

Minutes for the extraordinary MEETING of PORTREATH PARISH COUNCIL, held on the Zoom Virtual Meeting Platform on Monday 22nd March 2021, 6:30pm



Present: Councillors, Chairman Mr. I. Stewart, Mr. C. Matijasevic, D. Ilett, Mr M Hitchen and Mr. R. Symonds.
Lucy Jose, Clerk to the Council
4 members of the public

8882 Chairman's Welcome

The Chairman welcomed those present to the meeting and explained procedures for the virtual meeting. The Chairman informed the meeting that the meeting would be recorded for the purpose of minute taking and that the names of those present that appear on the screen would also be retained until the minutes were ratified at the next meeting.

8883 To Receive Apologies

Apologies were received from Cllr. Jose who had been called away to attend to Coastguard duties. The meeting noted that Cllr. Kendall was absent.

8884 Declaration of Interests

None

8885 Public Participation Session, when members of the public may raise matters with Councillors

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

Mr Way confirmed that the sale of Gwel an Mor to Cove Communities had now completed and that there were exciting times ahead. Mr Way informed the meeting that Cove Communities currently have sites in Selsey and Canvey Island and were looking to acquire more sites throughout the UK in particular Cornwall. Mr Way informed the meeting that management training has already resumed. Mr Way introduced June Donnery, Resorts Director for Cornwall.

Ms Donnery addressed the meeting informing members that she had newly been appointed to the role and had a long history of working within the tourism industry in Cornwall. Ms Donnery Cove Communities intended on investing in Gwel an Mor and its staff.

The virtual meeting was interrupted by technical issues and the Clerk terminated the meeting.

The Clerk circulated a new link for the zoom meeting to all participants and update the website with the joining details.

The meeting reconvened at 18:46 with Councillors Stewart, Matijasevic, Hitchen, Ilett and Symonds present as well as Mr Way and 2 members of the public.

The Chairman apologised for the interruption and confirmed the details to join the meeting had been published on the website.

The Chairman invited Mr Crabtree to address the meeting. Mr Crabtree introduced himself stating his intention to stand for the position of Cornwall Councillor for Illogan and Portreath as the Conservative candidate in the upcoming elections. Mr Crabtree read an update regarding the £4million Flood Alleviation Project that he had obtained from the Environment Agency via MP George Eustace covering Hydrology and Hydraulic Computer Modelling, Natural Flood Management, Highways England Designated Funds, Next Steps and Project Programme.

The Chairman thanked Mr Crabtree for obtaining the report and commented little had changed since the last update received from the EA directly. The Clerk agreed to add the latest update to the website.

8886 Planning

(a) To give consideration as consultees to:

- i)** Two Storey extension off the end of existing gable with pitched roof and gable and single storey extension to south/read of property.

2 Rookery Cottage Mile Hill, Porthtowan – PA20/08042

Following short discussion proposed by Cllr. Matijasevic, seconded by Cllr. Symonds it was unanimously resolved to raise no objections to this proposal.

- ii) Proposed change of use of upper ground floor of existing property to form a dwelling, construction of single storey rear extension, alterations to existing shopfront fenestration, formation of dormer roof window and provision of an additional car parking space.

Pampered Paws, Tregea Terrace, Portreath – PA21/00151

Councillors acknowledged the comments of the other consultees and following discussion, proposed by The Chairman and seconded by Cllr. Ilett unanimously resolved to raise no objections to this proposal.

- (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

The Clerk reported that under the local council's application PA21/00864 had been referred to councillors. The Clerk conformed that councillors intended to maintain their views on this proposal and asked for ask for the decision to be made at planning committee. The Chairman confirmed that CC Duffin had referred this to planning committee, however did not feel that she was able to support the application.

- (d) To note any planning appeals

Councillor noted the appeal for planning application PA20/07498.

8887) To receive the following reports, authorise any action and consider associated expenditure

(a) Clerks Report

i) General Report

- The Clerk confirmed that the **Pop-Up Business sites** at the Harbour had been won by the owners of the beach Café and would be an extension of the beach café. The Clerk informed the meeting that there had been no suitable businesses tender for the site of the former crazy gold.
- **Annual Parish Meeting:** The Clerk confirmed that a date for the annual parish meeting of electors had been set for the 26th April 2021 and that advertising would be going out soon. The Clerk asked members to encourage group to send in reports even if they have not been operating in order to get an updated of group contact details.
- **Notice Boards:** The Clerk demonstrated that the current boards were inadequate by showing the paper work that was required to be displayed. The Chairman highlighted the email he had circulated with a proposal for purchasing 4 new boards and reusing the old boards in the parish to give the display capacity required by the Clerk.

