



**MINUTES OF THE SECONDARY COUNCIL MEETING  
HELD IN PORT ISAAC SCHOOL  
MONDAY, 23<sup>rd</sup> JULY 2018 @ 7pm**

Present:	Cllr. Raynor (Chairman) Cllr. Penny Cllr. Williams	Cllr. Coles (Vice Chairman) Cllr. Phelps	Cllr. Kirkman Cllr. Webster 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.		
173/2018	<u>Apologies for Absence</u> – Cllrs. Bell and Collings; County Cllr. Mould. Cllrs. Cleave and Dawe were not present.		
174/2018	<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.		
175/2018	<u>New Road Premises</u> – a. <i>Waste Storage Licence</i> – Minute 167c/2018 refers. Members considered granting a further licence (either fixed term or rolling) at the end of the proposed 3-year term and <b>RESOLVED</b> to advise CC they will consider the matter at the time. The Clerk to advise Mr Daniel Sproull. b. <i>Shop</i> – there were no issues. c. <i>Any Other Issues</i> – none.	Clerk	
176/2018	<u>Playing Field</u> – a. <i>The Main Toilets / Shelter</i> – Mr Julian Harris had reported that all services had been requested and quotations are awaited. b. <i>Play Equipment</i> – Schoolscapes had been asked to install the new piece of play equipment at the beginning of October prior to half-term. c. <i>H&amp;S Inspections</i> – Members considered: i. The operational inspection records for the play equipment from Cormac. Mr Burnard to be asked to replace the catch on the gate. Provision of a new fence to be considered when the new toilet block had been installed. ii. RoSPA Annual Report – previously circulated via email. Copies of both reports had been sent to Mr Phil Burnard. d. <i>Any Other Issues</i> – none.	Clerk Clerk	

177/2018	<p><u>Public Conveniences</u> –</p> <p>a. <i>New Road WCs</i> –</p> <p>i. <u>Compliance Testing</u> – Members received updates i.r.o.:</p> <ul style="list-style-type: none"> <li>• Mr Dave Wellington had carried out an EICR (electrical report). Copy of the report was made available at the meeting.</li> <li>• The Sales Team at Wallgate are arranging an annual service of the Wallgates.</li> <li>• Legionella Risk Assessments (2 yearly) and sampling (6 monthly). Covered by the current contract with Cormac.</li> </ul> <p>ii. <u>Snagging List</u> – repairs to the shop water heater were not needed.</p> <p>iii. <u>Any Other Issues</u> – none.</p> <p>b. <i>Roscarrock WCs</i> – Mr Daniel Sproull had provided the results of the various property searches, which had previously been circulated via email. CC had confirmed the Landlord will be responsible for the repair of the roof, foundations and structure of the property. Planning permission had been requested as required by the PC's solicitors and confirmation is awaited as to whether there is an asbestos survey and a fire risk assessment in place. The proposed 99-year lease can then proceed.</p> <p>The Clerk had requested Mr Mike Beckett, CC to provide the quarterly report on the WCs: takings on PAYE doors, running costs, etc.</p> <p>c. <i>Fish Cellars WCs, Port Gaverne</i> – Minute 163a/2018 refers. Members <b>RESOLVED</b> to acquire a short-term licence from the National Trust to enable the PC to run the toilets until 31<sup>st</sup> October 2018.</p> <p>Minor refurbishment was needed, i.e. new toilet roll holder, handrail and repainting. Cleaning would be covered by a local business, but the PC would need to cover the cost of electricity and water.</p> <p>Members supported in principle the Trust's planned conversion to a kiosk (retaining a WC as discussed). The Clerk to advise Mr Rich Shirley.</p>	<p>Cllr. Raynor</p> <p>Cllr. Williams</p> <p>Clerk</p>
178/2018	<p><u>Cemetery</u> –</p> <p>a. <i>Grave Alignment</i> – Cllr. Phelps advised space had been left for access by the roadside hedge and would be used for burials plots when the rest of the site was filled.</p> <p>b. <i>Any Issues</i> – none.</p>	
179/2018	<p><u>Public Rights of Way (PROW)</u> –</p> <p>a. <i>Waymarkers</i> – Members considered a proposal to make an inventory of waymarkers. It was <b>RESOLVED</b> the Clerk to approach CC and County Cllr. Mould and the Ramblers Association to see if they could assist.</p> <p>b. <i>Tree Warden</i> – Members were invited to join this scheme run by CC. Cllr. Raynor expressed an interest. Details previously circulated via email.</p> <p>c. <i>Little Hill</i> – Minute 171a/2018 refers. The vegetation had been cut back, but Cllr. Phelps more needed to be cut. Cllr. Raynor will meet with A1 (contractors) to see if this is possible.</p> <p>d. <i>Footpath by the side of the Co-op</i> – A1 had been asked to cut back the brambles on the footpath as they are dangerous.</p> <p>e. <i>Footpath at Gaverne Hill</i> – Highways had been advised the wooden post and rail fence between the footpath at Gaverne Hill and the Cliff, just above bench number 8 halfway up, had rotted at the bottom and is in a precarious state. The Clerk to send a reminder.</p> <p>Cllr. Williams said shrubs around the benches need cutting back. Cllr. Raynor will speak to A1 about this.</p> <p>f. <i>Any Other Issues</i> – Members reported various footpaths that need attention:</p>	<p>Clerk</p> <p>Cllr. Raynor</p> <p>Cllr. Raynor</p> <p>Clerk</p> <p>Cllr. Raynor</p>

