



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE SECONDARY COUNCIL MEETING
HELD IN PORT ISAAC SCHOOL
MONDAY, 26th NOVEMBER 2018 @ 7pm**

Present:	Cllr. Raynor (Chairman) Cllr. Dawe Cllr. Phelps	Cllr. Coles (Vice Chairman) Cllr. Kirkman Cllr. Williams	Cllr. Collings Cllr. Penny 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.		
260/2018	<u>Apologies for Absence</u> – Cllrs. Bell, Cleave and Webster; and County Cllr. Mould.		
261/2018	<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.		
262/2018	<u>New Road Premises</u> – a. <i>Waste Bins, New Road</i> – Minute 254b/2018 refers. Ms Donna Latham, CC had queried provision of fencing to hide the bins from public view. Members didn't feel a fence was needed. Cllr. Bell had studied the lease and reported there is no obligation on the part of CC to stop using the adjacent parking spaces for the storage of waste generated elsewhere. There is no specific obligation on CC to regularly remove waste from the bins stored on PC land and at all times prevent the accumulation of waste outside the bins on the hard standing. The Clerk to request a clause to deal with these points. b. <i>Shop</i> – there were no issues. c. <i>Any Other Issues</i> – none.		Cllr. Raynor / Clerk Clerk
263/2018	<u>Playing Field</u> – a. <i>Play Equipment</i> – i. <u>Walkabout</u> – Minute 224c/2018 refers. Members held a walkabout around the play area to consider what needs attention and identified the following items as needing attention. a. <i>House slide/upright protection</i> – protective brackets/sleeves needed to protect the legs from strimmer damage. The Clerk to contact Earthworks for advice / quotation. b. <i>Quotation</i> – the Clerk to request a quotation from Mr Phil Burnard for the following work:		Clerk Clerk

	<ul style="list-style-type: none"> • Paint/wood preserve play equipment, including swings. • Picnic table bases. • Review & repair/treat tables. • Replace fencing – replace the fence by the path and gates around the play area. Minute 20c/2018 refers. Also to consider wedges for fence posts. • Re-mat under slide/green pole – consider re-using rubber mats under slide. • Treat wobbly see saw belt. • Parallel bars uprights require replacing. • Wood preserve swings. • Affix "this way to the village" sign on lamp post. <p>c. Extra gate to access the toilets – Cllr. Williams to speak to Mr Julian Harris.</p> <p>d. Re-instate fine amount on dog bin sign. Cllr. Raynor to speak to Atlantic Signs.</p> <p>ii. <u>Senior Multi-Unit</u> – it was RESOLVED to accept the quotation from Mr Pete Lethbridge to fabricate brackets for the multi-unit at a cost of £834.57+VAT. The cost of fitting will be extra and the Clerk to ask Mr Burnard for a quotation. Minute 254c[iii]/2018 refers.</p> <p>b. <i>H&S Inspections</i> – Members considered the operational inspection records for the play equipment from Cormac. A copy of the report had been sent to Mr Phil Burnard. Noted the Clerk had accepted the quotation from Ms Sandra Crawford, Cormac to carry out H&S Inspections at a revised price of £754.33 + VAT p.a.</p> <p>c. <i>The Main Toilets / Shelter</i> – Members received an update:</p> <p>i. <u>Benches for the Shelter</u> – Cllr. Williams will ask Mr Julian Harris to provide a quotation for two recycled plastic/galvanised metal-type benches. A response is awaited from Healthmatic regarding the snagging list.</p> <p>ii. <u>Litter Bin</u> – Cllr. Williams to approach CC for a quotation. NOTE – one bin only to be provided initially.</p> <p>iii. <u>Consumables / Cleaning Materials</u> – toilet rolls, soap, etc. Healthmatic had provided some information regarding suitable consumable materials.</p> <p>iv. <u>Cleaning</u> – Ms Sonia Armstrong, Cormac had quoted £2,493.04 to clean the WCs from 1st October 2018 to 31st March 2019, based on one clean per day. It was RESOLVED to advertise for a cleaner to clean the three toilet blocks w.e.f. April 2019. Cllr. Raynor to draft an advertisement. For further consideration at the December meeting. NOTE – the path to be tarmacked when the work on the toilet block is completed.</p> <p>d. <i>Catering Concession</i> – Minute 229a/2018 refers. The Clerk had asked Miller Commercial to provide a figure that could be achieved for the lease of the kiosk on the new toilet block. She will send a further reminder.</p> <p>e. <i>CCTV</i> – Minute 254c[j]/2018 refers. Cllr. Bell had considered the options and reported there is a strong H&S case for subdued lighting as the public are able to park and use the new toilet block at night. The planning authority responded to the concerns of one Port Gaverne resident at the time of the original car park application, there was no time to delay a construction start and lighting was removed from the car park design. However, the conduits were installed for installation of lighting at a later date. Cllr. Raynor will speak to the contractor to ensure the necessary supply is in situ should Members wish to take this further.</p>	<p>Cllr. Williams</p> <p>Cllr. Raynor</p> <p>Clerk</p> <p>Cllr. Williams</p> <p>Cllr. Williams</p> <p>Cllr. Raynor</p> <p>Clerk</p> <p>Cllr. Raynor</p>
--	--	---

