



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE SECONDARY COUNCIL MEETING  
HELD IN PORT ISAAC SCHOOL  
MONDAY, 24<sup>th</sup> APRIL 2018 @ 7pm**

Present:	Cllr. Raynor (Chairman) Cllr. Williams	Cllr. Kirkman	Cllr. Penny Mrs Thompson (Clerk)
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 WC's etc.		
109/2018	<u>Apologies for Absence</u> – Cllrs. Bell, Coles, Collings, Dawe and Webster. County Cllr. Mould. Cllrs. Cleave and Phelps were not present.		
110/2018	<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.		
111/2018	<u>New Road Premises</u> – a. <i>Bin Storage Area</i> – Minute 83a/2018. Mr Daniel Sproull is still waiting to hear from CC i.r.o. a licence to CC to store their bins on site. b. <i>Shop</i> – i. <u>Advertising Signage</u> – Members had monitored the signage over Easter. No further action at this point. ii. <u>Separate Electricity Meter</u> – Mr Phil Burnard had fitted a separate meter. The Clerk advised 2542 units had been used by the shop. It was <b>RESOLVED</b> not to request a contribution towards the Standing Charge, but to request Mr Tidey to contribute £330.46 [2542 at 13p per unit]. Cllr. Raynor will speak to Mr Tidey. c. <i>Any Other Issues</i> – none.		Clerk Cllr. Raynor
112/2018	<u>Playing Field</u> – a. <i>Trewetha Toilets / Shelter</i> – there had been problems registering on Contract Finder, but this is now resolved. Mr Portman, WWA will now upload the tender documents to the website. In view of the delay, it was <b>RESOLVED</b> to allow two weeks for tenders to be received. Cllr. Raynor will explain this to Mr Portman. b. <i>Play Equipment</i> – an installation date for new play equipment is awaited. c. <i>H&amp;S Inspections</i> – Members considered the operational inspection records for the play equipment from Cormac, a copy of which had been sent to Mr Phil Burnard.		Cllr. Raynor

	<p>d. <i>Moles</i> – Mr Cornish had dealt with the moles.</p> <p>e. <i>Any Other Issues</i> – none.</p>	
113/2018	<p><u>Public Conveniences</u> –</p> <p>a. <i>New Road WCs</i> –</p> <p>i. <u>Cleaning Contract</u> – it was <b>RESOLVED</b> to accept the revised SLA for six months to September 2018 at a cost of £2,857.68.</p> <p>ii. <u>Compliance Testing</u> – Members received an update i.r.o.:</p> <ul style="list-style-type: none"> <li>• Mr Steve Hewitt had been asked to carry out an EICR (electrical report) requires annual testing. There had been no response, despite reminders. It was <b>RESOLVED</b> to request Mr Dave Wellington to carry out the test.</li> <li>• Mr Charlie Attwood had been asked to arrange an annual service of the Wallgates. There had been no response, despite reminders. The Clerk to pursue.</li> <li>• Legionella Risk Assessments (2 yearly) and sampling (6 monthly). Covered by the current contract with Cormac.</li> </ul> <p>iii. <u>Snagging List</u> – Cllr. Raynor will ask Mr Wellington to repair the shop water heater.</p> <p>iv. <u>Any Other Issues</u> – two faults had been reported by Cormac:</p> <p>a. The disabled toilet sink is blocked and the toilet backing up. When the toilet is flushed it comes up through the sink and is leaking onto the floor. Cllr. Raynor will speak to Mr Nathan Smith, plumber.</p> <p>b. Mr Burnard had cleared the blockage, caused by someone flushing a whole toilet roll.</p> <p>b. <i>Roscarrock WCs</i> – Mr Daniel Sproull advised he had put the idea of a break clause to CC. Unfortunately, the person who was previously dealing with the matter at CC had now left and he awaits hearing from his replacement.</p> <p>c. <i>Fish Cellars WCs, Port Gaverne</i> – the National Trust propose closing the WCs. They will be seeking an alternative use for the building. Members were deeply disappointed at this proposal. The Clerk to request the Trust holds a meeting with interested parties [Port Gaverne Hotel, Rock Tours and the Fishermen's Association]. Details previously circulated via email.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr. Raynor</p> <p>Clerk</p>
114/2018	<p><u>Cemetery</u> –</p> <p>a. <i>Any Issues</i> – none.</p>	
115/2018	<p><u>Public Rights of Way (PROW)</u> –</p> <p>a. <i>Waymarkers</i> – Members to consider a proposal to make an inventory of waymarkers. Deferred to the next Secondary meeting.</p> <p>b. <i>Any Other Issues</i> –</p>	<p>Clerk</p>
116/2018	<p><u>Car Park Matters</u> –</p> <p>a. <i>Catering Concession</i> – Members received a verbal report:</p> <p>i. <u>Provision of a Portaloo</u> – requirement of the lease, but NFA at this time</p> <p>ii. <u>Generator</u> – a complaint had been received from a neighbour about the noise from the generator. This had now been moved and the noise much reduced. NFA.</p> <p>b. <i>Car Park Barrier</i> – Cllr. Williams to ask Mr Julian Harris to re-concrete the barrier.</p> <p>c. <i>Any Other Issues</i> –</p> <p>i. <i>Port Isaac Mobile Post Office</i> – will operate from the overflow section of Main Car Park. Opening times Wednesday, 12.30-13.30. The Clerk to advise AS Parking.</p>	<p>Cllr. Williams</p> <p>Clerk</p>