	<ul style="list-style-type: none"> <li>i. The Terrace, Port Isaac – Clerk to report to Highways.</li> <li>ii. Steps down to Port Gaverne Hill opposite toilets – Clerk to report to Highways.</li> <li>iii. Meadow Stile Lane – Clerk to report to Highways</li> <li>iv. Doctor's Meadow (path from dairy down) – Members said this was the owner's responsibility. Cllr. Raynor to seek the owner's contact details.</li> <li>v. Brooklands View Footpath from new industrial site to The Main car park. The Clerk to seek clarification from CC Planning as to when this will be created.</li> </ul>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr. Raynor</p> <p>Clerk</p>
180/2018	<p><u>Car Park Matters</u> –</p> <ul style="list-style-type: none"> <li>a. <i>Catering Van</i> – there were no issues. Cllr. Raynor reported the portaloo had been installed.</li> <li>b. <i>Additional Car Park Ticket Machine</i> – Minute 24b/2018 refers. Members reconsidered their decision to defer the purchase of a new machine until the power is installed for the Trewetha WCs. It was <b>RESOLVED</b> to take up AS Parking's offer of the loan of a car park machine. Cllr. Raynor was giving delegated powers to have a base installed.</li> <li>c. <i>Any Other Issues</i> – none.</li> </ul>	<p>Clerk / Cllr. Raynor</p>
181/2018	<p><u>Land Registration</u> – Members received an update:</p> <ul style="list-style-type: none"> <li>a. <i>Trelights Village Green</i> – in order to provide a Statutory Declaration, Mr Sproull had been provided with a statement from Mr Phelps. Sproulls' retainer had been signed and returned. It was <b>RESOLVED</b> to pay the £40 Land Registration fee.</li> <li>b. <i>The Main</i> – Mr Sproull had been provided with maps and a photograph of the register entry by Cllr. Bell. He had now responded to an outstanding query regarding the tithe map.</li> <li>c. <i>Playing Field</i> – this is now registered.</li> <li>d. <i>Bus Shelter</i> – the land is registered to Porthilly Properties. Cllr. Sproull had advised he is unable to act further for the PC in this matter, as Porthilly Properties are also his clients. It was <b>RESOLVED</b> to ask Mr Christopher Keys, Solicitors to act on the PC's behalf.</li> </ul>	<p>Clerk</p> <p>Clerk</p>
182/2018	<p><u>Planning Applications</u> – Members considered:</p> <ul style="list-style-type: none"> <li>a. <i>PA18/05857, Treswarrow Cottage, Trelights</i> – demolition of existing dwelling and erection of replacement dwelling, together with the retention of land forming additional residential curtilage. <b>SUPPORT.</b></li> <li>b. <i>PA18/05015, Meadow Stile, Trewetha Lane, Port Isaac</i> – rear extension to replace existing lean to, new and replacement windows. Cllr. Williams reported Mr Sam Dunn, case officer had approved the application and Members objections had not been taken into consideration. Members take planning applications seriously especially within the conservation area. It was <b>RESOLVED</b> the Clerk would make an official complaint because due process had not been followed.</li> <li>c. <i>PA18/00054, The White House, 3 Roscarrock Hill, Port Isaac</i> – the proposal is to renovate the existing dwelling, including new roof over main house and kitchen. Internal alterations. Cllr. Williams reported CC's Planning Committee had imposed a condition it must have slate hanging.</li> </ul>	<p>Clerk</p> <p>Clerk</p>
183/2018	<p><u>Financial Matters</u> –</p> <ul style="list-style-type: none"> <li>a. <i>Internal Audit Report</i> – the Council needs to consider how best to ensure that adequate controls are put in place in respect of income derived from their public conveniences. Cllr. Williams will speak to Healthmatic to establish if there is an alternative to the Moxi system e.g. a counter system. The Clerk had completed and returned the Internal Audit Report Response Record to Hudson Accounting Ltd.</li> </ul>	<p>Cllr. Williams</p>

184/2018	<u>Date of Next Meeting</u> – a. Full Council meeting – 13 <sup>th</sup> August 2018. b. Secondary Council Meeting – no meeting to be held in August.	
185/2018	<u>Other Matters</u> – a. <i>War Memorial</i> – official permission is being sought from Highways to move the memorial. b. <i>Giant Slip and Slide, Glebe Farm</i> – Cllr. Williams reported she had seen an advertisement on Facebook for this attraction at Glebe Farm which had opened on 22 <sup>nd</sup> July. She raised concerns about traffic management / parking and safety. She queried where the water consumption was coming from. It was thought they are operating under some form of temporary 6-week summer license. This is being checked. There are already 744 page "likes" and goodness knows how many "shares". c. <i>Young Farmers</i> – also holding an event.	
186/2018	<u>Meeting Closed</u> – 20.04pm.	

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

Date: 13<sup>th</sup> August 2018