



**MINUTES OF THE SECONDARY COUNCIL MEETING
HELD IN PORT ISAAC SCHOOL
MONDAY, 27th NOVEMBER 2017 @ 7pm**

Present:	Cllr. Raynor (Chairman) Cllr. Collings Cllr. Webster	Cllr. Bell Cllr. Kirkman Cllr. Williams	Cllr. Coles (Vice Chairman) Cllr. Penny Mrs Thompson (Clerk)
Minute	AGENDA ITEMS		Action
	<p><u>Chairman's Welcome and Public Forum</u> – the Chairman welcomed those present and advised of exits, local hazards, location of WCs, etc.</p> <p>Miss Reeve Massey spoke to her request to run a commercial catering facility on the car park. She envisaged running it from February/March through to October. Cllr. Williams said she would like to see a waste management plan for the project. Ms Massey said she intended to take the waste home for disposal by a commercial firm. Power would be calor gas.</p>		
234/2017	<p><u>Apologies for Absence</u> – County Cllr. Mould and Dawe. Cllrs. Cleave, and Phelps were not present.</p>		
235/2017	<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. Members to consider any requests for dispensations.</p>		
236/2017	<p><u>New Road Premises</u> –</p> <p>a. <i>Bin Storage Area</i> – Minute 154a/2017. Cllr. Raynor reminded Members this had been deferred to the January Secondary meeting.</p> <p>b. <i>Shop</i> –</p> <p>i. <u>BT 'Phone Line</u> – BT had been asked for a quotation to install a 'phone line and require two Members on whom they can carry out a credit check. Cllrs. Coles and Raynor were willing to act in this capacity.</p>		Clerk
237/2017	<p><u>Playing Field</u> –</p> <p>a. <i>Toilets / Kiosk / Shelter</i> – Minute 228c/2017 refers.</p> <p>i. Cllr. Bell wanted to see a proper cost estimate for a block built structure, rather than a prefabricated building. Cllr. Raynor will circulate the costings for a block built building that had been provided by WWA.</p> <p>Cllr Williams had established costing for groundworks, services connection, slab & tails: £34,995.16. A soakaway for surface drainage adds a further £2,000. Reference sewer connection at Hillson's Close, we are advised road closure is not required relieving the necessity for a 12 week consultation period.</p>		Cllr. Raynor

	<p>Connection via a Y junction at the Playing Field hard standing and trenching further down the road would add £7,000 to the cost.</p> <p>Cllr. Bell said he was uneasy about the way this project was going. He wanted to see like-for-like costings for a conventional building and a pre-fabricated building. He reminded Members that at the last meeting it had been agreed to progress with getting the services in place during the winter. Cllr. Raynor said this is in hand but we needed to determine which connection was optimal.</p> <p>Cllr. Bell was AUTHORISED to obtain a quote for a conventional building for three toilets plus a disabled WC, shelter and kiosk for two toilets WC version. He will discuss this with Mr Tony Jeal. Cllr. Williams had obtained two comparative turnkey solution quotations as requested.</p> <p>ii. Questions raised by Western Power will be dealt with by Ward Williams Associates (WWA).</p> <p>iii. <i>PA17/09923, Car Park, Trewetha Lane, Port Isaac</i> – outline planning for the erection of a building containing public toilets and kiosk with all matters reserved.</p> <p>Noted delegated authority given to Cllrs. Coles and Raynor to progress with the installation of the services, i.e. drainage, water, power, etc.</p> <p>b. <i>Play Equipment</i> – Cllr. Webster reported she had spoken to the grant consultant. She will establish why there is a fee of £500. The next step is to complete the grant application forms.</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 for action.</p>	<p>Cllrs. Bell / Williams</p> <p>Cllr. Webster</p>
238/2017	<p><u>Public Conveniences</u> –</p> <p>a. <u>New Road WCs</u> –</p> <p>i. <u>Compliance Testing</u> – Ms Sonia Armstrong, Cormac advised the following tests needs to be completed:</p> <ul style="list-style-type: none"> • EICR (electrical report) requires annual testing. • Wallgates (if any) require annual servicing. • Legionella Risk Assessments (2 yearly) and sampling (6 monthly). Noted this is currently included in the contract with Cormac. The Clerk to contact Mr Charlie Attwood, Wallgate to establish if legionella testing is needed for their equipment. <p>Ms Armstrong had provided copies of the legionella check records.</p> <p>ii. <u>Snagging List</u> – Cllr. Raynor will arrange access to the building.</p> <p>iii. <u>WC Sign</u> – further consideration to be given to provision of a fingerpost. Members felt a sign could be put on the car park notice board, however, the lock is broken. The clerk to speak to Duchy Locksmith.</p> <p>iv. <u>Cornwall Autistic Partnership</u> – Members considered a request to place a small plaque in the WCs to promote awareness of this cause, but did not feel it appropriate.</p> <p>A decision as to whether to allow a charity to advertise their organisation on the car park notice board was deferred to the January Secondary meeting.</p> <p>v. <u>Any Issues</u> – none.</p> <p>b. <u>Roscarrock WCs</u> – Minute 156b/2017 refers. The Clerk had requested the quarterly report, but this had not yet been received despite a reminder.</p> <p>Members RESOLVED to adopt a proposal to take a 99-year lease on the WCs at a peppercorn rent. Mr Jon James, CC had advised that if Members would like to progress with taking on the management of the facilities he will instruct colleagues in CC’s Property and Legal Services Dept. The lease would apply to the internal area and would be a full repair and maintaining lease.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

