

# Minutes from the FULL MEETING of PORTREATH PARISH COUNCIL held on Monday 6<sup>th</sup> September 2021, 6:30pm



**Present:** Councillors: Chairman Mr. I. Stewart, Mr. M. Hitchen, Mr. R. Symonds,  
Mr. S. Goodwin and Mr. P. Kessell  
Cornwall Councillor Dave Crabtree  
3 Members of the Public  
Lucy Jose, Clerk to the Council

## **8976 Chairman's Welcome**

The Chairman welcomed those present to the meeting and explained procedures for the meeting. Highlighting the council cautious return to physical meetings, the Chairman explained the scheme of Emergency delegation would remain in place and asked that attendees continue to follow guidance, hand face, space, fresh air.

The Chairman explained that following the last meeting standing orders would be closely followed to ensure the meeting run to time including limiting public participation to 3 minutes per person, with a maximum off 15 minutes for the session.

## **8977 To confirm the minutes of meetings held on Monday 2<sup>nd</sup> August 2021**

Cllr. Kessell proposed that the minutes for the meeting held on 2<sup>nd</sup> August 2021 be signed as constituting an accurate record of proceedings. This was seconded by Cllr. Goodwin, put to the meeting and carried unanimously.

## **8978 To Receive Apologies**

Apologies were noted from Cllrs. Jose, Nash, J. Tull and G. Tull.

## **8979 Declaration of Interests**

None

## **8980 Public Participation Session, when members of the public may raise matters with Councillors**

Nothing was offered to the meeting other than what was already on the agenda

The Chairman thanked the resident who had volunteered to attend the police liaison meeting on behalf of the council. The parishioner confirmed that at present the meetings were on hold but they would be attending them once they restarted.

## **8981 To receive the report of Cornwall Councillor Dave Crabtree, authorise any actions and consider any associated expenditure**

CC Crabtree addressed the meeting stating that he had been working with the portfolio holder for transport and that he was campaigning for the speed to be reduced on Cot Road to 30 mph. CC Crabtree confirmed that cutting of the verges and bushes at the top of Tregea Hill was in the autumn maintenance schedule for Cormac and should be actioned shortly.

CC Crabtree informed the meeting that he had received confirmation that the design works for Tregea Hill were due for completion in November, with work planned to start in March 2022. CC Crabtree stated that this gave adequate time for scrutinising the design and public consultation.

CC Crabtree commented that the policing areas had been changed and Portreath now came in with Illogan, Pool and Four Lanes. CC Crabtree confirmed that the community officers had been working with parking enforcement over the summer.

## **8982 To Consider the supporting 20 is plenty Campaign to reduce the speed of vehicles in Bridge and Portreath, authorise any actions and consider any associated expenditure**

CC Crabtree explained the 20 is Plenty Campaign stating that it was a nation-wide initiative, supported by the Conservatives who would like to see the speed limit reduced to 20mph on all residential roads in Cornwall.

CC Crabtree commented that for each road or area the cost of this was approximately £6,500.00, but by applying for the scheme across Cornwall the cost would be £3.5 million and that the benefit of the scheme would be seen by the NHS and police as the costs would be made up in 6 months of implementing.

The Chairman commented on the statistics showing that accidents at 20mph needed less police time and injuries sustained in accidents at 20mph rather than 30mph or faster were significantly less serious. The Chairman also commented on the environmental impact of driving at slower speeds.

There was short discussion regarding the unnecessary bureaucracy of the scheme and it's costs.

The Chairman proposed that members of Portreath Parish Council support the 20 is plenty scheme in the Parish of Portreath, this was seconded by Cllr. Goodwin, put to the meeting and carried, unanimously. The Chairman asked CC Crabtree to pass the support of this council to Philip Desmond the Portfolio holder for transport.

**8983 To extend the scheme of Emergency Delegation to the Clerk in conjunction with the Chairman and Vice Chairman to enable the council to function in emergency situations and where the council is unable to meet physically,** authorise any actions and consider any associated expenditure

The Chairman explained the scheme of emergency delegation and how it had worked up to this point. The Chairman recommended that due to the uncertainty of the future in relation to Covid-19 and Cornwall being in an enhanced response area that the scheme be continued.

