



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE SECONDARY COUNCIL MEETING
TO BE HELD IN PORT ISAAC SCHOOL
MONDAY, 24th SEPTEMBER 2018 @ 7pm**

Present:	Cllr. Coles (Meeting Chairman) Cllr. Penny Mrs Thompson (Clerk)	Cllr. Collings Cllr. Webster	Cllr. Kirkman Cllr. Williams
Minute	AGENDA ITEMS		Action
	<u>Chairman's Welcome and Public Forum</u> – Cllr. Coles took the Chair and welcomed those present. He advised of exits, local hazards, location of WCs, etc.		
221/2018	<u>Apologies for Absence</u> – Cllrs. Raynor (leave) and Dawe (work commitment). Cllrs. Bell, Cleave and Phelps were not present.		
222/2018	<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.		
223/2018	<u>New Road Premises</u> – a. <i>Waste Storage Licence</i> – Minute 175a/2018 refers. Mr Sproull to provide a copy of the Licence for signing. b. <i>Shop</i> – there were no issues. c. <i>Any Other Issues</i> – none.		
224/2018	<u>Playing Field</u> – a. <i>The Main Toilets / Shelter</i> – the module is due to be installed 8-9 October. Members will hand deliver a letter advising when the work will be carried out and signage will be provided for the car park. i. <u>Review of the timescales</u> ; Schoolscapes had advised they will install the new piece of play equipment on 1 st October. ii. <u>Exteriors benches for the shelter</u> – Cllr. Williams will obtain a quotation for recycled plastic/galvanised metal benches, which are unmovable and can be made to size: https://www.furnitubes.com/street-furniture/pergone-bench . iii. <u>Litter Bins</u> – a single metal bin to be provided in the first instance. Cllr. Williams will approach CC for a quotation. iv. <u>Sourcing consumables</u> – toilet rolls, etc. Cllr. Williams will speak to Healthmatic regarding suitable suppliers. v. <u>Cleaning Contractors</u> – review with Healthmatic what surface cleaners are recommended etc.		Cllr. Penny <i>/Clerk</i> Cllr. Williams Cllr. Williams Cllr. Williams Cllr. Williams

	<ul style="list-style-type: none"> i. <i>Meadow Stile Lane</i> – the ground level vegetation and some overhead growth from hedgerows had been cleared. ii. <i>Footway, The Terrace</i> – the excess vegetation on the footpath. cut into the bank had been dealt with. iii. <i>Footpath at Gaverne Hill</i> – 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. This is outstanding. The Clerk to remind Mr Jones. <p>c. <i>Cliff Path from the CC Car Park on New Road to Fore Street</i> – the path had been strimmed but the waste had not been removed, also the drain gullies had not been cleared. The Clerk to advise Highways and to ask if CC would consider giving a grant to PC to maintain the path. Ask A1 a price to cut the vegetation and clear the drains.</p> <p><i>Lobba Steps</i> – Members felt that granite steps would be an improvement and the views of the SW Coast Path organisation needs to be sought. Funding may be available to cover the cost. The Clerk to obtain application forms from Coastal Communities Trust.</p> <p>d. <i>Damaged Gate on Footpath from the Mill in PI Valley to Trewetha</i> – Mr Dave Wood, CC, advised this is the landowner's responsibility, but he can provide a new post and/or post and gate. The Clerk had provided him with the landowner's contact details. Minute 214d/2018 refers.</p> <p>e. <i>Any Other Issues</i> – none.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
229/2018	<p><u>Car Park Matters</u> –</p> <ul style="list-style-type: none"> a. <i>Catering Van</i> – the licence was cancelled w.e.f. 31st August. Cllr. Williams suggested the new kiosk could be leased to help cover the running costs for the new toilet block. The Clerk to ask Miller Commercial to provide a figure that could be achieved for the lease. b. <i>Additional Car Park Ticket Machine</i> – Minute 180b/2018 refers. Mr Burnard had installed the base. The Clerk to clarify the situation from Mr McManus regarding the loan of a ticket machine. c. <i>Any Other Issues</i> – none. 	<p>Clerk</p> <p>Clerk</p>
230/2018	<p><u>Land Registration</u> – Members received the following updates:</p> <ul style="list-style-type: none"> a. <i>Trelights Village Green</i> – more supporting evidence is required. Cllr. Kirkman will speak to local residents and Terry Harris & Sons to collect more information. b. <i>The Main</i> – Mr Sproull is awaiting clarification on this issue. The Clerk to forward details to Cllr. Coles, who will take this on. c. <i>Bus Shelter</i> – it was RESOLVED to proceed with a lease (instead of a transfer) of the land on which the shelter stands. An email from Ms Sandy Collings [Keys Solicitors] had been previously circulated. It was further AGREED to pay Porthilly Properties legal fees of £900. 	<p>Cllr. Kirkman</p> <p>Clerk / Cllr. Coles</p> <p>Clerk Clerk</p>
231/2018	<p><u>Financial Matters</u> –</p> <ul style="list-style-type: none"> a. <i>Interim Internal Audit</i> – the Clerk reported Mr Steve Hudson had returned the accounts file. He had requested copies of the various quotations for the play equipment, but these are not available. b. <i>External Audit 2018/19</i> – the auditors had passed the accounts, with two minor, non-material matters brought to Members' attention: <ul style="list-style-type: none"> i. <u>Failed to Make Proper Provision for the Exercise of Public Rights</u> – the Clerk explained the wrong date was used on the form. ii. <u>Bank Statements</u> – the Clerk explained that she had not provided the supporting information that accompanies the bank statement. <p>The Clerk to arrange for the 'Conclusion of Audit' notices to be posted on the notice board and website.</p>	<p>Clerk</p> <p>Clerk</p>

232/2018	<u>Date of Next Meeting</u> – a. Full Council meeting – 8 th October 2018. b. Secondary Council Meeting – 22 nd October 2018.	
233/2018	<u>Meeting Closed</u> – 20.13pm.	

Signature: (Cllr. Raynor)
Chairman

Date: 8th October 2018