



Port Isaac • Trelights • Port Gaverne

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

Minute	AGENDA ITEMS	Action
	<b>Present</b> – 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	<b>Election of Chairman</b> – Cllr. Raynor was <b>ELECTED</b> as Chair of the Parish Council for 2021/22.	
	<b>Chairman’s Welcome / Public Forum</b> – the Chair opened the meeting and welcomed those present.	
66/2021	<b>Apologies</b> –	
67/2021	<b>Members’ Declarations</b> – <ul style="list-style-type: none"> <li>a. <i>Register of Disclosable Pecuniary Interests</i> – Members were reminded of the need to complete and return their forms to the Clerk by 7<sup>th</sup> June 2021.</li> <li>b. <i>Registerable Declarations of Interests</i> – none.</li> <li>c. <i>Non-registerable interest</i> – none</li> <li>d. <i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds.</li> <li>e. <i>Dispensations</i> – none</li> </ul>	Members
68/2021	<b>Election of Vice Chairman</b> – Cllr. Penny was <b>ELECTED</b> as Vice Chair of the Parish Council for 2021/22.	
69/2021	<b>Acceptance of Office</b> – <ul style="list-style-type: none"> <li>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.</li> <li>b. <i>Chairman</i> – the Chair duly signed his Acceptance of Office form.</li> <li>c. <i>Vice Chairman</i> – the Vice Chair duly signed his Acceptance of Office form.</li> </ul>	

70/2021	<p><b>Council Committees/Appointments to Outside Bodies</b> – the following appointments to be made:</p> <ul style="list-style-type: none"> <li>a. <i>NALC Representative (voting)</i> – Cllr. Kirkman was <b>ELECTED</b> to the post.</li> <li>b. <i>Neighbourhood Plan Co-ordinator</i> – Cllr. Williams was <b>ELECTED</b> to the post.</li> <li>c. <i>Planning Lead</i> – Cllr. Williams was <b>ELECTED</b> to the post.</li> <li>d. <i>Village Hall Representative</i> – Cllr. Raynor was <b>ELECTED</b> to the post.</li> <li>e. <i>Playing Field Co-ordinator</i> – Cllrs. Button, Cleave and Webster were <b>ELECTED</b>.</li> <li>f. <i>Trelights Village Green</i> – Cllrs. Arnold, Dawe and Kirkman were <b>ELECTED</b> to the position.</li> <li>g. <i>CMS Working Party</i> – Cllrs. Raynor, Webster and Williams were <b>ELECTED</b> to the Working Party.</li> </ul>	
71/2021	<p><b>Minutes of Meetings</b> –</p> <ul style="list-style-type: none"> <li>a. <i>Full Council</i> – 12<sup>th</sup> April 2021, <b>AGREED</b> as a true record.</li> </ul>	
72/2021	<p><b>End of Year Accounts 2020/21</b> –</p> <ul style="list-style-type: none"> <li>a. Internal Auditor’s report – Members received the Internal Auditor’s report and considered the following recommendations: <ul style="list-style-type: none"> <li>i. <u>Investment Strategy</u> – Members <b>RESOLVED</b> to adopt the Investment Strategy drawn up by the Clerk and previously circulated. Copy to be placed on the website.</li> <li>ii. <u>Adequacy of Reserves</u> – reserves stand at £212,256 and requires an explanation to the External Auditors. Members considered and <b>AGREED</b> the List of Earmarked Reserves: <ul style="list-style-type: none"> <li>• Play equipment - £25,575</li> <li>• Tarmac fund – £16,000</li> <li>• Roscarrock WCs Refurbishment – £40,000</li> <li>• Road Safety – traffic island, etc. £40,000</li> </ul> <b>TOTAL - £121,575</b> </li> </ul> </li> <li>b. Annual Governance Statement 2020/21 – Members considered and <b>APPROVED</b> the statement. Copy previously emailed</li> <li>c. Accounting Statement for 2020/21 – Members received and <b>APPROVED</b> the 2020/21 accounts. Copy previously emailed</li> <li>d. Bank Signatures – it was <b>RESOLVED</b> to appoint Cllr. Cleave and Webster as authorised signatures on the bank account. Cllr. Raynor to provide them with further information.</li> </ul>	<p>Clerk</p> <p>Clerk</p> <p>Cllrs. Cleave, Webster, Raynor</p>
73/2021	<p><b>Diary Dates</b> – details previously emailed</p> <ul style="list-style-type: none"> <li>a. <i>Advisory Council Meeting</i> – 14<sup>th</sup> June 2021. It was <b>AGREED</b> 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.</li> <li>b. <i>Clerk’s Leave</i> – 29<sup>th</sup> May – 6<sup>th</sup> June 2021 (inclusive).</li> </ul>	<p>Clerk</p>

74/2021	<p><b>Port Gaverne WCs</b> – 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 <b>RESOLVED</b> to open for this year with the proviso that we work with local businesses, who benefit from the toilet provision. It was further <b>RESOLVED</b> 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><b>Car Park</b> – it was <b>RESOLVED</b> 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><b>Proposed Road Closure</b> – Lower Trefreock and Trelights – 28<sup>th</sup> June 2021 to 9<sup>th</sup> 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><b>Code of Conduct Training</b> – 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: 14<sup>th</sup> June 2021