



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE ANNUAL COUNCIL MEETING
HELD ON THE HARDSTANDING AT THE MAIN CAR PARK,
PORT ISAAC ON MONDAY, 17th MAY 2021 @ 7pm**

Minute	AGENDA ITEMS	Action
	Present – Cllrs. Raynor (Chair), Arnold, Button, Cleave, Penny (Vice Chair), Collings, Kirkman, Thomas, Webster, Williams; Mrs Thompson (Clerk), Ms Jon (C&MS), County Cllr. Mould.	
65/2021	Election of Chairman – Cllr. Raynor was ELECTED as Chair of the Parish Council for 2021/22.	
	Chairman’s Welcome / Public Forum – the Chair opened the meeting and welcomed those present.	
66/2021	Apologies –	
67/2021	<p>Members’ Declarations –</p> <ul style="list-style-type: none"> a. <i>Register of Disclosable Pecuniary Interests</i> – Members were reminded of the need to complete and return their forms to the Clerk by 7th June 2021. b. <i>Registerable Declarations of Interests</i> – none. c. <i>Non-registerable interest</i> – none d. <i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds. e. <i>Dispensations</i> – none 	Members
68/2021	Election of Vice Chairman – Cllr. Penny was ELECTED as Vice Chair of the Parish Council for 2021/22.	
69/2021	<p>Acceptance of Office –</p> <ul style="list-style-type: none"> a. <i>Members</i> – Members duly signed their Acceptance of Office form. NOTE – Cllr. Dawe to sign his form. Members gave their permission for their contact details to be published on the website, etc. b. <i>Chairman</i> – the Chair duly signed his Acceptance of Office form. c. <i>Vice Chairman</i> – the Vice Chair duly signed his Acceptance of Office form. 	

70/2021	<p>Council Committees/Appointments to Outside Bodies – the following appointments to be made:</p> <ul style="list-style-type: none"> a. <i>NALC Representative (voting)</i> – Cllr. Kirkman was ELECTED to the post. b. <i>Neighbourhood Plan Co-ordinator</i> – Cllr. Williams was ELECTED to the post. c. <i>Planning Lead</i> – Cllr. Williams was ELECTED to the post. d. <i>Village Hall Representative</i> – Cllr. Raynor was ELECTED to the post. e. <i>Playing Field Co-ordinator</i> – Cllrs. Button, Cleave and Webster were ELECTED. f. <i>Trelights Village Green</i> – Cllrs. Arnold, Dawe and Kirkman were ELECTED to the position. g. <i>CMS Working Party</i> – Cllrs. Raynor, Webster and Williams were ELECTED to the Working Party. 	
71/2021	<p>Minutes of Meetings –</p> <ul style="list-style-type: none"> a. <i>Full Council</i> – 12th April 2021, AGREED as a true record. 	
72/2021	<p>End of Year Accounts 2020/21 –</p> <ul style="list-style-type: none"> a. Internal Auditor’s report – Members received the Internal Auditor’s report and considered the following recommendations: <ul style="list-style-type: none"> i. <u>Investment Strategy</u> – Members RESOLVED to adopt the Investment Strategy drawn up by the Clerk and previously circulated. Copy to be placed on the website. ii. <u>Adequacy of Reserves</u> – reserves stand at £212,256 and requires an explanation to the External Auditors. Members considered and AGREED the List of Earmarked Reserves: <ul style="list-style-type: none"> • Play equipment - £25,575 • Tarmac fund – £16,000 • Roscarrock WCs Refurbishment – £40,000 • Road Safety – traffic island, etc. £40,000 TOTAL - £121,575 b. Annual Governance Statement 2020/21 – Members considered and APPROVED the statement. Copy previously emailed c. Accounting Statement for 2020/21 – Members received and APPROVED the 2020/21 accounts. Copy previously emailed d. Bank Signatures – it was RESOLVED to appoint Cllr. Cleave and Webster as authorised signatures on the bank account. Cllr. Raynor to provide them with further information. 	<p>Clerk</p> <p>Clerk</p> <p>Cllrs. Cleave, Webster, Raynor</p>
73/2021	<p>Diary Dates – details previously emailed</p> <ul style="list-style-type: none"> a. <i>Advisory Council Meeting</i> – 14th June 2021. It was AGREED this would be a virtual meeting and the recommendations made would then be ratified by the Clerk and Chair. Cllr. Williams was concerned that planning decision made this way may not be valid. The Clerk to seek further guidance. b. <i>Clerk’s Leave</i> – 29th May – 6th June 2021 (inclusive). 	<p>Clerk</p>

74/2021	<p>Port Gaverne WCs – Members felt the cost of cleaning the toilet block to be exceptionally high. Ms Jon advised additional quotations are expected. NOTE – the Chair subsequently proposed emailing all the quotes and asking for each Member’s preference.</p> <p>It was RESOLVED to open for this year with the proviso that we work with local businesses, who benefit from the toilet provision. It was further RESOLVED to invite the National Trust to meet with Members when face-2-face meetings recommence to consider the way forward.</p> <p>Rock Tors to be asked not to use the toilets as changing rooms. Ms Jon to ask them how much they are prepared to contribute to the running costs.</p>	<p>Ms Jon</p> <p>Clerk</p> <p>Ms Jon</p>
75/2021	<p>Car Park – it was RESOLVED to amend the charge for vehicles over 5M in length to £12 for 12 hours; with no overnight parking of campervans, etc.</p>	<p>Ms Jon</p>
76/2021	<p>Proposed Road Closure – Lower Trefreock and Trelights – 28th June 2021 to 9th July 2021 (24 hours). Members felt this to be unacceptable as it would greatly inconvenience farmers and local residents. The Clerk to advise Streetworks accordingly.</p>	<p>Clerk</p>
77/2021	<p>Code of Conduct Training – it is important that all Members attend this training, where possible. It was noted that all the training sessions are in the morning, which working members are unable to attend. County Cllr. Mould expressed surprise the sessions were all in working hours. No members committed to any of the suggested dates.</p>	<p>Members</p>

Signature: (Cllr. Raynor)
Parish Council Chair

Date: 14th June 2021