

**Minutes for the full MEETING of PORTREATH PARISH COUNCIL held
on the Zoom Virtual Meeting Platform on Monday 11th January 2021, 6:30pm**



Councillors Chairman Mr. I. Stewart, Mr. C. Matijasevic, Mr. S. Kendall, Mr. D. Ilett, Mr M Hitchen,
Mr. R. Symonds and Mr. B. Jose (from point indicated)
Cornwall Councillor Joyce Duffin (until point indicated)
Richard Dunstan, Environment Agency (until point indicated)
Ross Durkin, Vice-Chairman Cornwall Countryside Access Forum (until point indicated)
Lucy Jose - Clerk to the Council
2 Members of the Public

8829 Chairman's Welcome

The Chairman welcomed those present to the meeting and explained procedures for the virtual meeting.

8830 To Receive Apologies

None

8831 Declaration of Interests

None

8832 Public Participation Session, when members of the public may raise matters with Councillors

The Chairman invited Matt Way, Resort Director, Gwel an Mor to address the meeting.

Mr Way informed the meeting that due to the current restrictions the resort was now closed to all but NHS representatives and thought it unlikely the resort would be open before the Easter Holidays.

Mr Way informed the meeting that half of all booking were lost at Christmas due to the movement of most of the country to tier 4, bookings were slow at present however he was remaining cautiously optimistic for the summer.

Mr Way commented that Gwel an Mor had engaged with the NDP consultation and were looking at the beach awards again with the Business group and PIC. Mr Way informed the meeting that the offer of their facilities for use with the COVID-19 vaccination program had been made to the NHS.

8833 To confirm the minutes of meetings held on Monday 7th December 2020

The Chairman proposed that that the minutes for the meeting held on 7th December 2020 be signed as constituting an accurate record of proceedings. This was seconded by Cllr. Symonds, put to the meeting and carried.

At the request of the Chairman, it was noted that there had been some misunderstanding of the proposal made under minute ref: 8824, d. The meeting noted that the Chairman, Cllr. Matijasevic and Cllr. Kendal had understood that the proposal made was to allow Mr Disney and Urban to attend the final three NDP SG meetings in December as members of the public, not that Mr Urban and Mr Disney be appointed to the NDP Steering Group. The Chairman confirmed that the Clerk had reviewed the recording of the meeting and checked with the proposer and seconder the intention of the motion. The Chairman confirmed that the motion recorded under minute ref: 8824, d was correct, and that the vote stood.

8834 Review the document adopted on the 23rd March; amended on the 4th May - COVID-19: Portreath Parish Council Plan

The Chairman summarised the amended emergency plan highlighting where changes had been made to reflect the current situation. The Chairman informed the meeting that the toilets would remain open, operating at limited capacity primarily for the needs of essential workers in the parish, but also taking into consideration of public health concerns if the toilets were to remain closed. The Chairman confirmed that the contractor had been consulted when making this decision.

The Chairman informed the meeting that the decision had been made under delegated authority and asked members to ratify the decisions, proposing: Members of Portreath Parish Council adopt the COVID - 19 Emergency Plan as amended 5th January 2020.

This was seconded by Cllr. Ilett, put to the meeting and carried.

8835 To ratify the decision made under the scheme of emergency delegation, to authorise further development of the draft Neighbourhood Development Plan as a result of the public consultation at a cost of £1000, authorise any actions and consider any associated expenditure

The chairman explained the need for further works to be undertaken to look at the issues raised during the consultation of the draft NDP and asked members to ratify the decision made under the scheme of emergency delegation, proposing: Members of Portreath Parish Council authorise further development of the draft Neighbourhood Development Plan as a result of the public consultation at a cost of £1000. This was seconded by Cllr. Ilett, put to the meeting and carried.

8836 To receive an update on the £4million flood alleviation project for Portreath from Richard Dunstan, Environment Agency, authorise any actions and consider any associated expenditure

The Chairman welcomed Rickard Dunstan to the meeting and invited him to address councillors.