117/2018	<p><u>Land Registration</u> –</p> <p>a. <i>Trelights Village Green</i> – in order to provide a Statutory Declaration, Mr Sproull had requested more information about the PC's "ownership". Cllr. Raynor to speak to Cllr. Phelps i.r.o. the following questions. The Clerk to then respond to Mr Sproull.</p> <ul style="list-style-type: none"> <li>i. How long has the PC maintained the village green?</li> <li>ii. Have Members ever had any correspondence from anyone claiming an alternative right to it?</li> <li>iii. Members felt Cllr. Phelps was the most suitable person to swear the Statutory Declaration as he has the longest personal knowledge of the history of the village green.</li> <li>iv. Members <b>AUTHORISED</b> a search to see if the land is a registered common at a cost of approx. £17.50.</li> </ul> <p>b. <i>The Main</i> – Mr Sproull advised "We have had this 'on our books' for some while". He will speak to Cllr. Bell.</p> <p>c. <i>Playing Field</i> – this is all registered. Land Registry numbers to follow. The Clerk to remind Mr Sproull.</p> <p>d. <i>Bus Shelter</i> – the land is registered to Porthilly Properties. When they purchased it they were made aware of the existence of the shelter and the transfer was subject to "any rights the Parish Council may have in connection with the continued and operation of the public bus shelter". Mr Sproull had approached Porthilly Properties who are prepared to gift the land to the Parish. They would not wish the use to alter or the structure to change and would like to retain a covenant on that basis. They also state that if the bus shelter is for any reason no longer required by the village (in that position or if it is being moved elsewhere), then the land would be legally transferred back, free of all charges and costs, to whoever owns the land that it is currently part of. It was <b>RESOLVED</b> to accept these terms. Mr Sproull to draw up a draft transfer, the Parish Council to pay the costs.</p> <p>Cllr. Raynor reported that Mrs Pearson had written an article about the War Memorial for TRIO.</p>	<p>Cllr. Raynor / Clerk</p> <p>Clerk</p> <p>Clerk</p>
118/2018	<p><u>Financial Matters</u> –</p> <p>a. <i>Internal Audit</i> – the Clerk reported she would be meeting with the Auditor on her return from leave.</p>	
119/2018	<p><u>Egloshayle, St Breock &amp; Wadebridge Neighbourhood Plan</u> – Minute 100e/2018 refers. Members to view the plan and respond to issues impacting on residents of St Endellion. See: <a href="http://www.wadebridge-tc.gov.uk/nhp.html">http://www.wadebridge-tc.gov.uk/nhp.html</a>. Deferred from the April Full Council meeting.</p>	
120/2018	<p><u>Date of Next Meeting</u> –</p> <p>a. <i>Full Council meeting</i> – 14<sup>th</sup> May 2018.</p> <p>b. <i>Secondary Council Meeting</i> – Tuesday, 29<sup>th</sup> May 2018. The Clerk gave her apologies, she is unable to attend on the Tuesday. It was <b>AGREED</b> the meeting would be cancelled, if the items for discussion permitted this.</p>	Clerk
121/2018	<p><u>PA17/11992, Merrywood, Trelights</u> – new documents had been added to the application for the two dwellings in Merrywood Garden and Members were happy with the changes. It was <b>RESOLVED</b> to withdraw Members' previous objections.</p>	Clerk
122/2018	<p><u>Meeting Closed</u> – 19.47pm.</p>	

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

Date: 14<sup>th</sup> May 2018