The Charman informed members that he would gather quotes from local contractors as well and asked that Adrian Drake be consulted in the relocation of the board at the entrance to Tregea Parc.

- **Council tax increase.** Members acknowledged the rise in the Portreath part of the council tax. The Clerk informed members that there had only been one email to enquire why there had been such an increase.
- **Audit Process.** The Clerk confirmed that this had now started and that she would be working with both internal and external auditors over the coming weeks.

ii) Council Elections May 2021

- The Clerk informed the meeting that the town and parish council elections had now officially now been called by Cornwall Council, and that she has a limited supply of election packs for those who are interested in standing.

The Clerk confirmed that advertising encouraging people to stand as councillors had been published on the social media pages and a new page had ben created on the website.

8888 Update on the application for funding through the community network panel for the improvements to the parking arrangements on Tregea Hill, authorise any action and consider associated expenditure

The Chairman confirmed that Highways had informed the council that the resurfacing would now happen in the 21/22 financial year and asked that CC Duffin be contacted as asked to chase the repainting of the yellow lines on Tregea Hill and the progress of the funding bid through the community network panel for the alterations to parking and traffic arrangements on Tregea Hill.

8889 To Confirm the detail and adopt the Grants policy, authorise any action and consider associated expenditure

Following discussion Cllr. Ilett and the Clerk agreed to look further at the policy prior to its adoption.

8890 To note the increase in cost to the payments made to contractors for the year 21/22 as per terms of contracts in line with the CPI for:

- a) **Contract for the Grounds Maintenance – Land surrounding the Public Conveniences and Former Public Toilets Block: Portreath**
- b) **Contract – Litter Collecting in the Parish of Portreath.**
- c) **Contract for the Management of the Portreath Parish Public Toilets**

The Chairman explained the terms of the contracts for contractors a, b & c and informed the meeting that the CPI would be published on the 14th March and there fore the increases to the cost of the contracts would be in line with this published figure. The Chairman confirmed that this had been accounted for when setting the budget for 21/11.

8891 Update on projects for the year 20/21

a) Former Public Toilets

i) General Update

The Chairman recapped to project to date stating that following the results of the structural survey report that there had been discussion regarding renovation and redevelopment. The Chairman informed the meeting that a parishioner had come forward and volunteered to create a working party to look at funding options to allow the retention of the building.

The Chairman confirmed that commercial estate agents had been contacted and given the sale figure of £100, 000. The Chairman reminded councillors of the obligation to pay Cornwall Council half the net profits should the building be sold; however, this could be waived if the council were able to demonstrate the monies would benefit a project in the community.

The Chairman offered an alternate location for the building of a new community building adjacent to the new toilet building utilising land owned by this council, however at this stage any such project would need to be considered by the new council.

ii) To ratify the decision made under the emergency scheme of Delegation to form a working party to look into funding options for the renovation or regeneration of the former public toilet building, authorise any action and consider associated expenditure

Proposed by Cllr. Symonds and seconded by Cllr. Hitchen the council unanimously resolved to ratify the decision made under the emergency scheme of Delegation to form a working party to look into funding options for the renovation or regeneration of the former public toilet building.

iii) To approve the Terms of Reference (ToR) for the Former Public Toilets Regeneration Working Group (FTRWG) authorise any action and consider associated expenditure

Proposed by the Chairman and seconded by Cllr. Symonds, the council unanimously resolved to approve the Terms of Reference (ToR) for the Former Public Toilets Regeneration Working Group (FTRWG).

b) Public Toilets

i) General Update

The Chairman commented that with the easing of the restrictions on the 8th March in consultation with the Clerk and cleaning contractor the risk assessment for the toilets had been reviewed and the toilets had reverted to opening 2 cubicles daily with additional sanitising visits to ensure the toilets remained covid secure.

- ii) **To Consider the opening pattern for the toilets for the coming months in line with the latest COVID 19 guidance**, authorise any action and consider associated expenditure

Following the decision to open two cubicles daily the Chairman recommended that this continue until Good Friday when all cubicles should be opened as per the contract for the toilet management, with additional sanitising visits to ensure the toilets remain covid secure.

