



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE FULL COUNCIL MEETING  
HELD IN PORT ISAAC SCHOOL  
MONDAY, 13<sup>th</sup> JANUARY 2020 @ 7pm**

Present:	Cllr. Raynor (Chairman) Cllr. Collings Cllr. Penny Cllr. Williams	Cllr. Cleave Cllr. Dawe Cllr. Phelps Mrs Thompson (Clerk)	Cllr. Coles (Vice Chairman) Cllr. Kirkman Cllr. Webster Ms Jon
<b>Minute</b>	<b>AGENDA ITEMS</b>		<b>Action</b>
	<u>Chairman's Welcome and Public Forum</u> – the Chairman welcomed those present with a particularly warm welcome to Ms Clare Jon. He advised of exits, local hazards, location of WCs, etc.		
01/2020	<u>Apologies for Absence</u> – Cllr. Bell.		
02/2020	<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.		
03/2020	<u>Minutes of Meetings</u> – a. <i>Full Council</i> – 9 <sup>th</sup> December 2019, <b>AGREED</b> as a true record.		
04/2020	<u>Outside Bodies / Reports</u> – a. <i>Parish Council Chairman</i> – Cllr. Raynor reported CC are offering a 3-year licence for a “mobile trading kiosk on their New Road car park”. He congratulated Cllr. Webster for securing a grant of £2,500 from the High Street Heroes Fund. The balance of the grant to be spent on landscaping, etc. Cllr. Raynor said it might be possible to connect the station to the water hydrant. A resident had requested a pedestrian crossing. For further consideration. b. <i>Cornwall Council</i> — in the absence of Cllr. Mould there was no report. The Clerk to seek an update regarding sharing a CEO with St Minver Lowlands and St Minver Highlands PCs (Minute 254b/2019 refers). c. <i>Wadebridge &amp; Padstow Community Network Panel Meetings</i> – next meeting to be held on 16 <sup>th</sup> January 2020. Cllr. Penny to attend. Notes of the meeting held on 13 <sup>th</sup> November 2019 were circulated by email. d. <i>Police Newsletters</i> – January 2020, Bodmin and Wadebridge versions.		Cllr. Webster  Clerk  Clerk  Cllr. Penny



	<p>b. <i>Highways Issues</i> – the following had been reported to Mr Jones, Highways:</p> <ol style="list-style-type: none"> <li>i. <u>Fallen Sign</u> – T-junction sign at the junction of the B3267 and the main B3314 (the sign is leaning at an angle of 30 degrees). Mr Chris James, Highway Steward had since arranged for the sign to be straightened.</li> <li>ii. <u>Manhole Covers</u> – the Highway Steward had inspected the manhole covers on Trewetha Lane going towards Rose Hill and considered them “sound”.</li> </ol>	
08/2020	<p><u>Environmental / Amenity Matters</u> – including any items received after the agenda had been published:</p> <ol style="list-style-type: none"> <li>a. <i>Public WCs</i> – <ol style="list-style-type: none"> <li>1. <u>New Road</u> – Cllr. Raynor said someone had been locked in the toilet, Healthmatic had made a site visit to fix the problem.</li> <li>2. <u>The Main</u> – Healthmatic had been asked to fit new light sensors as the outside lights stay on all day; plus the lights in No 2 toilet, which don't switch off when people leave the toilet.</li> <li>3. <u>Roscarrock</u> – none.</li> <li>4. <u>Any Other Issues</u> – none.</li> </ol> </li> <li>b. <i>War Memorial Additional Names</i> – Minute 222b/2019 refers. Cllr. Raynor explained there are a number of options, for which he had obtained quotations. Members preference was for an additional bronze plaque to be fitted on the reverse side of the memorial. A planning application for additions to a Listed Structure is required to be made.  Noted Ms Reynolds, Senior Archaeologist, CC had provided information regarding how to add names to the listed memorial: <a href="http://www.warmemorials.org/uploads/publications/115.pdf">http://www.warmemorials.org/uploads/publications/115.pdf</a>.</li> <li>c. <i>The Main Land Registration</i> – Minute 53a/2019 refers. Ms Emily Moyle, Sproulls advised the application to register the land had been submitted, however, the Land Registry has a backlog and there may be a lengthy delay.</li> <li>d. <i>Port Isaac Roadside Banner</i> – Minute 222c/2019 refers. Members to receive an update from Mrs Caroline Cleave regarding siting of the banner. Deferred to the February meeting.</li> <li>e. <i>St Endelienta Well</i> – Minute 132b/2019 refers. In the absence of Cllr. Bell there was no update regarding the plan / report i.r.o. a modest renovation of St Endelienta Well, and to consider the costings. Deferred to February.</li> <li>f. <i>Little Hill</i> – Minute 163d/2019 refers. Members to receive an update regarding refurbishment of the melamine panels. Deferred to February.</li> </ol>	<p>Cllr. Raynor</p> <p>Cllr. Raynor</p> <p>Cllr. Bell</p> <p>Cllr. Raynor</p>
09/2020	<p><u>The Main Car Park</u> – including any items received after the agenda was issued:</p> <ol style="list-style-type: none"> <li>a. <i>Overflow Car Park</i> – work is almost completed.  A meeting will be arranged with AS Parking to discuss various aspects, including signage and enforcement costs.</li> <li>b. <i>Notice Board</i> – Minute 223a/2019 refers. Cllr. Raynor to look at options for a new notice board. Deferred to the February meeting.</li> <li>c. <i>Parkonomy</i> – Minute 226d/2019 refers. In future the Parish Council will use GoCardless to pay Parkonomy invoices.</li> </ol>	<p>Cllrs. Raynor / Coles</p> <p>Cllr. Raynor</p> <p>Information</p>
10/2020	<p><u>Playing Field</u> – Members received an update i.r.o.:</p> <ol style="list-style-type: none"> <li>a. <i>Play Equipment</i> – <ol style="list-style-type: none"> <li>i. <u>Playing Field Working Party</u> – Minute 254a/2019 refers. It was felt desirable to set up a Working Party, with representatives from local organisations to look at the provision of additional play equipment, including a possible skate park / football pitch for the parish Cllr. Webster to write an article for the TRIO. Funding to be sought.</li> </ol> </li> </ol>	<p>Cllr. Webster</p>