Cllr. Kessell proposed that the scheme of emergency delegation to the Clerk in consultation with the Chairman and Vice Chairman be extended and reviewed again at the 2022 annual meeting of the council. This was seconded by Cllr. Goodwin, put to the meeting and carried unanimously.

**8984 Planning**

**(a)** To give consideration as consultees to:

- i) Proposed demolition of a bungalow and erection of two semi detached dwellings  
**Bramble Moor, Sunnyvale Road, Portreath – PA21/01875**

The Chairman invited the applicants to address the meeting. The applicants informed the meeting that they had worked with planning officers on the design and reduced the height of the building from the original design, which the planning officer had informed the applicants that they would not support.

Commenting that it had not yet been adopted members discussed the NDP, stating that the proposal would add another 3 bedroom property to Portreath and that the NDP supported builds of this type. The meeting noted that the World Heritage officer no longer objected to the proposal.

Cllr. Kessell proposed that members of Portreath Parish Council support the proposal. This was seconded by Cllr. Symonds, put to the meeting and carried unanimously.

- ii) Certificate of lawful development for an existing use of a static caravan as a residential dwelling.  
**Cambrose Farm, Cambrose – PA21/07108**

Members of Portreath Parish Council unanimously resolved to support this proposal. Proposed by Cllr. Kessell, seconded by Cllr. Hitchen.

- iii) Proposal to construct first floor on existing bungalow  
**6 Hillside, Portreath – PA20/10632**

Councillors studied plans of the proposed, previous unacceptable designs and that of the currently approved design for the property and considered the design and access statement.

The Chairman proposed that members of Portreath Parish Council support the proposal. This was seconded by Cllr. Hitchen, put to the meeting and carried unanimously.

**(b)** To give consideration as consultees to any planning applications received since the preparation of this agenda

The Clerk confirmed notification of Planning application PA21/ 06970, which will be considered as consultees at the October meeting.

**(c)** To give consideration to any planning applications referred to the council under the 5-day notice protocol

The meeting noted that the council had responded to the 5-day notice for planning application PA21/ 05298 agreeing to disagree with the planning officers' recommendations to approve the proposal.

**(d)** To note any planning appeals

The meeting noted that the appeal for application had been allowed for planning application PA20/07498

**(e)** To receive the report of planning decisions and correspondence and authorise any actions

The meeting noted that planning application PA21/04625 had been approved and that planning applications PA21/02451 and PA20/10946 had been refused.

**8985** **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 the balance of the current account stood at £16,867.91 and the balance of the Savings Account stood at £30,220.13. The Bank statements were signed by the Chairman.

**ii)** To approve the bank reconciliation for the month of August 2021

The Clerk presented the Bank reconciliation for the month of August 2021 to the meeting. This was approved by councillors and signed by the Chairman.

**iii)** To receive the Payment Schedule for the period 1<sup>st</sup> August 2021 – 31<sup>st</sup> August 2021 and authorise payment of invoices received and payments scheduled for 1<sup>st</sup> September 2021– 30<sup>th</sup> September 2021

The clerk displayed the payment schedule with payments totalling £4633.06 for the period 1<sup>st</sup> August 2021 – 31<sup>st</sup> August 2021 and payments totalling £16,170.00 for the period 1<sup>st</sup> September 2021– 30<sup>th</sup> September 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 unanimously.

**iv)** To note any income received

The Clerk reported that no income had been received during August, however in the first few days of September the 2<sup>nd</sup> instalment of the Precept and the CTS grant had been received totalling £32,992.17.

**(b) Finance and Staffing Committee**

**i)** General Report

Cllr. Goodwin referring to the report previously circulated stated that to date the committee had:

- Amended the terms of reference
- Attending various on-line training courses
- Produced draft Human Resource policies
- Updated the Parish Clerks job description and contract of employment
- Completed a job evaluation of the Parish Clerk role in line with the nationally agreed benchmarking progress and associated training
- Produced an outline workplan for the Committee

Moving forward the committee will:

- Formally consult with the Parish Clerk over the revised job description and contract of employment and when agreed bring to the Parish Council for approval
- Review and update the risk register, asset register and insurance policies
- Start the budget setting process for 2022/23
- Review in detail the half year financial position.

