</u> –</p> <ul style="list-style-type: none"> a. <i>Full Council meeting</i> – 9th October 2017. b. <i>Secondary Council Meeting</i> – 23rd October 2017. c. <i>Coastal Communities Meeting</i> – Cllr. Bell was no longer able to attend the meeting scheduled for 10th October 2017. It was not possible to arrange a replacement venue. The Clerk to advise Cllr. Bell and Mr Sutton. 	Clerk
203/2017	<u>Closed Session</u> – 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.	
204/2017	<p><u>The Main Car Park</u> – Members considered:</p> <ul style="list-style-type: none"> a. <i>Fence</i> – quotation to erect a fence around the soakaway area in the overspill car park. Superseded by Minute 198a/2017 above. b. <i>Car Park Machine</i> – Minute 185j/2017 refers. A quotation for a new solar powered machine had been obtained from Cale Briparc. The Clerk to request the price of one connected to an electricity supply. 	Clerk
205/2017	<u>Meeting Closed</u> – 20.23pm.	

Signature: (Cllr. Raynor)
Chairman

Date: 9th October 2017