239/2017	<p><u>Cemetery</u> –</p> <p>a. <i>Headstone Inspections</i> – Members considered how to deal with this H&S requirement, but felt the cemetery is so new there shouldn't be a problem. The Clerk to approach R.J. Bray and Drew Memorials to establish if this is necessary on a new cemetery.</p> <p>b. <i>Any Issues</i> – none.</p>	Clerk
240/2017	<p><u>Public Rights of Way (PROW)</u> –</p> <p>a. <i>Benches on CC Land</i> – Minute 197a/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. For further consideration in January.</p> <p>Mrs Brent had identified a broken bench, which she would replace at her own expense. The site is not on PC property and Members had no objection to the proposal, but it must be the applicant's responsibility to insure and maintain.</p> <p>b. <i>Any Other Issues</i> – none</p>	Clerk Cllr. Raynor
241/2017	<p><u>Car Park Matters</u> –</p> <p>a. <i>Parking on Grass Areas</i> – no quotation was available to lay the mesh and gravel chippings on the area at the end of the overflow car park, to facilitate vehicles turning. Minute 198a/2017 refers.</p> <p>b. <i>Parking Machines</i> –</p> <p>i. <u>Annual Maintenance Charge</u> – Ms Caroline Wiseman, CaleBriparc had advised the annual maintenance charge will rise from £441.44 per machine to £443.64 per machine.</p> <p>ii. <u>New Car Park Machine</u> – Minute 204b/2017 refers. The cost of a mains terminal is an additional £120.00. The installation of a mains terminal is also usually more expensive as there would need to be an electrician involved in the installation. Deferred until power has been connected for the new WCs.</p> <p>c. <i>Catering Concession</i> – three requests had been received for a catering concession on the car park. Details previously circulated via email. It was RESOLVED to advertise the concession. Cllr. Coles will draw up and circulate draft documentation. An advertisement to be placed in this month's TRIO.</p> <p>d. <i>Fishing Pot Storage</i> – Members considered a request to store pots over winter on the car park, but decided to take no further action. Minute 232a/2017 refers.</p> <p>e. <i>Any Other Issues</i> – it was felt there was insufficient time to offer free car parking on the Trewetha car park for the Christmas Lights switch on. To be reconsidered in September 2018.</p>	Clerk Cllr. Coles Cllr. Williams Clerk
242/2017	<p><u>Financial Matters</u> –</p> <p>a. <i>Internal Interim Audit Response</i> – Members considered the Clerk's response, (copy previously circulated via email). The Clerk to take the following action:</p> <p>i. Standing Orders – RESOLVED to adopt the NALC Model.</p> <p>ii. VAT Procedure Note – the Clerk to write.</p> <p>b. <i>2018/19 Budget</i> – Minute 149d/2017 refers. Draft budget circulated previously. Cllr. Bell left the meeting at this point.</p> <p>Cllr. Coles and the Clerk had produced a draft budget. Some changes were suggested and AGREED. It was RESOLVED to adopt the budget and to set the precept at £28,500 for 2018/19. The minimum reserve level was set at three months normal expenditure, i.e. £39,000. A revised copy will be circulated.</p>	Clerk Clerk Clerk

	<p>c. <i>War Memorial</i> – Ms Pat Pearson, Secretary of St Peter's PCC had emailed to advise it is proposed by the PCC of St Peter's Church Port Isaac to put the Church Rooms up for sale in 2018. This will require the moving of the War Memorial to a suitable site in the village. The PCC therefore requested that the Parish Council set in motion the process to move the said War Memorial. Members are in support of the proposal to move the War Memorial, but felt the expense should be borne by the PCC. Cllr. Raynor will speak to Mrs Pearson.</p>	Cllr. Raynor
243/2017	<p><u>Firework Display</u> – Cllr. Penny reported there had been problems in organising this year's bonfire, in that there were insufficient helpers, both to erect the bonfire and clear the debris afterwards. This had been exacerbated by new rules from our insurance company insisting on unrealistic distances away from spectators, hence the fire below the tide line this year, which now conflicts with the requirements of the National Trust (as landowners).</p> <p>It was RESOLVED to drop the bonfire, but keep the firework display in future years.</p>	
244/2017	<p><u>Date of Next Meeting</u> –</p> <p>a. Full Council meeting – 11th December 2017.</p> <p>b. Secondary Council Meeting – 22nd January 2018.</p> <p>c. <i>Wadebridge & Padstow Community Network Panel Meetings</i> – the next meeting will be held on 30th November, not 7th December as previously reported.</p>	
245/2017	<p><u>Meeting Closed</u> – 21.39pm.</p>	

Signature: (Cllr. Raynor)
Chairman

Date: 11th December 2017