Cllr. Goodwin asked that councillors consider:

- approve the revised Terms of Reference for the Finance and Staffing Committee;
- identify two additional members for the Committee in line with the recommendation from Cornwall Council for a minimum of five members for all committees;
- approve the Disciplinary Policy;
- approve the Grievance Policy;
- approve the Training and Development Policy.

**ii)** To Approve and adopt the updated Terms of Reference for the Finance and staffing committee authorise any action and consider associated expenditure

Cllr. Hitchen proposed that the updated Terms of Reference for the Finance and staffing committee be approved and adopted by Portreath Parish Council. This was seconded by Cllr. Kessell, put to the meeting and carried unanimously.

**iii)** Appoint two additional members to the Finance and Staffing Committee

The Chairman proposed that Cllrs. Nash & Symonds be appointed to the finance and staffing committee. This was seconded by Cllr. Kessell, put to the meeting and carried unanimously.

**iv)** To approve the amended job description for the Clerk, authorise any action and consider associated expenditure

Councillors deferred this item to the next meeting as the job description was not yet available to scrutinise.

### **(c) Clerks Report**

**i)** General report

The Clerk reported that she was indeed busy and the focus of her time would be to the Remembrance Parade and the 22/23 budget in the coming weeks. The Clerk informed the meeting that the AGAR had now been concluded and that there was some work that would now need to be done for the website and notice boards.

The Clerk informed the meeting that she had now received the planning training videos and that she would organise a zoom training session for all councillors.

The Clerk alerted members to the Cornwall ALC zoom training for Code of Conduct and asked members to consider attending if they had not already watched the recorded training session.

The Clerk reported that she worked 22 hours over contacted hours over the summer and would work some shorter days during September so not to build them up too much again.

**ii)** To approve and adopt the Disciplinary Procedures

The Chairman proposed that members of Portreath Parish Council approve and adopt the new Disciplinary Procedures. This was seconded by Cllr. Goodwin, put to the meeting and carried unanimously.

**iii)** To approve and adopt the Grievance Policy

The Chairman proposed that members of Portreath Parish Council approve and adopt the Grievance Policy. This was seconded by Cllr. Hitchen, put to the meeting and carried unanimously.

**iv)** To approve and adopt the Training & Development Policy

The Chairman proposed that members of Portreath Parish Council approve and adopt the Training & Development Policy. This was seconded by Cllr. Goodwin, put to the meeting and carried.

**v)** To approve and adopt the updated Code of Conduct

The Chairman proposed that members of Portreath Parish Council approve and adopt the updated Code of Conduct. This was seconded by Cllr. Goodwin, put to the meeting and carried.

**a) Former Public Toilets**

**i) General Report**

The Chairman recapped that the previous week councillors had had an informal working group virtual meeting to discuss details of the options as outlined in the Clerks report as agreed at the last full meeting of the council.

**ii) To decide the future of the former public toilets, authorise any action and consider associated expenditure**

The Chairman summarised all the options and asked councillors if they were happy that options A and C were not worth pursuing.

Councillors spoke in favour of option E as their preference for the future of the former toilet building. Council indicated that option D was their second preference for the future of the building followed by option B if neither E or D are viable.

The Chairman proposed that members of Portreath Parish council investigate the feasibility of passing the former toilet building the PIC, for use as a joint community venture, including office space of the Parish Council. This was seconded by Cllr. Goodwin, put to the meeting and carried unanimously.

**b) Public Toilets**

The Chairman updated members stating that there continued to be issues arising from misuse that needed rectifying, including replacing of toilet roll holders, straps on the changing table and a number of door locks that had failed.

The Chairman commented that he felt the locks on the new toilet doors were not fit for purpose and informed members that the company that supplied them was sending an engineer to look at the issues that keep reoccurring.

The Chairman informed members that the stepper motor needed replacing in the flush of the 'brown' toilet and that the part was on order and that a plumber had been engaged to clear sand from one of the sink units as it was beyond the capabilities of the cleaning contractor to manage. The Chairman commented that the plumber would clean the drains of all of the sinks in the coming weeks.

The meeting considered the possibility of providing more toilet facilities in the summer season, but concurred that this needed to be included on a future agenda.

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

The Chairman informed members that following the last meeting the chosen examiner had been appointed and it was likely they would start work in October. The Chairman informed members that the examiner had asked if the council wished to respond to any comments from the consultation, and that the Chair of the NDPSG would compose responses.