	f. <i>Any Other Issues</i> – none.	
264/2018	<p><u>Public Conveniences</u> –</p> <p>a. <i>New Road WCs</i> –</p> <p>i. <u>Compliance Testing</u> – Members received an update i.r.o.:</p> <ul style="list-style-type: none"> • Legionella Risk Assessments (2 yearly) and sampling (6 monthly). Covered by the current contract with Cormac. The Clerk pointed out that monthly sampling reports are being received. <p>ii. <u>Moxi Unit</u> – Minute 183a/2018. Cllr. Coles reported there had been no update from Healthmatic who had agreed to check the radio signal. If this proves sufficient the Moxi Unit could be reinstalled. Cllr. Williams will remind Healthmatic.</p> <p>iii. <u>Any Other Issues</u> – none.</p> <p>b. <i>Roscarrock WCs</i> – the lease is currently with CC for further consideration. Ms Sandra Crawford, Cormac had been asked to have the toilets open from 1st December to 3rd January 2019. The cost for this will be £193.20. The Clerk to confirm the toilets will be open at the weekends throughout the winter period and for the February half-term.</p> <p>NOTE – Mr Mike Beckett, CC had provided the quarterly reports on the WCs, i.e. running costs, etc. The Clerk to request details of the takings from the PAYE doors are awaited.</p>	<p>Cllr. Williams</p> <p>Clerk</p> <p>Clerk</p>
265/2018	<p><u>Cemetery</u> –</p> <p>a. <i>Any Issues</i> – none.</p>	
266/2018	<p><u>Public Rights of Way (PROW)</u> –</p> <p>a. <i>Waymarkers</i> – Minute 179a/22018. Ms Debbie Ebsary, Cormac had supplied a dozen waymarkers, which are held by the Clerk. There was some discussion about the path to St Endellion's well. Cllr. Dawe will look into this and report to the next meeting.</p> <p>b. <i>Cliff Path from the CC Car Park on New Road to Fore Street</i> – Minute 228c/2018 refers. It was RESOLVED to accept the offer of £20.57 for one cut of the path. Details previously circulated via email. It was RESOLVED to accept the quotation from A1 to cut the vegetation and clear the drains at a cost of £200+VAT. The Clerk to advise A1 and request they add this path to the annual cutting regime.</p> <p>c. <i>Lobba Steps</i> – Minute 228c/2018 refers. The Clerk had asked the SW Coast Path organisation for their views on Members proposal to replace the wooden steps with granite ones. The Clerk to seek permission and request a site meeting to enable grant funding to be applied for. The Clerk had obtained a list of possible funding sources from the Coastal Communities Trust. Copy previously circulated via email. Cllr. Williams had obtained an application form.</p> <p>d. <i>England Coast Path</i> – improvements to public access along the coast path between Marsland Mouth and Newquay. Details previously emailed.</p> <p>e. <i>Footpath from Trewetha</i> – Minute 240a/2018 refers. Cllr. Raynor reported he had spoken with the landowner regarding possible provision of a footpath to Port Isaac. There was no objection in principle, but funding would be an issue, although this could be linked with Minute 266c/2018 above when funding is sought. Cllr. Raynor will discuss this with Mr Oliver Jones.</p> <p>f. <i>Footpath at Gaverne Hill</i> – Mr Oliver Jones, Highways confirmed that a work package had been produced for the replacement of the fence as necessary and tidying of the vegetation. However, he cannot give an actual start date at present but confirmed the works are on their programme to be completed in this financial year.</p> <p>g. <i>Any Other Issues</i> – none.</p>	<p>Cllr. Dawe</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr. Raynor</p>

