



**MINUTES OF THE FULL COUNCIL MEETING
HELD IN PORT ISAAC SCHOOL
MONDAY, 10th APRIL 2017 @ 7pm**

Present:	Cllr. Raynor (Chairman) Cllr. Coles (Vice Chairman) Cllr. Penny (CC/PC) Cllr. Williams	Cllr. Bell Cllr. Collings Cllr. Phelps	Cllr. Cleave Cllr. McCormick Cllr. Webster Mrs Thompson (Clerk)
Minute	AGENDA ITEMS		Action
	<p><u>Chairman's Welcome and Public Forum</u> – the Chairman welcomed those present and advised them of exits, local hazards, location of WCs, etc.</p> <p>Mr Tom Brown, fisherman, spoke regarding the Main Car Park and asked if it would be possible to store fishing pots during the winter months. Minute 57a/2017 refers.</p> <p>Mrs Barbara Bell spoke regarding the closure of the Coastguard Station in Port Isaac. She said she believed the Cliff Rescue team was needed, especially in view of the 'dangerous sports' run from the cliffs. She understood the property they currently use will be put up for auction.</p> <p>She referred to the 'straw poll' she had carried out i.r.o. play equipment and said that at the time preference had been for a trampoline.</p>		<p>Clerk</p> <p>Clerk</p>
51/2017	<u>Apologies for Absence</u> – Cllr. Dawe (work commitment).		
52/2017	<p><u>Members' Declarations</u> –</p> <p>a. <i>Registerable Declarations of Interests</i> – Cllrs. Webster and McCormick in Minute 66/2017.</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.</p>		
53/2017	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 13th March 2017, AGREED as a true record.</p> <p>b. <i>Amenities Committee Meeting</i> – 22nd March 2017, AGREED as a true record.</p> <p>c. <i>Finance & Car Park Committee Meeting</i> – 22nd March 2017, AGREED as a true record.</p>		
54/2017	<p><u>Outside Bodies / Reports</u> –</p> <p>a. <i>Parish Council Chairman</i> – Cllr. Raynor spoke of the new shuttle service from the bottom of the village to the Main Car Park. Cllr. Williams said if the car park is being used to pick up passengers, then Members need to consider this and, if appropriate, grant permission. Cllr. Penny said he was seeking advice from CC's Enforcement Section to ensure the shuttle service is operating legally.</p>		

	<p>e. <i>Cornwall Planning Policy</i> – Members considered supporting a petition to 'Demand a Fit for Purpose Cornwall Planning Policy'. https://www.change.org/p/cornwall-council-and-the-government-bring-planning-powers-back-to-cornwall-to-fight-speculative-overdevelopment</p>	Cllr. Williams
57/2017	<p><u>The Main Car Park</u> –</p> <p>a. <i>Winter Storage</i> – it was RESOLVED, in principle, to grant a request to store pots on the overspill Car Park during the winter. Mr Tom Brown will speak to the Port Isaac Fishermen's Association about dates and insurance. Further discussion was deferred to the F&CP Committee.</p> <p>b. <i>Shuttle Service</i> – Members discussed again, this new service (Minute 54a/2017 refers). There are now four vehicles offering this service. Cllr. Williams said she was unhappy if the PC's car park is being used to pick up passengers. There was a question about the legality of this operation. Cllr. Penny will follow this up as a matter of urgency. In the meantime, the new operator cannot use the PC's car park. Further discussion deferred to the F&CP Committee.</p> <p>c. <i>Parking Charges</i> – Cllr. Raynor had signed the contract with Parkonomy. He said that until the turnover from the credit cards reaches £12,000 it is cheaper to pay Parkonomy rather than set up our own Merchant ID. Additional signage with posts is to be installed in the car park.</p>	<p>Clerk</p> <p>Cllr. Penny</p> <p>Cllr. Raynor Clerk</p>
58/2017	<p><u>Highways Matters</u> –</p> <p>a. <i>Yellow Lines</i> – Minute 41a/2017 refers. A list of areas, not completed as per the agreed plans, had been submitted to Ms Babs Sheriff, Cormac and action subsequently taken. Ms Sheriff pointed out it is not possible to implement no waiting at any time restrictions at the Junction of New Road/Trewetha Lane as it would invalidate the restricted zone traffic regulation order, hence the new repeater sign at this location. This was previously agreed by Members.</p> <p>Ms Rachel Tatlow previously agreed Cormac would paint a white line down the centre of the Main Car Park exit, as people cut the corner and block the flow of traffic. This had subsequently been passed to Mr Oliver Jones and the Clerk had requested they re-do the "No Entry" half way up Front Hill, on the bend opposite 78-86 Fore Street. The Clerk to request the drop off zone where the coaches park (in place of the bus stop) is painted on the road and made clear to motorists.</p> <p>Mr Burnard to be asked to remove the wheelchair sign on the coastguard wall.</p> <p>Outside the Bay Hotel is a table, used to sell jams. The Clerk to report this to Ms Claire Green, CC.</p> <p>b. <i>RNLI Boat House</i> – Members CONFIRMED they would have no objection to the words "KEEP CLEAR" being painted on the road outside Port Isaac RNLI boat house. Cllr. Penny to advise Highways.</p> <p>c. <i>Road Closure</i> – Middle Street, Port Isaac, 15th to 23rd May (07:30 to 18:00).</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr. Penny</p>
59/2017	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Playing Field</i> –</p> <p>i. <u>Play Equipment</u> – Cllr. Webster reported she and Cllr. Cleave had met with a representative from Schoolscape. The company is able to apply for funding on Members' behalf for a fee of £500. This would only be payable if the funding application is successful. They showed an illustration of a 'clipper boat', at a cost of £10,325+VAT and fitting. It was RESOLVED to obtain two other quotes and to proceed with a funding application on a 'no win, no fee' basis.</p> <p>Cllr. Cleave said if a shelter were to be provided in the play area, it could be used as an outdoor classroom by the school. Members felt it was for the school to contact the Clerk with their requirements. It was pointed out the proposed new toilet block would include a shelter.</p>	<p>Clerk</p> <p>Clerk</p>