Mr Dunstan summarised the project to date and explained the recent change in staffing meaning that he was now our contact for the project. Mr Dunstan commented that although the current situation with COVID 19 had caused delays that the project was still moving forward and that currently the project is at the stage where hydraulic modelling is being carried out and extensively tested, frequent site visits and topographical surveys being carried out.

Mr Dunstan informed the meeting that the hydraulic modelling is nearing completion enabling the EA to produce a final plan for the channel improvement works within in Portreath as well as alternate and natural measures further up the catchment.

Mr Dunstan confirmed the secured funding currently secured and explained additional funding that is currently awaiting sign off totalling close to £5million. Councillors expressed concern that the delays could mean funding was lost, however Mr Dunstan assured the meeting that the funding secured was in place and that the additional time on the project has in fact generated more funding to better complete the project.

Moving forward Mr Dunstan informed the meeting

- the hydraulic modelling was due for completion
- Technical investigations into the channel would be undertaken
- The detailed plan for development of the channel would be completed

Prior to the internal EA approvals for the start the project.

Mr Dunstan offered a schedule for the works to the channel improvements starting in December 21 for completion within 12 months. Mr Dunstan commented that the public and parish council would be consulted with throughout the project.

Mr Dunstan answered questions from councillors regarding funding for the project, timescales, responsibility of parishioners for the river banks at their properties, incentives for land owners to implement the natural alleviation measures, how the improvements would be impacted by future development, particularly those in the catchment but outside of the parish.

Following questions, councillors did express disappointment that the project was still in the planning stages and the original completion date for the project was March 2021. Mr Dunstan assured the meeting that the delays had been unavoidable for the best outcome of the project. Mr Dunstan commented that during the process there had been a change of consultants used by the EA who had demanded much more meticulous planning and hydraulic modelling for best outcome when delivering the plan.

Mr Dunstan agreed at the request of the Chairman to provide the parish council with a monthly update to tie in with future meetings.

The Chairman thanked Mr Dunstan for his attendance and input, Mr Dunstan Left the meeting. Cllr. Jose and Mr Durkin joined the meeting.

8837 To receive presentation from Ross Durkin, Vice-Chairman Cornwall Countryside Access Forum regarding the Local Maintenance Partnership with Cornwall Council, Q&A session.

The Chairman welcomed Ross Durkin to the meeting. Mr Durkin gave a presentation on the Local Maintenance Partnership (LMP) covering the following areas:

- What is the LMP and how the LMP works
- How the path cutting schedule fixed
- The benefits of LMP to parish councils
- Risks associated with LMP
- Possible costs to the Parish Council
- How to find a suitable contractor
- The role of the Parish Clerk in LMP
- Works not covered by LMP
- Support available from Cornwall Council /CORMAC

Councillors thanked Ross for the presentation and asked questions relevant to the LMP. Cllr. Matijasevic commented that this council had previously been part of the scheme, the Chairman asked is generally the LMP reimbursement is equal to the spend. Mr Durkin confirmed that in his experience the LMP in most cases came close to the cost of maintaining the footpath networks in his parish.

The Chairman thanked Mr Durkin for the informative presentation. Mr Durkin left the meeting.

8838 To receive the report of Cornwall Councillor Joyce Duffin, authorise any actions and consider any associated expenditure

CC Duffin addressed the meeting giving a brief update on the impact of COVID-19 within the county commenting that current numbers stood at 350/100000 in Cornwall but the numbers in Newquay were matching that of places like London. CC Duffin explained that there was a strong awareness campaign on social media to get the information out. CC Duffin stated that Cornwall Fire and Rescue were on amber alert and that Biffa had 16% of staff off either isolating or with COVID-19 and that a contingency was in place should collections be impacted by this.

CC Duffin stated that the roll out of the vaccine had started within the county, but was being managed by the NHS and speed of delivery seemed dependant on the individual providers.

CC Duffin explained that Cornwall Council were following up on enforcement regarding breached during the pandemic, however a number of loopholes in the current guidelines were allowing people from out of county to temporarily move to the county or make shorter visits to purchase properties.

CC Duffin informed the meeting that the May elections were still scheduled to take place at present.