Councillors discussed opening patterns and The Chairman proposed that the toilets be opened from Good Friday with additional COVID sanitising visits, to be reviewed either when social distancing measures are removed or revised or when peak season starts, whichever is soonest. This was seconded by Cllr. Matijasevic, put to the meeting and carried unanimously.

- iii) **To Ratify the decision made under the emergency scheme of delegation to replace the service corridor door with steel door matching the recently installed toilet doors at a cost of £945+ VAT**, authorise any action and consider associated expenditure

The Chairman explained that following the early march meeting where he was given authority to order a new UPVC door for the service corridor he had sourced quotes and discovered that there was little cost difference between UPVC doors and steel doors like those recently flitted to the cubicles. The Chairman explained that under delegated decision he had been given authority to order a steel replacement door at a cost of £954 +vat.

Members discussed the replacement door and the Chairman proposed that the decision made under the emergency scheme of delegation to replace the service corridor door with steel door matching the recently installed toilet doors at a cost of £945+ VAT, be ratified. This was seconded by Cllr. Ilett, put to the meeting and carried unanimously.

- c) **Neighbourhood Development Plan Steering Group (NDP SG)**

It was confirmed that the Clerk had submitted the documentation provided by the NDP SG and that CC had acknowledged receipt of the documentation. Cllr. Matijasevic informed Councillors that CC had indicated that the next step of the process would take around a month to complete.

Cllr. Matijasevic informed the meeting that technical support with the website had been offered by a parishioner and that with their help the website was being slimmed down and the information on the NDP basecamp system backed up.

Cllr. Matijasevic confirmed that all the art work from the community engagement session was being safely stored and records of the surveys and other means of community engagement was recorded on basecamp.

- 8892 To receive various items of correspondence**, authorise any action and consider associated expenditure

- a) Correspondence circulated by email

There were no requests to follow up any correspondence circulated by email.

- b) General correspondence

None of note.

- c) Correspondence received since the preparation of this agenda

- **Coast to Coast Trail** - The Clerk reported a resident had contacted the council highlighting that the path that runs alongside the road at Cambrose had become overgrown and that the grass now encroached on the path making it very narrow and difficult to pass without stepping into the road. Cllr. Ilett agree to look into this and the clerk confirmed that she would contact the parishioner for photos of the path.
- **Mud on Cot Road (Historic)** - The Clerk reported correspondence received requesting documentation relevant to complaints of mud on Cot road during 2015. The Clerk confirmed that it

would seem from the minutes that it had been a discussion point and that a meeting with the developers and CC Duffin had taken place however there was no specific file on the matter and no meeting notes in the archive. The Clerk confirmed that she had relayed this information to the parishioner requesting the documentation.

8893 To give consideration to any applications received for grants/donations

The Clerk reported a request for funding support from Cornwall Women's Shelter. The Clerk informed the meeting that she had asked the organisation if they supported people within the Parish of Portreath and was awaiting a response.

8894 To resolve under the 1960 Public Bodies (Admission to Meetings) Act to exclude the press and public due to the confidential nature of the business to be discussed

The Chairman proposed that under the 1960 Public Bodies (Admission to Meetings) Act the meeting should exclude the press and public due to the confidential nature of the business to be discussed under item 14 on the agenda. This was seconded by Cllr. Matijasevic, put to the meeting and carried unanimously.

8895 To approve payment to the clerk for additional hours worked during the year 20/21, authorise any action and consider associated expenditure

The Clerk explained the 75 hours that had been accumulated since September and displayed a spreadsheet detailing how her time is spent each month. The Chairman outlined the cost of paying the Clerk for the hours accrued.

Cllr. Symonds proposed that the clerk be paid for the additional 75 hours worked since September 2020. This was seconded by the Chairman, put to the meeting and carried unanimously.

Looking forward the Council recognised that the Clerks working hours needed addressing and suggested a 3-monthly review with the Chairman to ensure hours did not build up to this amount again and to look at solutions if the work required of the Clerk was not achievable in the hours they are contracted to work.

8896 To agree the date of the next meeting, Monday 12th April 2021, 6:30pm

The meeting agreed the date of the next full council meeting be the 12th April at 6:30pm to be held on Zoom. The Chairman reminded members of the Annual Parish Meeting of Electors would be held on Zoom on the 26th April.

8896 Close of Meeting

The Chairman thanked everyone for their attendance and participation and closed the meeting at 8:18pm.

12th April 2021

Chairman – Cllr. Ian Stewart