	<p>b. <i>Public WCs</i> –</p> <p>i. <u>New Road WCs</u> – the handrail will be installed by Easter. It was AGREED to ask AS Parking to empty the PAYE doors. Cllr. Raynor will show them how to do this.</p> <ul style="list-style-type: none"> • <i>Maintenance</i> – there are no issues. <p>The Clerk reported the SLA for cleaning the toilets did not mention the requirement for two cleans during the summer period. She had, therefore, returned it and asked for a revised contract to be issued.</p> <p>ii. <u>Roscarrock WCs</u> – Mr Jon James, CC opened the toilets, as requested, for w/c 27th March, in time for the start of Doc Martin filming.</p> <p>Mr Jon James, CC had provided the quarterly report, but no mention was made of the income from the PAYE doors. The Clerk had requested this to be provided.</p> <p>iii. <u>CCTV Initiative</u> – Minute 45d/2017 refers. The Clerk had submitted Members 'Expression of Interest' in this project. Mr David Eaton, Police CCTV Manager advised he hoped to have more information in May.</p> <p>c. <i>PC Terrier/Land Registration</i> –</p> <p>i. <u>The Main, Port Gaverne</u> – 7762. Cllr. Bell will inspect and copy CC's tithe map for the Port Gaverne Main on 25th April.</p> <p>d. <i>Sale of Slate</i> – Minute 205c/2016 refers. In the absence of Cllr. Dawe there was no update regarding the value of the slates.</p> <p>e. <i>Tree Charter Branch</i> – Minute 45h/2017 refers. The Clerk to sign the PC up for this scheme.</p> <p>f. <i>Telephone Boxes</i> – Minute 186g/2016 refers. Mr Paul Jordan, BT advised their painting programme had been changed. They now require current photos of the kiosks as they have to be sent to the CFO for the area to consider a full repaint. Cllr. Williams will provide photographs of the kiosks on Church Hill and the New Road Junction with Fore Street.</p> <p>g. <i>Trelights Village Green (TVG)</i> – Ms Sue Andrews, Secretary of the Village Green Committee had written:</p> <p>i. Cllr. Dawe had previously agreed to represent the PC and attend their meetings and events.</p> <p>ii. The Green is permanently sodden, and Ms Andrews asked what the PC can do to rectify this. The site was formerly a pond. The Clerk to enquire for what the TVG wants to use the Green for.</p> <p>iii. <i>Phone Kiosk</i> – the Trelights Committee proposes utilising the defunct kiosk to house their defibrillator. Members were supportive of this initiative. The Clerk had approached BT, which is 'experiencing a large number of enquiries'. Cllr. Williams has a contact who may be able to assist.</p>	<p>Cllr. Raynor / Clerk</p> <p>Cllr. Bell</p> <p>Cllr. Dawe</p> <p>Clerk</p> <p>Cllr. Williams</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr. Williams</p>
60/2017	<p><u>Administrative Matters</u> –</p> <p>a. <i>Website</i> – standing agenda item.</p> <p>i. <u>Any Issues</u> – none.</p> <p>b. <i>Port Isaac Notice Board</i> – Cllr. McCormick offered to manage the notice boards and ensure information is kept up to date. Cllr. Raynor will provide him with keys.</p> <p>c. <i>Data Protection Act</i> – it was RESOLVED to register with the Information Commission.</p>	<p>Cllr. Raynor</p> <p>Clerk</p>
61/2017	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – Schedule No.01 to a value of £12,959.17 was APPROVED for payment.</p> <p>The Clerk advised that following a revaluation of the business rates, the PC owed £3,501.89 on the car park rates for 2016/17, but were £730.65 in credit on the WC rates. The PC was also £1,300.21 in credit on the WC water bills.</p>	