CC Duffin confirmed that she was following up the issue with the water trough in the square and that the bid for the changes to the parking restrictions on Tregea Hill had been written and costed and the project has been included on the list for funding this year.

The Clerk asked CC Duffin to make contact with the Cornwall Council representative regarding the recently advertised pop up business sites, following concern that the former crazy golf was being offered from 5th April, which clashes with the planned works of the Environment Agency, the Clerk also questioned why the sites did not have restrictions prohibiting food sales as had been imposed in previous years. CC Duffin explained that each application would be looked at individually and that should a food business that did not compete with the established permanent business be received; it may be considered to enhance the area. Cllr. Symonds expressed concern that allowing any type of food business, particularly on the site of the former crazy golf course would have significant detrimental impact on the current food businesses in the village.

CC Duffin left the meeting.

8839 Planning

(a) To give consideration as consultees to:

- i) Proposal to construct first floor on existing bungalow**

6 Hillside, Portreath – PA20/10632

The Chairman summarised the proposal and reminded the meeting that a very similar application had previously been submitted which this council had strongly objected to.

The meeting noted the strong public objections from the neighbours submitted to the planning portal and noted that there had been no response from the planning officer. The meeting looked at images of the proposed and commented that they were very similar to the application which had since been withdrawn which the council had not been in favour of.

A parishioner present at the meeting spoke in objection of the proposal stating that as with the previously withdrawn application the proposed would be overlooking, overshadowing and overbearing to the neighbouring properties and out of place in the street scene. The parishioner commented that the currently approved application for the site (PA19/11110) was acceptable and the development of the neighbouring property No.8. Hillside was also a favourable design.

Following discussion Cllr Jose proposed that members of Portreath Parish Council object to this application as the proposed dwelling would be overlooking, overshadowing and overbearing to the neighbouring properties and highlighting that the design was remarkably similar to that of the previously withdrawn application PA19/ 02113 which this council had strongly objected to with the same reasoning. This was seconded by Cllr. Stewart, put to the meeting and carried.

- (b) To give consideration as consultees to any planning applications received since the preparation of this agenda
None
- (c) To give consideration to any planning applications referred to the council under the 5-day notice protocol
None
- (d) To note any planning appeals
None
- (e) To receive the report of planning decisions and correspondence and authorise any actions
The meeting noted that planning applications PA20/09426 and PA20/09649 had been approved and planning application PA20/09150 had been refused.

8840 To receive the following reports, authorise any action and consider associated expenditure

(a) Finance

- i) To receive report on the balance of the bank account
The clerk reported that on the 1st January 2021 the balance of the current account stood at £20751.37 and the balance of the Savings Account stood at £35,220.13. Cllr. Ilett signed the bank statements. The Clerk reported that the balance of the current account now stands at £17997.15 following the early January pay run.
- ii) To approve the bank reconciliation for the month of December 2020
The Clerk presented the Bank reconciliation for the month of December 2020 to the meeting. This was approved by councillors and signed by Cllr. Ilett.
- iii) To receive the Payment Schedule for the period 1st December – 31st December 2020 and authorise payment of invoices received and payments scheduled for 1st January 2021 - 31st January 2021
The clerk displayed the payment schedule with payments totalling £2379.61 for the period 1st December 2020 - 31st December 2020 and the payments totalling £14513.00 scheduled for 1st January 2021 – 31st January 2021. The Chairman proposed that the clerk line up payments as listed in the schedule. This was seconded by Cllr. Hitchen, put to the meeting and carried.
- iv) To note any income received
The meeting noted income of £500.00 received from CC Duffin's Crisis Community Chest for the NDP SG and £20.00 from South West Water Business.