267/2018	<p><u>Car Park Matters</u> –</p> <p>a. <i>Additional Car Park Ticket Machine</i> – Minute 229b/2018 refers. Mr McManus advised he is currently in discussion with Cale i.r.o. making the connection to enable the machine to 'go live'.</p> <p>b. <i>Residents' Parking Scheme</i> – Minute 210a/2018 refers. Deferred from the October Full Council meeting. Members considered a proposal for a residents' parking scheme in The Main Car Park but declined to take it further at this stage.</p> <p>The Clerk had sought the views of Mr Kevin McManus, AS Parking regarding this proposal and also those of Mr Ken Polmounter CC as to how their New Road scheme works. Details had been circulated via email.</p> <p>c. <i>Any Other Issues</i> – none.</p> <p>Cllr. Penny left the meeting at this point.</p>	
268/2018	<p><u>Land Registration</u> – Members received an update:</p> <p>a. <i>Trelights Village Green</i> – more supporting evidence is required.</p> <p>Cllr. Kirkman spoke regarding the history of the sites. Cllr. Coles explained that whilst the Green was registered as Common Land, it was the ownership that needs to be established. Cllr. Raynor will speak to Mr Keys.</p> <p>Mrs Sue Andrews, Secretary of the Trelights Village Green Committee had confirmed the land had been granted Village Green status on 6th April 1976, registration number 648, with The Green then being maintained by Cornwall County Council.</p> <p>It was RESOLVED to accept Cllr. Raynor's proposal that the Parish Council should accept responsibility for the Trelights Christmas Lights display. A risk assessment had been provided. The Clerk to advise the insurance brokers.</p> <p>b. <i>The Main</i> – Cllr. Coles had clarified with Mr Sproull that in order to achieve registration at the Land Registry, the Land Registry requires a certificated copy of the plan upon which the title is based. Further action deferred until the Cornwall Records Office re-opens in 2019.</p> <p>c. <i>Bus Shelter</i> – Minute 253c/2018 refers. Porthilly Properties are still suggesting a 25-year lease at a nominal rent of £1 p.a. payable in advance, which they will donate back to the council. The Clerk had sought clarification of the terms of the renewal from the solicitor and a copy of the draft lease had been circulated to Members.</p> <p>Cllr. Raynor reported he had spoken to Mr Alex Roads, Porthilly Properties who said he did not ask for the lease to end after 25 years. Cllr. Raynor had told Mr Roads the PC would want the lease to run for as long as busses provide transport to and from Port Isaac. Mr Roads had agreed to this. Cllr. Raynor will speak to Mr Keys i.r.o. suitable wording for the lease to that effect.</p>	<p>Cllr. Raynor</p> <p>Clerk</p> <p>Cllr. Raynor</p>
269/2018	<p><u>Miscellaneous Items</u> –</p> <p>a. <i>War Memorial</i> – Natural England are considering listing the structure as being of special architectural or historic interest. Details previously emailed.</p> <p>b. <i>Beach Clean</i> – the Crackington Crew carried out a beach clean on Sunday, 18th November 2018.</p>	
270/2018	<p><u>Date of Next Meeting</u> –</p> <p>a. <i>Full Council Meeting</i> – 10th December 2018.</p> <p>b. <i>Secondary Council Meeting</i> – 28th January 2019.</p>	
271/2018	<p><u>Meeting Closed</u> – 20.10pm.</p>	

Signature: (Cllr. Raynor)
Chairman

Date: 10th December 2018