**d) General Signage**

None

**e) Remembrance Parade and Service 2021, authorise any action and consider associated expenditure**

The Clerk informed the meeting that she had met with the RBL and St Mary's Church and that the date for the parade and service was confirmed as 7<sup>th</sup> November 2021, the event notice had been acknowledged by Cornwall Council and that she was awaiting confirmation of the roads management company. The Clerk informed the meeting that the signage would need to be updated and asked for volunteers to distribute notification of the event and road closure to affected businesses. Cllrs Goodwin and Symonds agreed to assist when the notifications were ready for distribution.

**f) Mining Trails & Mining Villages Regeneration Group (MVRG) & the Duke of Leeds Land**

None

**g) IT Support**

None

**h) WAAF Site**

None

i) **Risk Assessments**

None

j) **Portreath Climate Action Network (CAN)**

The Clerk informed the meeting that the reusable bag sewing sessions had now resumed and that the group meet on the first Monday of each month at the church hall at 10:30am.

The Chairman informed the meeting of a beach clean arranged by the company Keter which would be taking place to coincide with National Beach Clean week at 11am on the 17<sup>th</sup> September. The Chairman encouraged members to attend and join the event.

**8987** To consider the future of the WAAF site, authorise any action and consider associated expenditure  
The meeting considered the future of the WAAF site commenting that a full plan would need to be formulated before any decisions was made.

CC Crabtree informed the meeting that he had been in contact with the affordable housing team at Cornwall Council and asked for details of the location and size of the land to be passed to them for their consideration of suitability of location for the construction of affordable housing.

Cllr. Hitchen referred to the WAAF Site as previously developed land and commented that it would be a good site for affordable housing.

The Chairman referred to a project in the parish of Gwenapp led by the Community Land Trust which had provided 2, 3 and 4-bedroom houses at truly affordable prices. The Chairman informed the meeting that the houses would never be sold or rented for more than 60% of the market value at the time of sale.

Cllr. Kessell offered to support Cllrs. Hitchen and Jose with proposals for the future of the WAAF Site and commented that there also needed to be affordable rental properties for the young people in the parish.

**8988** To consider devolving land on Lighthouse Hill from Cornwall Council for the use of a car park, overnight camping pitches and park & ride service, authorise any action and consider associated expenditure  
Cllr. Kessell addressed the meeting stating that the council should devolve the land on Lighthouse Hill from Cornwall Council, with the intention as running the land as a carpark, but if that option is not viable, to protect the land from development. Cllr. Kessell highlighted his experience in managing car parks and commented that issues such as lack of electricity to the site could be overcome with parking systems that worked using solar power.

The Chairman outlined the previous discussions about devolving the land for car parking and commented that the business plan originally submitted was unrealistic and the monies offered by Cornwall Council to assist with works were not sufficient to make it worth the council taking on the land at the time it was discussed.

The Chairman went on to say that if the council wanted to reconsider this option that a full business plan would be needed before going back to Cornwall Council, including three quotations for all of the works needed to bring to project to fruition.

Cllr. Kessell commented that the land should be devolved even if the car park was not an option. The Chairman commented on the liability the council would have for the land if it was devolved and left unused.

Cllr. Kessell asked the meeting if they would work with other village organisations to bring the project to fruition. The Chairman expressed concern if the Council would be allowed to work in such ways.

The Clerk commented that Council's do have limited powers and that gaining the General Power of Competence would be recommended to ensure that all the functions of the proposal would be viable. The Clerk informed the meeting that the council would need to seek advice on whether the council could work with village organisations to bring the project to fruition.

Councillors discussed the benefits to the parishioners of Portreath by the council taking on this project, commenting that whilst most parishioners would not use the facility it may free up parking for residents.

Cllr. Kessell asked members if they supported the proposal in principle, and if councillors agreed he would start to compile quotations to add to the business plan. Following further discussion Councillors concurred that they would like to see the project progressed.

Cllr. Kessell proposed that members of Portreath Parish Council look into the feasibility of devolving the land on Lighthouse Hill from Cornwall Council with the intention of providing a parking facility, with the potential of overnight parking for campervans and a park and ride service. This was seconded by Cllr. Goodwin, put to the meeting and carried unanimously.