(b) Clerks Report

i) General Report

- Streetlighting, the Clerk and Chairman confirmed that the works to upgrade the streetlighting had been started and that the council was now to await the confirmation of completion before Cornwall Council will adopt the streetlighting. The Chairman was optimistic that this would have happened by the end of the financial year.
- The Clerk informed the meeting she was currently working as normal, however was mindful that there was a possibility that she would need to revert to home-schooling for her children which would have a significant impact on her ability to work. The Chairman confirmed that the council understood the situation and that there was a contingency in place as part of the COVID-19 Emergency Plan.
- The Clerk highlighted the upcoming elections as asked councillors to consider their intention for standing in the election as asked that if any councillor was intending on standing down to let her know so that an adequate recruitment drive could be facilitated, bearing in mind that following the community governance review there would be places for 9 councillors at the next election rather than the current seven.

8841 **To formulate a response to the CALC and NALC STANDARDS MATTER 2: public consultation and public sector surveys**, authorise any action and consider associated expenditure

Councillors considered the consultation and commented that they did not feel qualified to respond to such an in-depth consultation. The meeting acknowledged that they had also been consulted by Cornwall Council on the new proposed Code of Conduct and that they were better placed to comment on this. The meeting asked the Clerk to include this on the agenda for the February meeting.

8842 **To consider the LMP offer from Cornwall Council**, authorise any action and consider associated expenditure

The Clerk highlighted the LMP offer of £278.45 from Cornwall Council and commented that that last year this council was part of the LMP the cost of maintaining the footpaths in the Parish was £550.00. The Clerk commented that there had been few complaints regarding over grown footpaths.

Members referred to the earlier presentation from Mr Durkin and debated the merits of the scheme. The meeting discussed the responsibilities for maintaining footpaths and concurred that a meeting with Cornwall Councils Countryside Access Manager would be beneficial prior to making the decision regarding LMP.

The meeting concurred that the more information was required prior to making a decision on the LMP and asked the Clerk to add this to the agenda for the next meeting.

8843 **Update on projects for the year 20/21** authorise any action and consider associated expenditure

a) Former Public Toilets

The Chairman confirmed that the structural survey has now been completed and that the report should be with the council in three to four weeks' time. The Chairman informed the meeting that the surveyor had requested some additional works to be carried out by the contractor engaged to dig the initial inspection pits which along with the repair of a pipe damaged during the initial digging of the pits would incur additional cost to the original quote of £175. The meeting concurred that this additional spend was unavoidable.

b) Public Toilets

The Chairman confirmed that the toilets are open in a COVID secure manner, but running a limited provision for the essential workers in the parish. The chairman informed members that there was an issue with one of the toilets, and that he would arrange for a plumber to look at this in due course.

c) Neighbourhood Development Plan Steering Group (NDP SG)

Cllr. Matijasevic updated the meeting on the progress of the Neighbourhood Development Plan, stating that the public consultation had ended on the 31st December 2020 and that all the feedback had now been collated by the steering group who were now looking at all of the policies. The working group would continue to meet to decide if any amendments were required to the policies and plan and that the revised plan should be ready for the council to scrutinise at their next meeting.

Cllr. Matijasevic informed the meeting that there had been 208 individual pieces of feedback received across all the engagement channels and made comparison to other parishes whose average responses were 40 per NDP area.

Cllr. Matijasevic acknowledged there were some contentious areas in the plan and informed the meeting that the consultant had been engaged with to look at the settlement boundaries and make recommendation for amendments, which would help with the council's decision making in due course. Cllr. Matijasevic acknowledged that there had been engagements from several planning consultants on behalf of residents and businesses in the parish.

The Chairman highlighted the omission of tourism from the plan as indicated by one of these consultants, and questioned if this would lead to additional policies being included to enable the plan to pass the examination stage of the process. Cllr. Matijasevic commented that tourism was covered under policy 15 of the draft plan.

The Chairman questioned if the council's approval of the plan should be included in a full meeting or if there were significant amends would an extraordinary meeting be required. Cllr. Matijasevic stated that the documentation would be presented to the council in time for the next full meeting, stating that extraordinary meetings in the past had had poor support from councillors and considered them to be a waste of time.

The Chairman addressed councillors and asked for their full support with the next stage of the NDP process requested that they all attend any relevant meeting, partake in any debate and ensure that they are familiar with all associated documentation.