	<ul style="list-style-type: none"> <li>ii. <u>Cormac H&amp;S Reports</u> – reports emailed to Members and a copy forwarded to Mr Burnard.</li> <li>iii. <u>Other Matters</u> – none.</li> </ul> <p>b. <i>Football Pitch</i> – covered by Minute 10a[i]/2020 above.</p>	
11/2020	<p><u>Financial Matters</u> – including any items received after the agenda was issued:</p> <ul style="list-style-type: none"> <li>a. <i>Accounts for Payment</i> – Schedule No.10/2019 to a value of £7,560.12 was <b>APPROVED</b> for payment. A list of payments is available on the PC's website.</li> <li>b. <i>2020/21 Budget</i> – Members <b>RESOLVED</b> to adopt the budget discussed at the meeting. The Clerk to circulate a copy of the revised budget. It was further <b>RESOLVED</b> to set the precept at £28,500 for 2020/21. The Clerk to advise CC.</li> <li>c. <i>Bank Reconciliation</i> – the bank reconciliation was verified in accordance with Financial Regulation 2.2 by Cllr. Collings.</li> <li>d. <i>Contract &amp; Maintenance Supervisor</i> – Minute 194/2019 refers. Ms Clare Jon had been appointed to the post. Cllr. Raynor reported Sekoya Ltd. was being employed to draw up a Contract of Employment. The Working Group are dealing with various Employment Conditions such as: <ul style="list-style-type: none"> <li>i. Training schedule.</li> <li>ii. Travel Allowance, e.g. when inspection PROWs.</li> <li>iii. Uniform / identification / Hi-Vis Jacket.</li> <li>iv. Work schedule.</li> </ul> </li> <li>e. <i>Interim Audit Report</i> – previously circulated via email. No adverse comments were made in the report.</li> </ul>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Working Party</p>
12/2020	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda, including any items received after the agenda had been issued.</p> <ul style="list-style-type: none"> <li>a. <i>Guide to Heritage in Neighbourhood Plans</i> – issued by National Trust, Link circulated via email.</li> <li>b. <i>New Road Car Park</i> – covered by Minute 4a/2020 above.</li> <li>c. <i>Clerks &amp; Councils Direct</i> – January 2020.</li> <li>d. <i>Citizens Advice Cornwall Newsletter</i> – Winter 2019-20.</li> </ul>	
13/2020	<p><u>Diary Dates</u> – including any dates received after the agenda was published.</p> <ul style="list-style-type: none"> <li>a. <i>Main Council Meeting</i> – 10<sup>th</sup> February 2020.</li> <li>b. <i>Secondary Meeting</i> – 20<sup>th</sup> January 2020.</li> <li>c. <i>Cornwall Association of Local Councils AGM</i> – 30<sup>th</sup> January 2020 at County Hall, Truro, 7.30pm. Details had been sent to Cllr. Bell, as the PC's representative.</li> <li>d. <i>Cornwall Community Land Trust</i> – Community Led Housing Seminar. Monday 3<sup>rd</sup> February 2020, One for All Community Centre, Lanivet.</li> </ul>	
14/2020	<p><u>Information Only / Future Agenda Items</u> –</p> <ul style="list-style-type: none"> <li>a. None.</li> </ul>	
15/2020	<p><u>Closed Session</u> – in view of the confidential nature of the business about to be transacted, it was <b>RESOLVED</b> that it is advisable in the public interest that the press and public be excluded and they were instructed to withdraw.</p>	
16/2020	<p><u>Pump Shelter</u> – Minute 222d/2019 refers. Members <b>RESOLVED</b> to accept the quotation from Mr Roy Speakman, to repair the shelter at Mine Pit Corner at a cost of £1,190 + the cost of replacing any damaged slates.</p>	<p>Clerk</p>

17/2020	<u>Roscarrock / New Road WC PAYE Doors</u> – Minute 268/2019 refers. Feedback had been received from several Parish Councils i.r.o. the PAYE doors they use. This information had been passed to the Working Party (Cllrs. Webster, Raynor and Coles) set up to consider suppliers / quotations for an alternative door entry system. Deferred to the February meeting.	Working Party
18/2020	<u>Tenders</u> – Minute 270/2019 refers. The tenders had been advertised in the <i>Cornish Guardian</i> , social media and TRIO with a closing date of 31 <sup>st</sup> January.	Clerk
19/2020	<u>Planning Enforcement Update</u> – Members received updates on the outstanding enforcement cases. NOTE – CC had decreed this information is to remain confidential	
20/2020	<u>Meeting Closed</u> – 8.58pm.	

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

Date: 10<sup>th</sup> February 2020