**8989 To receive various items of correspondence, authorise any action and consider associated expenditure**

**a) Correspondence circulated by email**

Councillors confirmed that there had been no correspondence circulated by email during the months of August that required follow up.

**b) General correspondence**

None

**c) Correspondence received since the preparation of this agenda**

- **Keter beach Clean 17<sup>th</sup> September, 11am**  
The Clerk gave further details of the beach clean previously discussed.
- **Vehicles driving on pavement on Penberthy Road**  
The Clerk informed members of correspondence from a parishioner expressing concern at vehicles routinely driving on the pavement on Penberthy Road. The Clerk commented that the email had also been sent to Adrian Drake and within in his response was a suggested solution to the issue. The Clerk advised that this would be added to the agenda for full discussion at the next meeting.
- **Bollards in Chynance:** The Clerk informed the meeting that residents continue to pursue Cornwall Council to replace one of the bollards with a removable bollard to allow access to the properties that front the small beach.
- **Resident's report of sharp metal spike in sea pool:** The Clerk informed the meeting that they had asked Cornwall Council to address the matter, however Cornwall Council had referred the matter to the Duchy of Cornwall as they do not own that part of the beach. Councillors asked if this council could take on repair works, the chairman authorised members to gather quotations for repair works.

**8990 To give consideration to any applications received for grants/donations**

The Clerk informed the meeting of the application received from Anna Pascoe from Make me a Plan Ltd for funds to support an initiative by the Community Interest Company (CIC) Health Habits Academy.

Councils scrutinized the application commenting that the grant request of £3000 was £2000 more than had been allocated in the 21/22 budget for grants and totalled 3% of the total 21/22 budget for the council. Members notes that the £3000 requested would only benefit 5 members of the parish.

CC Crabtree commented that the application states that a grant request of £3000 was in progress from Illogan Parish Council, however when the application was put before Illogan councillors it was refused down, stating that the services offered by the applicant were a duplication of services already provided by Cornwall Council.

Members discussed further if the grant could be considered for the 22/23 budget and concurred that tax payers (parishioners) would likely object to such a large grant benefitting so few parishioners.

The Chairman proposed that the application from Anna Pascoe of Make Me a Plan Ltd for £3000 to fund the running of the Community Interest Company (CIC) Health Habits Academy be rejected. This was seconded by Cllr. Kessell, put to the meeting and carried unanimously.

**8991 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 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. This was seconded by Cllr. Goodwin, put to the meeting and carried.

**8992 To approve the amendments made to the Clerks contract, authorise any action and consider associated expenditure**

Members of the Finance & Staffing Committee explained how a revised contract of employment for the Clerk had been drawn up to better reflect the NALC model contract and also the particular requirements for our Clerk's parish duties. This has been presented to the Clerk for review and agreement which is hoped to be attained within the next week. Therefore, it was requested that formal approval by the council be deferred until the October meeting after negotiations have been concluded. This was agreed unanimously.

**8993 To Consider and approve the recommendations of the Finance and Staffing Committee in benchmarking the Clerks role and setting a new Salary Scale point, authorise any action and consider associated expenditure**

Members of the Finance & Staffing Committee explained that having attended Clerk Benchmark training recently, it had been recognised that we have not been paying the appropriate salary commensurate with the Clerks duties, qualifications and experience. The benchmarking guide provided by CALC has been used and a new Spinal Column Point salary had been calculated. It was stated that no budget for this increase had been foreseen when setting the 21/22 budget, but available funds had been identified from elsewhere. This has been presented to the Clerk for review and agreement which is hoped to be attained within the next week, with effective date of 1st October for the change in pay. Therefore, it was requested that formal approval by the council be deferred until the October meeting after negotiations have been concluded. This was agreed unanimously. Members wanted to express at this stage how much they valued the work of the clerk and could see no reason for not giving formal approval.

**8994 To agree the date of the next meeting, Monday 4<sup>th</sup> October 2021, 6:30pm**

The meeting resolved the date of the next full council meeting be held on Monday 4<sup>th</sup> October at 6:30pm. Proposed by The Chairman, Seconded by Cllr. Symonds.

**8995 Close of Meeting**

The Chairman thanked members for their attendance, and closed the meeting at 20:40.

4<sup>th</sup> October 2021

Chairman – Cllr. Ian Stewart