	<p>In future the Clerk to download invoices from Parkonomy from their website. Cllr. Bell left the meeting at this point.</p> <table border="1"> <thead> <tr> <th>EXPENSES</th> <th>NET</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Administration</td> <td>116.31</td> <td>15.00</td> <td>131.31</td> </tr> <tr> <td>Car park</td> <td>8,727.73</td> <td>1.67</td> <td>8,729.40</td> </tr> <tr> <td>Maintenance - various</td> <td>325.00</td> <td>20.00</td> <td>345.00</td> </tr> <tr> <td>New Road WCs - running costs</td> <td>2,621.13</td> <td>93.63</td> <td>2,714.76</td> </tr> <tr> <td>Staff costs, incl. tax & NI</td> <td>1,038.70</td> <td></td> <td>1,038.70</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="border-top: 1px solid black;">£12,959.17</td> </tr> </tbody> </table> <p>NOTE – the bank reconciliation was made available for inspection.</p> <p>b. <i>2016/17 Accounts</i> – the Clerk had met with the Internal Auditor, Mr Steve Hudson. His report is expected shortly.</p>	EXPENSES	NET	VAT	Total	Administration	116.31	15.00	131.31	Car park	8,727.73	1.67	8,729.40	Maintenance - various	325.00	20.00	345.00	New Road WCs - running costs	2,621.13	93.63	2,714.76	Staff costs, incl. tax & NI	1,038.70		1,038.70				£12,959.17	Clerk
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62/2017	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda.</p> <p>a. <i>CC Draft Customer Promise</i> – Members are invited to comment: https://www.cornwall.gov.uk/media/25031152/cornwall-council-draft-customer-promise.pdf. Deadline for comments is 12th May 2017.</p> <p>b. <i>Bags of Help</i> – is the Tesco community grant scheme funded by the 5p government plastic bag levy. The application process is online at: www.groundwork.org.uk/Sites/tescocommunityscheme. It was RESOLVED that Cllr. Williams will apply for funding to improve the public footpath from Trewetha through the valley to Port Isaac.</p> <p>c. <i>Cornwall Countryside Access Forum</i> – closing date for applications to join the Forum is Friday, 19th May 2017. Details previously circulated via email.</p> <p>d. <i>Election Nominations</i> – eleven nominations had been received to fill the eleven vacant seats. An election is, therefore, unnecessary.</p>	Cllr. Williams																												
63/2017	<p><u>Diary Dates</u> –</p> <p>a. <i>Annual Council Meeting</i> – 8th May 2017.</p> <p>b. <i>Parish Meeting</i> – 8th May 2017, following the Annual Council Meeting. Cllr. Raynor to provide a Chairman's report.</p> <p>c. <i>Extraordinary Meeting</i> – 19th April 2017, to consider planning applications and any other urgent business.</p> <p>d. <i>Amenities Committee Meeting</i> – 19th April 2017.</p> <p>e. <i>Finance and Car Parks Committee Meeting</i> – 19th April 2017.</p> <p>f. <i>Cornwall AONB Annual Conference</i> – Saturday 20th May 2017, at Goonhilly Earth Station, Goonhilly Downs. Details previously circulated via email.</p>	Cllr. Raynor Clerk																												
64/2017	<p><u>Information Only / Future Agenda Items</u> –</p> <p>a. <i>Photoshoot</i> – Ms Petra Wiebe will be making a photoshoot in Port Isaac and Port Gaverne for a German knitwear Magazine. They will be based locally from 23rd to 29th April 2017.</p> <p>b. <i>Fence at New Road Car Park</i> – the Clerk to report to Mr Ken Polmounter that the fence needs attention.</p>	Clerk																												
65/2017	<p><u>Closed Session</u> – in view of the confidential nature of the business about to be transacted, namely quotations, it was RESOLVED that it is advisable in the public interest that the press and public be excluded and they were instructed to withdraw.</p>																													
66/2017	<p><u>Retail Unit</u> – Members to receive an update. It was RESOLVED the Clerk would sign the contract with Mr Daniel Sproull authorising him to carry out the legal work at a cost of £750+VAT.</p> <p>Cllr. Williams reported Mr Lewis Horn, Post Office had advised the PO provision had conditionally been approved by the Post Office. The next stage is for the interested parties to put together a business plan that will need to satisfy their finance team. Both of the preferred candidates had been invited to do this.</p>	Clerk																												

	<p>If an applicant gets through the applications process the PO will then need to consult with the local community at Port Isaac with the proposal, specifically highlighting the accessibility issues they would face if the PO was installed. Mr Horn advised Members to encourage people to write in positively in order for it to satisfy the decision makers in our consultation department.</p> <p>Once the business has been appointed and a contract is in place then the PO will be able to kick off the consultation proceedings, which unfortunately lasts for 6 weeks. Dependant on the outcome of the consultation, then a site meeting is arranged to discuss the project, what works are involved, and more importantly dates. Again, unfortunately we run off a 9 week lead time with our suppliers and contractors such as BT. This therefore meaning an end to end process of roughly 20 weeks which takes us to the peak of the summer.</p>	
67/2017	<p><u>Clerk's Salary</u> – the Clerk left the meeting whilst this item was discussed. There had been an error in calculating Mrs Thompson's salary and Members RESOLVED to increase her salary to Scale Point 29 to rectify this.</p>	
68/2017	<p><u>Meeting Closed</u> – 20.54pm.</p>	

Signature: (Cllr. Raynor)
Chairman

Date: 8th May 2017