The Chairman questioned the NDP budget and asked if there was any further expenditure expected that had not already been accounted for, commenting that the quote for the Picture of Place book was for the PDF only and did not include printing costs Cllr. Matijasevic commented that he would need to go back to the SG to address this.

d) Flood Defence

The meeting noted that this had been covered in the report given by the Environment Agency under item 8 on the agenda minute ref:8836. Members expressed their disappointment that the project was still at the planning stages and that no works were likely before the end of the year.

e) General Signage

None

f) Major Meetings

The Chairman informed members that he would be attending a virtual briefing regarding the dualling of the A30, Cllr. Matijasevic also showed interest in attending and the Clerk agreed to recirculate the details of the briefing.

g) Mining Trails and Mining Villages Regeneration Group (MVRG)

None

h) IT Support

Cllr. Jose confirmed his ongoing IT support to the Council. The Clerk confirmed that works to ensure the website meets the current accessibility guidelines was ongoing but was a long and time-consuming process.

i) WAAF Site

None

j) Duke of Leeds Land

None

k) Risk Assessments

The Clerk confirmed that significant time had been spent in the last week creating a risk management policy and creating a new risk register for the council commenting that this was a requirement of the internal audit and a was needed for her course.

l) Portreath Climate Action Network (CAN)

Cllr. Symonds confirmed that he would be attending a meeting for the CAN later in the week.

8844 To receive various items of correspondence, authorise any action and consider associated expenditure

- a) Correspondence circulated by email.
The Clerk asked councillors if there was any correspondence circulated by email that needed attention. Members concurred that there was nothing that needed following up at this stage.
- b) General correspondence
- Correspondence from the Royal British Legion Representative for Camborne had confirmed that £90.85 had been raised in the collecting boxes in Portreath.
 - The Clerk listed Christmas greetings cards that had been received and asked Councillors if they would like to arrange similar in the future? Councillors concurred that this was a good idea and asked the Clerk to add this to the agenda for discussion later in the year.
- c) Correspondence received since the preparation of this agenda
- **MacDonald's Litter** - The Clerk reported correspondence received regarding litter specific to MacDonald's in the Parish. Councillor asked the Clerk to write to the local branch and head office highlighting the issue of litter in the parish.
 - **Grit Bins** - The Clerk informed the meeting that correspondence had been received regarding the grit bin on Lighthouse Hill. Members agreed to looking into the issue and make recommendations for actions.
 - **Rickshaw Business** – The Clerk informed the meeting of correspondence received asking for feedback from the council regarding a potential new business offering a rickshaw service from Redruth to Portreath. Councillors discussed the idea and were keen to hear more about the idea. Members asked the Clerk contact the business and offer encouragement to the environmentally friendly idea. The Clerk also commented that she would make an introduction to the PIC as it is anticipated that the business would require use of the bus turning area adjacent to the car park.
 - **NDP** – The Clerk reported correspondence relating to the NDP that she was working through, commenting that most was questioning the powers for the parish council to be involved and to spend on the NDP. The Clerk confirmed that these would be answered in due course.
 - **Pop Up Business Sites** – The Clerk highlighted the pop-up business sites that had been advertised within the parish as previously discussed under item 10 on the agenda (minute ref: 8838)

8845 To give consideration to any applications received for grants/donations

The Clerk reported a request for a donation towards the new canvas shelters from Portreath Pre-School. Councillors discussed the need for the shelters as a direct result of making the setting COVID secure and commented that the Preschool being opening during the lockdown provided working parents with the option of childcare at this time, meaning less need for grandparents who may need to be shielding to provide childcare. Cllr. Matijasevic proposed that members of Portreath Parish Council make a donation under Section 137 of £300 to Portreath Preschool. This was seconded by The Chairman, put to the meeting and carried.

8846 To agree the date of the next meeting, Monday 1st February 2021, 6:30pm

Councillors concurred that the date of the next full council meeting would be Monday 1st February 2021, 6:30pm.

8847 Close of Meeting

The Chairman thanked everyone for their attendance and participation and closed the meeting at 8:45pm.

1st February 2021

Chairman – Cllr. Ian Stewart